



## Welcome to Medcorps Asthma and Pulmonary Specialists.

You are scheduled to see the provider at: \_\_\_\_\_

Please arrive 20 minutes early to check in with receptionist and the nurse. Your appointment time is the time you see the provider, not the time you arrive.

We want to make your appointment informative and efficient. During your consultation, we will review your medical history, perform a physical exam and discuss your goals. We encourage you to make a list of questions.

Before your appointment, please complete and return all paper work from our office, provide us with any previous diagnostic imaging, labs, PFT, or sleep study reports, and any previous medical records from other pulmonary providers.

We ask that you and anyone coming to the office with you, not to use perfume, cologne or scented lotion. We also ask that you and anyone coming with you to the office not smell of cigarette smoke. Please do not smoke 4 hours prior to your appointment.

### Office Visit Policy

All patients will be required to present a photo ID, their current medical insurance card and deductible and co-pay payments at every office visit. If your insurance requires authorization number or referral, please be sure your primary care physician has obtained one for you or your appointment will be rescheduled.

Patients without verifiable health insurance will be required to demonstrate a form of payment before being seen.

### Service Animal Policy

Trained service animals, whether accompanied by individuals with disabilities or by trainers of service animals, are permitted in Medcorps Asthma and Pulmonary Specialists Offices, in compliance with the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973 (Section 504) and applicable state law. We intend that the broadest access be provided to service animals and persons using service animals, and trainers of service animals, be afforded independent access to Medcorps Asthma and Pulmonary.

All service animals must always remain on a leash and be appropriately controlled.

Owners of service animals shall be liable for any harm caused by the animal to Medcorps Asthma and Pulmonary Specialists, its officers, agents, employees, patients, and visitors.

Pets or animals whose sole purpose to provide comfort or emotional support do not qualify as Service Animals under the American with Disabilities Act. Pets and comfort animals are not permitted.



## Refill Policy

A one-time, one-month courtesy supply of medications may be given to patients who miss an appointment or need a follow up appointment.

Please have your pharmacy fax refill requests to 856-352-6710.

## Prior Authorizations

Our office will complete any prior authorization paperwork required by your insurance company. Authorizations can take up to 14 days after all information is submitted. Specialty medications can take longer. We do not recommend scheduling your test without the authorization. Starting the prior authorization yourself or having another doctors office start the prior authorization will significantly slow the process.

## Cancellation Policy

Due to an overwhelming number of late cancellations and no show appointment events, Medcorps Asthma and Pulmonary Specialists is amending our policy to enable us to accommodate more patients on our wait list.

1. Medcorps Asthma and Pulmonary Specialists requires at least 48 hour notice to cancel your appointment.
  2. 10 minutes late for your appointment is considered a no show.
- We may be able to accommodate late patients if time is available. This is determined on a case by case basis.
  - \$50 late fee will be assessed
    - Fee will be waived if patient is in hospital or ER, documentation is to be sent to our office.
    - Fee will not be waived for transportation issues, not getting day off from work, oversleeping, forgetting appointment, having another doctor appointment etc.
  - Payment of late fee will be collected at the next appointment.
    - Failure to pay late fees will result in dismissal from practice
  - Rescheduling a late cancel appointment does not negate the late cancel fee.
  - Our office not being able to confirm your appointment does not negate the late cancel fee.

After 2 incidents of late cancellations and/ or no shows for new patient appointments you will not be rescheduled with any of our offices.

After 3 incidents of late cancellations and/ or no shows for follow up appointments, you will not be rescheduled with any of our offices.



## **Dismissal from Medcorps Asthma and Pulmonary**

Grounds for dismissal include but are not limited to yelling, cursing, threatening, staff or providers, failure to pay for services, & failure to return equipment

## **Insurance Claims/Billing**

Medcorps Asthma and Pulmonary Specialist participates with most major insurance carriers. As a courtesy to our patients, we will file insurance claims for those insurances with which we participate. Please remember, any amount not covered by insurance is ultimately the patient's responsibility.

## **Payment**

Payment will be requested at the time of service for all services that are non- covered or determined to be the patient's responsibility, including co-payments and deductibles from care you received at a rehabilitation facility or hospital.

Payment may be made by cash, check, Master Card, or Visa. We realize that deductibles are very high, and we will gladly set up payment plans. If you have a question regarding insurance, billing or our fees, please call the office.



Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Primary Care Physician (PCP): \_\_\_\_\_

City/State: \_\_\_\_\_ Phone: \_\_\_\_\_

Pharmacy Name and town: \_\_\_\_\_

Blood work Lab name and town: \_\_\_\_\_

Diagnostic center you use for X-rays: \_\_\_\_\_

Who told you to see a lung doctor? \_\_\_\_\_

Why do you need to be seen by a lung doctor? \_\_\_\_\_

**Smoking History**

Do you smoke currently, or have you ever smoked?      Current      Former      Never Smoker

If yes, how many packs/day? \_\_\_\_\_ How many years? \_\_\_\_\_ Date of last use: \_\_\_\_\_

**EXPOSURE**

What do you do for a living? \_\_\_\_\_

Were you/or have you ever been exposed to dust, chemicals or asbestos at your home,  
job or during military service?      NO      YES

If yes, please explain: \_\_\_\_\_

Are there pets in the house?      Dogs      Cats      Other: \_\_\_\_\_



## MEDICATION LIST

Name: \_\_\_\_\_

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

List all medications you are taking. Include both prescription and over-the-counter drugs, inhalers and nebulized medications, oxygen as well as any supplements you use regularly.

Name of Medication	Dose {number of puffs or Pills	Frequency (number of times per day)	
Medications you have at home for a breathing exacerbation (e.g. antibiotics, steroids)			
<b>Oxygen therapy</b>		liters per min	During the Day
<b>Oxygen therapy</b>		liters per min	At Night



## PATIENT HISTORY

Name: \_\_\_\_\_

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

List any medical conditions and date of diagnosis and all past surgeries and dates of surgery.

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### FAMILY HISTORY - Please Check All That Apply

DISEASE / CONDITIONS	Mother	Father	Sister	Brother	Mom's Mom	Mom's Dad	Dad's Mom	Dad's Dad
<b>Allergies</b>								
<b>Asthma</b>								
<b>Blood Clots</b>								
<b>Cancer</b>								
<b>COPD</b>								
<b>Emphysema</b>								
<b>Heart Problems</b>								
<b>Sleep Apnea</b>								
<b>Restless Leg Syndrome</b>								



MEDICAL RECORDS RELEASE

Today's Date: \_\_\_\_\_

Patient's Name: \_\_\_\_\_

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

I, the undersigned, authorize the release of, or request access to the information specified below from the medical records of the above named patient.

Patient information is needed for:

- Continuing Medical Care
Insurance
Legal Purposes

- Military
Personal Use
School

- Social Security/Disability
Chronic Care Management
Other: \_\_\_\_\_

Information to be released or accessed:

- History & Physical
Operative Reports
Lab/Path Reports

- Consultation Report
Discharge/Death Summary
X-Ray Reports/Images

- Medication History
Face Sheet
Other \_\_\_\_\_

The above information may be released and disclosed to the following individuals or organizations:

MedCorps Asthma & Pulmonary Offices or;

NAME:

ADDRESS:

PHONE#:

Who are we getting your records from?

Phone Number

Address {Street, City, State and Zip}

Fax Number

I understand that my records are confidential and cannot be disclosed without my written consent, except when otherwise permitted by law. Information used or disclosed prior to this authorization may be subject to re-disclosure by the recipient and no longer protected. I understand that the specified information to be released may include but is not limited to history, diagnoses, and/or treatment of drug/alcohol abuse, mental illness, or communicable disease.

I understand that I may revoke this authorization in writing at any time except to the extent that action has been taken in reliance upon the authorization. This authorization will expire in 12 months from date of my signature, unless I revoke the authorization prior to that time.

Signature of Patient or Legally Authorized Representative

Date:

Printed Name of Patient or Legally Authorized Representative

Relationship to Patient

100 Kings Way East, #D1
Sewell NJ 08080
(856) 352-6572 - Office
(856) 352-6710 - Fax

211 S. Main St. #203
CapeMay Court House, NJ 08210
(609) 778-2744 - Office
(609) 778-2579 - Fax

222 New Road. #201
Linwood, NJ 08221
(609) 788-8953 - Office
(609) 904-6929 - Fax

910 Kenton Station Dr,
Maysville, KY 41056
(606) 759-9424 - Office
(606) 759-1118 - Fax



Name: \_\_\_\_\_

Today's Date: \_\_\_\_\_

### How is your COPD? Take the COPD assessment test™ (CAT )

This questionnaire will help you and your healthcare professional measure the impact COPD (Chronic Obstructive Pulmonary Disease) is having on your wellbeing and daily life. Your answers, and test score, can be used by you and your healthcare professional to help improve the management of your COPD and get the greatest benefit from treatment.

For each item below, place a mark (X) in the box that best describes you currently. Be sure to only select one response for each question

Example: I am very happy	0	<input checked="" type="checkbox"/>	2	3	4	5	I am very sad
I never cough	0	1	2	3	4	5	I cough all the time
I have no phlegm (mucus)	0	1	2	3	4	5	My chest is completely full of phlegm (mucus)
My chest does not	0	1	2	3	4	5	My chest feels very tight
When I walk up a hill or one flight of stairs I am not breathless	0	1	2	3	4	5	When I walk up a hill or one flight of stairs I am very breathless
I am not limited doing	0	1	2	3	4	5	I am very limited doing activities at home
I am confident leaving my home despite my lung condition	0	1	2	3	4	5	I am not at all confident leaving my home because of my lung condition
I sleep soundly	0	1	2	3	4	5	I don't sleep soundly because of my lung condition
I have lots of energy	0	1	2	3	4	5	I have no energy at all

SCORE

TOTAL  
SCORE





Name: \_\_\_\_\_

Today's Date: \_\_\_\_\_

### **Restless Leg Syndrome (RLS)**

Restless Leg Syndrome (RLS) may include a strong urge to move your legs or arms that you may not be able to resist. This need is often accompanied by uncomfortable sensations that might be described as creeping, itching, pulling, creepy crawly, tugging or gnawing.

- Symptoms may start or worsen when you are resting. The longer you rest, the more frequent and intense your symptoms will likely become.
- Symptoms may improve when you move your legs or arms. Relief can be complete or partial, but generally starts very soon after starting an activity. Relief persists as long as you keep moving.
- Symptoms may worsen in the evening, especially when you are lying down. Activities that bother you at night do not bother you during the day.
- Symptoms cannot solely be attributed to a medical or behavioral disorder (e.g., arthritis, leg cramps, vein disorders, habitual foot tapping).
- Symptoms may cause significant stress on you relationships, work, family, education or other areas of life by impacting your sleep, energy/vitality, daily activities or mood

### **Please answer questions describing your Restless Leg Syndrome Symptoms (RLS) for the past 4 weeks**

Overall, how would you rate the RLS discomfort in your legs or arms?

Very severe                  Severe                  Moderate                  Mild                  None

Overall, how would you rate the need to move around because of your RLS symptoms?

Very severe                  Severe                  Moderate                  Mild                  None

Overall, how much relief of your RLS arm or leg discomfort do you get from moving around?

None                  Slight                  Moderate                  Either complete or almost complete relief

Overall, how severe is your sleep disturbance from your RLS symptoms?

Very severe                  Severe                  Moderate                  Mild                  None

How severe is your tiredness or sleepiness from your RLS symptoms?

Very severe                  Severe                  Moderate                  Mild                  None



Name: \_\_\_\_\_

Today's Date: \_\_\_\_\_

## The Epworth Sleepiness Scale

**How Sleepy Are You?** How likely are you to doze off or fall asleep in the following situations? You should rate your chances of dozing off, not just feeling tired. Even if you have not done some of these things recently try to determine how they would have affected you. For each situation, decide whether or not you would have:

- No chance of dozing =0
- Slight chance of dozing =1
- Moderate chance of dozing =2
- High chance of dozing =3

Write down the number corresponding to your choice in the right hand column. Total your score below.

Chance  
of Dozing

### Situation

Sitting and reading

Watching TV

Sitting, inactive on a public place (e.g. a theater or meeting)

As a passenger in a car for an hour without a break

Lying down to rest in the afternoon when circumstances

permit Sitting and talking to someone Sitting quietly after

lunch without alcohol

In a car, while stopped for a few minutes in the traffic

TOTAL SCORE

## Interpretation:

- 0-7: It is unlikely that you are abnormally sleepy.
- 8-9: You have an average amount of daytime sleepiness.
- 10-15: You may be excessively sleepy depending on the situation. You may want to consider seeking medical attention.
- 16-24: You are excessively sleepy and should consider seeking medical attention.

Reference: Johns MW. A new method for measuring daytime sleepiness: The Epworth Sleepiness Scale. Sleep 1991; 14(6):540-5.

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Name: \_\_\_\_\_

Today's Date: \_\_\_\_\_

### ASTHMA CONTROL TEST

In the past 4 weeks, how much of the time did your asthma keep you from getting as much done at work, school or at home?

All the time	Most of the time	Some of the time	A little of the time	None of the time
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During the past 4 weeks, how often have you had shortness of breath?

More than once a day	Once a day	3 to 6 times a day	Once or twice a week	Not at all
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During the past 4 weeks, how often did your asthma symptoms (wheezing, coughing, shortness of breath, chest tightness or pain) wake you up at night or earlier than usual in the morning.

4 or more nights a week	2 or 3 nights a week	Once a week	Once or twice	Not at all
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During the past 4 weeks, how often have you used your rescue inhaler or nebulizer medication (such as albuterol)?

3 or more times per day	1 to 2 times per day	2 to 3 per week	Once a week or less	Not at all
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4. How would you rate your asthma control during the past 4 weeks?

Not controlled at all	Poorly controlled	Somewhat controlled	Well controlled	Completely controlled
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