

Complete all forms and bring  
them with you on your scheduled  
appointment date.

*Thank you!*

*University Surgical Associates, PSC*

**General Surgery**

Robert N. Cacchione, M.D.  
William G. Cheadle, M.D.  
Glen A. Franklin, M.D.  
Richard N. Garrison, M.D.  
Brian G. Harbrecht, M.D.  
Farid J. Kehdy, M.D.  
Gerald M. Larson, M.D.  
Frank B. Miller, M.D.  
J. David Richardson, M.D.  
Jorge L. Rodriguez, M.D.  
Christopher R. Schneider, M.D.  
Jason W. Smith, M.D.  
Gary C. Vitale, M.D.

**Surgical Oncology**

Michael B. Flynn, M.D.  
Richard E. Goldstein, M.D., Ph.D.  
Robert C. G. Martin, M.D.  
Kelly M. McMasters, M.D., Ph.D.  
Hiram C. Polk, Jr., M.D.  
Amy R. Quillo, M.D.  
Charles R. Scoggins, M.D.

**Transplant**

Mary Eng, M.D.  
Christopher M. Jones, M.D.  
Michael R. Marvin, M.D.

**Colorectal Surgery**

Susan Galandiuk, M.D.  
Jeffrey R. Jorden, M.D.  
Michael H. McCafferty, M.D.

**Vascular Surgery**

Amit J. Dwivedi, M.D.  
Marvin E. Morris, M.D.  
Charles B. Ross, M.D.  
Andrea E. Yancey, M.D.

**Plastic and Reconstructive**

Larry D. Florman, M.D.  
Jarrod A. Little, M.D.  
Terry M. McCurry, M.D.  
Gordon R. Tobin, M.D.  
Bradon J. Wilhelmi, M.D.

**Otolaryngology,  
Head and Neck Surgery**

Jeffrey M. Bumpous, M.D.  
Swapna K. Chandran, M.D.  
Arun K. Gadre, M.D.  
Toni M. Ganzel, M.D.  
Kevin L. Potts, M.D.  
Welby Winstead, M.D.



Dear Patient:

Welcome to our ear, nose, and throat practice in association with University Surgical Associates! We are pleased that you have chosen us, and our physicians and staff will provide the most empathetic, comprehensive, and up-to date care for your child.

In order for us to serve you most efficiently, we would ask that you assist us in the following measures:

1. **Please bring copies of any pertinent physical examinations, laboratory or X-ray evaluations to the office with you.** If you have had these test done, our staff will be happy to help you locate and obtain them prior to your arrival.
2. Most insurance plans require specific information concerning your child to allow us to provide the most comprehensive care possible. **Please provide us with specific dates of any previous treatment, any diagnoses made, and the medication used to treat these illnesses.**
3. **If you are participating in any of the following health plans or HMOs, please make sure that you have in hand the referral form from your primary care provider:**

Aetna HMO/Aetna MC/Aetna QPOS  
Cigna HMO/Cigna MC  
Humana HMO/Humana HMO-MBP  
Indiana Medicaid/Hoosier Healthwise  
Kentucky Medicaid/KENPAC  
Passport  
Tricare

**This is not an inclusive list; please check with your benefits administrator if you have any questions concerning referrals.**

If we can provide any assistance to you in these matters, or if you have any questions, please do not hesitate to give us a call at 502-583-3687.

We look forward to meeting with you and your child; we appreciate the confidence you have to allow us to participate in your child's care.

Jeffrey M. Bumpous, M.D., F.A.C.S.  
Swapna K. Chandran, M.D.  
Toni M. Ganzel, M.D., F.A.C.S.

Arun K. Gadre, M.D.  
Kevin L. Potts, M.D.  
Welby Winstead, M.D., F.A.C.S.

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Visit our websites at:

usahandsurgery.com	usapsc.com	aboutmelanoma.com
louisvillesurgery.com	colidoscope.com	aboutliver tumors.com
louisvillesurgonc.com	usaplasticsurgery.com	aboutbreasthealth.com
louisvilleotolaryngology.com	survivelivercancer.com	aboutpancreascancer.com
	louisvilletrauma.com	

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How did you hear about University Surgical Associates and/or your doctor?

- Internet     
  Radio     
  Direct Mail     
  Today's Woman     
  Louisville Magazine     
  Newspaper  
 Audience Playbill     
  Your physician     
  TV     
  Friend or word of mouth     
  Other \_\_\_\_\_

Referring Doctor: \_\_\_\_\_ Family Doctor / PCP: \_\_\_\_\_

Address \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

### Patient Information

Patient's Last Name:		First Name:		M.I.	Patient's Social Security #:	
Street Address:					Age:	Date of Birth:
City:		State:	Zip:	Email Address:		Patient's Home Phone:
Employment or Student Status (if not a minor): Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Self Employed <input type="checkbox"/> Active Military <input type="checkbox"/> Name of School: _____					Gender: (circle one) Male Female	
Marital Status: S M D W		Patient's Employer:			Patient's Occupation:	
Patient's Work Phone & Ext#:		Employer's Address:			Date Employment Started:	
Spouse's Date of Birth:		Spouse's Name:			Spouse's Social Security #:	
Spouse's Work Phone:		Spouse's Employer:			Spouse's Occupation:	

NOT NEEDED IF A

### Responsible Party / Child's Parent Information

Responsible Party or Father's Name:			Responsible Party or Mother's Name:		
Social Security #:	Date of Birth:	Relationship to Patient:	Social Security #:	Date of Birth:	Relationship to Patient:
Employer:		Work Phone & Ext:	Employer:		Work Phone & Ext:
Home Address if different from Patient's:			Home Address if different from Patient's:		
City, State & Zip:		Phone:	City, State & Zip:		Phone:

### Primary Insurance

**PLEASE NOTE: We MUST Make A Copy of Your Insurance Card.**

Insurance Company Name:		Effective Date:	Subscriber's Date of Birth
Subscriber's Full Name:		Subscriber's Social Sec #:	Relationship to Patient:

### Secondary Insurance

**PLEASE NOTE: We MUST Make A Copy of Your Insurance Card.**

Insurance Company Name:		Effective Date:	Subscriber's Date of Birth:
Subscriber's Full Name:		Subscriber's Social Sec #:	Relationship to Patient:

### Emergency Contact

**SOMEONE WITH A DIFFERENT PHONE NUMBER**

Name:	Phone Number:	Relationship to Patient:
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**RELEASE OF INFORMATION:** I hereby authorize the release of medical information or other information acquired during the course of examination and treatment to insurance carriers, physicians, or my legal representatives. I hereby request payment of benefits from all insurance carriers to University Surgical Associates P.S.C. I understand I am responsible for and will pay any amount not covered by insurance including collection costs and reasonable attorney fees if referred for collection.

Signature – Responsible Party \_\_\_\_\_

Date \_\_\_\_\_

USA Doctor \_\_\_\_\_

Registrar \_\_\_\_\_

We are dedicated to providing you with the best possible care and service, and regard your understanding of our financial policies as an essential element of your care and treatment. Please read the following policy. If you have any questions, please feel free to discuss them with our staff.

## **YOUR INSURANCE**

We have made prior arrangements with many insurers and other health plans. We will bill those plans with whom we have an agreement and will collect any required copayment at the time of service. The copayment will be collected when you arrive for your appointment. For elective surgery you will be contacted to arrange for payment of the coinsurance and deductible. In the event your health plan determines a service to be “not covered” or you have “no insurance coverage”, you will be responsible for the complete charge. We will also bill your health plan for all services we provide in the hospital. We will be glad to establish a payment plan to meet your needs.

## **MINOR PATIENTS**

For all services rendered to minor patients, the adult accompanying the patient is responsible for payment.

## **CANCELLATION/NO SHOW POLICY**

An appointment must be cancelled 24 hours in advance. A patient that does not cancel their appointment at least 24 hours in advance or is a NO SHOW will be charged \$25.00.

## **SUPPLIES POLICY**

If we know there are supplies involved we will try to alert you of our charges before you come for your scheduled appointment. Your insurance may deny payment for this \_\_\_\_\_ service/supply. The patient/responsible party understand that this charge may be non covered and will be responsible for these charges at the time of service.

## **MEDICAL RECORD POLICY**

When requesting disability forms to be completed we will require a \$25.00 payment for the initial form and a \$10.00 payment for follow-up forms in advance of their completion.

## **PRESCRIPTION POLICY**

We ask that you call in your refill request for prescriptions during the hours of 9:00 am – 3:00 pm Monday thru Friday only. Prescription refills from 3:00 pm Friday – 9:00 am Monday are not available.

I have read and understand the financial policies of the practice and I agree to be bound by its terms. I also understand and agree that such terms may be amended from time-to-time by the practice.

\_\_\_\_\_  
Signature of Patient or Responsible Party if a Minor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Co-responsible Party

\_\_\_\_\_  
Please Print the Name of the Patient



# PEDIATRIC MEDICAL HISTORY FORM

Date: \_\_\_\_\_

\*Is your child allergic to Latex? Yes \_\_\_ No \_\_\_ Does your child have a history of bleeding? \_\_\_\_\_

Child's Name: \_\_\_\_\_ Age: \_\_\_ DOB: \_\_\_\_\_ Gender: \_\_\_ Weight: \_\_\_\_\_

Are pets in the home? Yes \_\_\_ No \_\_\_ Smoking in the home? Yes \_\_\_ No \_\_\_ Number of Siblings: \_\_\_\_\_

Age of siblings: (1) \_\_\_\_\_ (2) \_\_\_\_\_ (3) \_\_\_\_\_ (4) \_\_\_\_\_

Reason for seeing the doctor: \_\_\_\_\_

Primary Care/Family Doctor: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Referred by: \_\_\_\_\_

List current medicines your child is taking: \_\_\_\_\_

List medicines your child is allergic to: \_\_\_\_\_

List surgeries your child has had and the year they were done: \_\_\_\_\_

Was your child born prematurely? Yes \_\_\_ No \_\_\_

Has your child ever smoked? Yes \_\_\_ No \_\_\_

Does anyone in your family have:

Hearing Loss Yes \_\_\_ No \_\_\_ If yes, who \_\_\_\_\_

Respiratory Allergies Yes \_\_\_ No \_\_\_ If yes, who \_\_\_\_\_

Has your child ever had:

Cancer Yes \_\_\_ No \_\_\_

Heart Disease Yes \_\_\_ No \_\_\_

Stroke Yes \_\_\_ No \_\_\_

Diabetes Yes \_\_\_ No \_\_\_

Kidney Disease Yes \_\_\_ No \_\_\_

High Blood Pressure Yes \_\_\_ No \_\_\_

Anemia Yes \_\_\_ No \_\_\_

Jaundice Yes \_\_\_ No \_\_\_

Respiratory Disease Yes \_\_\_ No \_\_\_

Tuberculosis Yes \_\_\_ No \_\_\_

Epilepsy Yes \_\_\_ No \_\_\_

Bleeding Disease Yes \_\_\_ No \_\_\_

Abnormal Bleeding/Bruising Yes \_\_\_ No \_\_\_

Change in color of stool Yes \_\_\_ No \_\_\_

Allergies Yes \_\_\_ No \_\_\_ If yes, what \_\_\_\_\_

Immunizations up to date Yes \_\_\_ No \_\_\_

Has your child ever had:

<b>GENERAL:</b>	<b>YES</b>	<b>NO</b>
Weakness	_____	_____
Weight Loss	_____	_____
Fever / Chills	_____	_____
Night Sweats	_____	_____
Diabetes	_____	_____
Anemia	_____	_____

<b>HEAD / NECK:</b>	<b>YES</b>	<b>NO</b>
Stroke	_____	_____
Blackout Spells	_____	_____
Headaches	_____	_____
Seizures	_____	_____
Change in vision	_____	_____
Nosebleeds	_____	_____
Hoarseness	_____	_____
Lumps in Neck	_____	_____
Thyroid Problems	_____	_____
Radiation Treatment	_____	_____

<b>NEUROLOGIC:</b>	<b>YES</b>	<b>NO</b>
Numbness	_____	_____
Weakness of Legs	_____	_____
Walks on Toes	_____	_____

<b>CHEST / LUNG:</b>	<b>YES</b>	<b>NO</b>
Lung Problems	_____	_____
Shortness of Breath	_____	_____
Cough up Blood	_____	_____
Wheezing / Asthma	_____	_____
Pneumonia	_____	_____
Tuberculosis	_____	_____
Chest X-ray	_____	_____

<b>ABDOMEN:</b>	<b>YES</b>	<b>NO</b>
Pain	_____	_____
Nausea / Vomiting	_____	_____
Vomit Blood	_____	_____
Problems Swallowing	_____	_____
Indigestion / Heartburn	_____	_____
Swelling	_____	_____
Yellow Jaundice	_____	_____
Pancreatitis	_____	_____
Ulcer Disease	_____	_____
Gallbladder Disease	_____	_____
Hernia	_____	_____
Appendectomy	_____	_____
Constipation	_____	_____

<b>CHEST / HEART:</b>	<b>YES</b>	<b>NO</b>
High Blood Pressure	_____	_____

Family History		
Heart Disease	_____	_____

Irregular Heart Beat	_____	_____
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<b>KIDNEY:</b>	<b>YES</b>	<b>NO</b>
Blood in Urine	_____	_____
Kidney / Bladder Infections	_____	_____
Kidney Stones	_____	_____
Pain with urination	_____	_____
Incontinence	_____	_____

What are the expectations for your visit today: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**COMMENTS: (Physician use only)**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**University Surgical Associates, PSC  
401 East Chestnut Street Suite 710  
Louisville, Ky 40202**

**Dear Patient,**

In order to help us stay within the guidelines of HIPAA, please list below any person /persons that you authorize us to disclose information to regarding your Protected Health Information. **(You do not need to list any of your doctors.)**

<b>Name</b>	<b>Relationship</b>
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

Do we have your permission to leave information on your **answering machine** when you are not at home?

**Yes** \_\_\_\_\_ **No** \_\_\_\_\_

\_\_\_\_\_  
Patient's Name (Please Print)

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Patient's (or Guardian's) Signature

\_\_\_\_\_  
Date





## **Did you know that your surgeon not only takes care of patients, but:**

- Is a Professor of Surgery at the University of Louisville School of Medicine?
- Performs basic, translational, and clinical research to improve patient care?
- Teaches students, residents and fellows who come from around the world to learn the latest surgical procedures and participate in groundbreaking research?

We want to tell you about some of the exciting research and educational programs that are underway in the Department of Surgery at the University of Louisville School of Medicine. We are proud to be nationally recognized for groundbreaking advances in: **Cancer Detection and Treatment, Trauma and Critical Care, Minimally Invasive Surgery, Bariatric Surgery, Digestive Diseases, Endocrine Surgery, Vascular Surgery, Head and Neck Surgery, Plastic and Reconstructive Surgery, Hearing and Speech Disorders, Organ Transplantation, and Surgical Infections.**

A small sampling of our research includes:

1. The Sunbelt Melanoma Trial, a multicenter study that is the largest ever conducted in melanoma with more than 3,600 patients registered. It was conceived, written and directed from the Department of Surgery.
2. Genetic research relating to colorectal cancer and inflammatory bowel disease, which together affect hundreds of thousands of Americans every year. We have been using the latest technology such as gene chips to try to identify the cause of these disorders.
3. Minimally Invasive Parathyroid and Thyroid Surgery. We are one of the first centers to develop and test the procedure of Minimally Invasive Radioguided Parathyroidectomy, which allows patients with parathyroid tumors to undergo a much less invasive yet curative procedure through a small incision. We have also developed techniques for minimally invasive endoscopic thyroid surgery.
4. Studies of sound perception and speech production in children and adults that have undergone cochlear implant surgery
5. The University of Louisville Breast Cancer Sentinel Lymph Node Study, which involves more than 4,000 patients from 79 institutions across the US and Canada. It is the largest study of its kind and is largely responsible for the acceptance of this minimally invasive procedure for patients with breast cancer around the world.

6. Basic research into the molecular basis for the response to trauma, shock, inflammation, and infection.
7. New technologies for the treatment of liver tumors. Over the past decade, we have helped develop and test new minimally invasive techniques for treatment of liver tumors. This allows many patients who previously were not candidates for surgery to eliminate cancer in the liver.
8. New gene therapy approaches to cancer as an alternative to chemotherapy. In the past decade, we have developed several new treatments of liver tumors, colon cancer, pancreatic and stomach cancer, melanoma, breast cancer, and cervical cancer.
9. Studies to evaluate rare endocrine tumors using artificial intelligence.
10. We were one of the first U.S. centers to pioneer the use of the Lap Band System™ and other minimally invasive surgical treatments for obesity. We were the first center in America to perform an intragastric balloon and this was done in the setting of a clinical trial.

### **This is where you can help.**

Research is responsible for the development of new approaches to surgery and the treatment of a variety of conditions and diseases. We have made much progress, yet our work is far from done. With additional funding support, we feel confident we can bring some of these exciting results to our patients more quickly.

Your investment in our research will bear dividends for years to come, helping others facing a diagnosis such as yours. Any amount helps, and you can specify where you would like your money to be used.

If you are interested in investing in our research by making a donation or want to learn more, please contact Larissa Reece by email at [lfreec01@gwise.louisville.edu](mailto:lfreec01@gwise.louisville.edu) or **502-852-8910** or **1-800-872-8033**. She also may contact you following your treatment to gauge your interest and to discuss your experience with our office. In addition, you can discuss your interest with your surgeon or our office staff any time. You can also visit our Web site at [louisvillesurgery.com](http://louisvillesurgery.com). Thank you again for your confidence in our program.

*If you wish to have your name removed from the list to receive fundraising requests supporting the Department of Surgery, please make your wishes known in writing to: Department of Surgery, Development Office, 530 South Jackson Street; Louisville, KY 40202, and all reasonable efforts will be taken to ensure you will not receive any such communications from us in the future.*