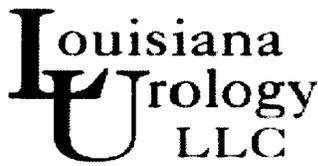


Kenneth M. "Trey" Blue, III, MD
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David N. Hastings, MD, FACS



H. Andrew Hollier, MD
William S. Kubricht, III, MD, FACS
Anna R. Smither, MD
Robert S. Taylor, MD, FACS
Paul W. Walker, MD

Account # _____

8080 Bluebonnet Blvd., Suite 3000
Baton Rouge, LA 70810
766-8100 • Fax 408-6873

F/C _____

Resp. Party # _____

DR _____ LOC _____

PATIENT INFORMATION

Patient _____
First Middle Last Suffix: Jr./Sr./Other

Mailing Address _____
Street City State Zip

Social Security _____ Date of Birth _____ Marital Status _____ Sex M or F

Home Phone _____ Work Phone _____ Cell Phone _____

Email _____ Emerg Contact Name & Number _____

Referring Doctor _____ Primary Care Doctor _____

Employer: _____ Employment Status: _____ Student: Full-Time Part-Time

How did you hear about our clinic? Friend Internet Physician Relative TV Yellow Pages Other _____

Race American Indian or Alaska Native Asian Black or African American Native Hawaiian or Other Pacific Islander Other Race
 Two or More Races White Preferred Language: _____

Ethnicity Hispanic or Latino Not Hispanic or Latino Preferred Pharmacy: _____

RESPONSIBLE PARTY INFORMATION

SEND STATEMENT TO

Responsible Party _____
Last First Middle Suffix: Jr./Sr./Other

Mailing Address _____
City State Zip

Home Phone _____ Work Phone _____ Ext _____ Cell Phone _____ Sex M or F

DOB _____ Social Security # _____ Employer _____

Employment Status Full-Time Self-Employed Part-time Not Employed Unknown Retired Military Active

INSURANCE INFORMATION

PRIMARY

SECONDARY/SUPPLEMENTAL

Insurance Company _____

Insurance Company _____

Address _____

Address _____

City State Zip

City State Zip

Patient's Relation to Insured Self Child Mate Other

Patient's Relationship to Insured Self Child Mate Other

Group # _____ Policy # _____

Group # _____ Policy # _____

Insured's Name _____

Insured's Name _____

DOB _____ Social Security # _____

DOB _____ Social Security # _____

*** A clinical summary will be provided at the office within three days of your visit.

I hereby authorize Louisiana Urology, LLC to release information to my insurance company for payment of medical claims and assign benefit payment to Louisiana Urology, LLC. I understand I am responsible for all allowable amounts including deductibles and copays not covered by any of my insurances.

Signature

Date

LOUISIANA UROLOGY, LLC

NOTICE OF PRIVACY PRACTICES

THIS NOTICE DESCRIBES HOW INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

Introduction

At Louisiana Urology, LLC, we are committed to treating and using health information about you responsibly. This Notice of Health Information Practices describes the personal information we collect and how and when we use or disclose that information. It also describes your rights as they relate to your protected health information. This notice is effective April 16, 2003 and applies to all protected health information as defined by federal regulations.

Understanding Your Health Record/Information

Each time you visit Louisiana Urology, LLC, a record of your visit is made. Typically, this record contains your symptoms, examination and test results, diagnoses, treatment and a plan for future care or treatment. This information, often referred to as your health or medical record, serves as a:

- Basis for planning your care and treatment,
- Means of communication among many health professionals who contribute to your care,
- Legal document describing the care you received,
- Means by which you or a third-party payer can verify that services billed were actually provided,
- A tool in educating health professionals,
- A source of information for public health officials charged with improving the health of this state and the nation,
- A source of data for our planning and marketing,
- A tool with which we can assess and continually work to improve the care we render and the outcomes we achieve.

Understanding what is in your record and how your health information is used helps you to: ensure its accuracy, better understand who, what, when, where and why others may access your health information, and make more informed decisions when authorizing disclosure to others.

Your Health Information Rights

Although your health record is the physical property of Louisiana Urology, LLC, the information belongs to you. You have the right to:

- Obtain a paper copy of this notice of information practices upon request, at your expense,
- Inspect and copy your health record as provided for in 45 CFR 164.524,
- Amend your health record as provided in 45 CFR 164.528,
- Obtain an accounting of disclosures of your health information as provided in 45 CFR 164.528,
- Request communications of your health information by alternative means or at alternative locations,
- Request a restriction on certain uses and disclosures of your information as provided by 45 CFR 164.522, and
- Revoke your authorization to use or disclose health information except to the extent that the action has already been taken.

Our Responsibilities

Louisiana Urology, LLC is required to:

- Maintain the privacy of your health information,
- Provide you with this notice as to our legal duties and privacy practices with respect to information we collect and maintain about you,
- Abide by the terms of this notice,
- Notify you if we are unable to agree to a requested restriction, and
- Accommodate reasonable requests you may have to communicate health information by alternative means or at alternative locations.

We reserve the right to change our practices and to make the new provisions effective for all protected health information we maintain. Should our information practices change, we will mail a revised notice to the address you have supplied to us.

We will not use or disclose your health information without your authorization, except as described in this notice. We will also discontinue using or disclosing your health information after we have received a written revocation of the authorization according to the procedures included in this authorization.

Examples of Disclosures for Treatment, Payment and Health Operations

We will use your health information for treatment.

For example: Information obtained by a nurse, physician or other member of your health care team will be recorded in your record and used to determine the course of treatment that should work best for you. Your physician will document in your record his or her expectations of the members of your health care team. Members of your health care team will then record the action they took and their observations. In that way, the physician will know how you are responding to treatment.

We will also provide your physician or a subsequent health care provider with copies of various reports that should assist him or her in treating you once you are discharged from our care.

We will use health information for payment.

For example: A bill may be sent to you or a third-party payer. The information on or accompanying the bill may include information that identifies you, as well as your diagnosis, procedures and supplies used.

We will use your health information for regular health operations.

For example: Members of the medical staff, the risk or quality improvement manager, or members of the quality improvement team may use information in your health record to assess the care and outcomes in your case and others like it. This information will then be used in an effort to continually improve the quality and effectiveness of the healthcare and service we provide.

Business associates: There are some services provided in our organization through contacts with business associates. Examples include physician services in the emergency department, radiology and certain laboratory tests. When these services are contracted, we may disclose your health information to our business associate so that they can perform the job we have asked them to do and bill you or your third-party payer for services rendered. To protect your health information, however, we require the business associates to appropriately safeguard your information.

Directory: Unless you notify us that you object, we will use your name, location in the facility, general condition and religious affiliation for directory purposes. This information may be provided to members of the clergy and, except for religious affiliation, to other people who ask for you by name.

Notification: We may use or disclose information to notify or assist in notifying a family member, personal representative or another person responsible for your care, your location and general condition.

Communication with family: Health professionals, using their best judgment, may disclose to a family member, other relative, close personal friend or any other person you identify, health information relevant to that person's involvement in your care or payment related to your care.

Research: We may disclose information to researchers when their research has been approved by an institutional review board that has reviewed the research proposal and established protocols to ensure the privacy of your health information.

Funeral directors: We may disclose health information to funeral directors consistent with applicable law to carry out their duties.

Organ procurement organizations: Consistent with applicable law, we may disclose health information to organ procurement organizations or other entities engaged in the procurement, banking or transplantation of organs for the purpose of tissue donation or transplant.

Marketing: We may contact you to provide appointment reminders or information about treatment alternatives or other health-related benefits and services that may be of interest to you.

Fund-raising: We may contact you as part of a fund-raising effort.

Food and Drug Administration (FDA): We may disclose to the FDA, health information relative to adverse events with respect to food, supplements, product and product defects, or post-marketing surveillance information to enable product recalls, repairs or replacement.

Workers compensation: We may disclose health information to the extent authorized by and to the extent necessary to comply with laws relating to workers compensation or other similar programs established by law.

Public health: As required by law, we may disclose your health information to public health or legal authorities charged with preventing or controlling disease, injury or disability.

Law enforcement: We may disclose health information for law enforcement purposes as required by law or in response to a valid subpoena.

Federal law makes provisions for your health information to be released to an appropriate health oversight agency, public health authority or attorney, provided that a work force member or business associate believes in good faith that we have engaged in unlawful conduct or have otherwise violated professional or clinical standards and are potentially endangering one or more patients, workers or the public.

For More Information or to Report a Problem

If you have questions and would like additional information, you may contact the practice's Privacy Officer, Stacie Hancock at (225) 766-8100.

If you believe your privacy rights have been violated, you can file a complaint with the practice's Privacy Officer or with the Office for Civil Rights, U.S. Department of Health and Human Services. There will be no retaliation for filing a complaint with either the Privacy Officer or the Office for Civil Rights. The address for the OCR is listed below:

Office for Civil Rights
U.S. Department of Health and Human Services
200 Independence Avenue, S.W.
Room 509F, HHH Building
Washington, D.C. 20201

LOUISIANA UROLOGY, LLC
CONSENT TO THE USE AND DISCLOSURE OF HEALTH INFORMATION
FOR TREATMENT, PAYMENT, OR HEALTHCARE OPERATIONS

NAME _____

BIRTHDATE _____ SOCIAL SECURITY # _____

I understand that as part of my healthcare, this organization originates and maintains health records describing my health history, symptoms, examination and test results, diagnoses, treatment and any plans for future care or treatment.

I understand that this information serves as:

- A basis for planning my care and treatment.
- A means of communication among the many healthcare professionals who contribute to my care.
- A source of information for applying my diagnosis and surgical information to my bill.
- A means by which a third-party payer can verify that services billed were actually provided.
- A tool for routine healthcare operations such as assessing care quality and reviewing the competence of healthcare professionals.

I understand that I have the right:

- To object to the use of my health information for directory purposes.
- To request restrictions as to how my health information may be used or disclosed to carry out treatment, payment or healthcare operations - and that the organization is not required to agree to the restrictions requested.
- To revoke this consent in writing, except to the extent that the organization has already taken action in reliance thereon.

I have been presented with a copy of this provider's **Notice of Privacy Policies**, detailing how my information may be used and disclosed as permitted under federal and state law. I understand the contents of the Notice, and I request the following restriction(s) concerning my personal medical information:

PATIENT:

 x _____
Signature of Patient or Legal Representative Date Witness Signature

OFFICE USE ONLY:

Accepted _____
 Denied Signature Title Date

Louisiana Urology, LLC
Financial Policy

Patient Name: _____ DOB: _____

FOR PATIENTS WITH INSURANCE:

We are contracted with most insurance companies, but please check with your insurer to make sure that we are a participating provider for your plan. If so, we will file your claim for you if proper proof of coverage is provided to us at the time of your visit. Your insurance coverage is a contract between you and your insurer and, although we will make every reasonable effort to assist you in getting your claim paid, any charges incurred are ultimately your responsibility. Occasionally, your insurer may send you a questionnaire that must be answered before they will process your claim. Please respond to any correspondence promptly in order to expedite your claim payment.

- ❖ **Copayments:** Copayments are due at the time of service and are collected upon arrival.
- ❖ **Deductibles and Coinsurance:** Deductibles and coinsurance are due at the time of service and are collected upon arrival. We will estimate these amounts as closely as possible. Should an overpayment occur, it will be refunded to you once your insurance has paid your claim.
- ❖ **Outstanding Balances:** If you have an outstanding balance at the time of your appointment, please be prepared to pay it when you check in.

Wellness Visits: We **do not** perform the **Medicare Wellness Visit**. If you have another insurer that allows you to use your yearly prostate exam as your annual wellness visit, please let the doctor know that you are here for your wellness exam so that we can file your claim properly. We can only file for a wellness exam when the patient has no symptoms and is only being seen for their routine prostate exam and PSA. If you are having symptoms or chose to discuss other medical problems during your visit, your insurer will process your claim with the applicable copayment or deductible.

FOR PRIVATE PAY PATIENTS:

Payment is required at the time of service. For new patients, please be prepared to pay \$200 for your first appointment. If additional testing or imaging is performed, this amount may be more.

FORMS OF PAYMENT ACCEPTED:

- ❖ **Cash or Money Order**
- ❖ **Checks**
- ❖ **Credit Cards:** Visa, Mastercard, Discover and American Express
- ❖ **Health Savings/Reimbursement Credit Cards:** If you have an HSA or HRA card from one of the above vendors, we can accept this just like a regular credit card as long as there are funds in the account for processing.
- ❖ **Care Credit**

CARE CREDIT INFORMATION:

Because we are seeing more and more patients with high deductible insurance plans, we now offer short-term financing for up to six months with no interest through Care Credit. Please ask to speak to a patient account representative in our office if you would like more information about this program.

Thank you for entrusting us with your medical care. Please let us know if you have any questions or concerns.

I have read and understand the above financial policy:

Signature of Patient of Responsible Party

Date

Kenneth M. "Trey" Blue, III, MD,
Kelly J. Boudreaux, Jr., M.D.
Richard G. Carter, MD
Robert T. Grissom, MD, FACS
David N. Hastings, MD, FACS



H. Andrew Hollier, MD
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8080 Bluebonnet Blvd., Suite 3000 • Baton Rouge, Louisiana 70810
Office: (225) 766-8100 • (225) 767-1347 • (225) 769-0788 • Fax (225) 766-3240

Satellite Offices:
Gonzales • New Roads • Plaquemine • Zachary

NOTICE REGARDING CHARGE FOR MISSED APPOINTMENTS

If you are unable to keep your scheduled appointment, please notify our office at least 24 hours in advance. **Failure to notify the office at least 24 hours prior to the time of your appointment will result in a \$25.00 charge**, which will be added to your account.

As a courtesy, you will receive a telephone call from our appointment reminder system at the phone number you provide as your "home telephone" number. We cannot guarantee that this reminder will be completed at least 24 hours prior to your appointment, therefore we recommend that you keep a record of your appointment time and, should you need to cancel or reschedule, contact us as soon as possible.

Your compliance with this policy will allow us to coordinate our schedule more efficiently and will allow us to schedule patients who may need to be seen urgently.

Thank you for your cooperation.

Office Staff of Anna R. Smither, M.D.

Patient Signature

Date

FEMALE UROLOGIC QUESTIONNAIRE

NAME: _____

DATE: _____

AGE: _____ **DOB:** _____ **PHONE:** _____

What are you here to see the doctor about?

GYNECOLOGIC HISTORY

How long ago was your last period?	1 month	3 months	6 months	12 months	> 1 year
Are you taking hormone supplements?	YES	NO			
If yes, what type?					
When was your last PAP smear?	Date:		Results:		
How many times have you given birth?	Vaginally:		C-Section:		
Please list any complications of delivery:					
What was the weight of your largest baby?					
Have you ever had endometriosis?	YES	NO			
If yes, what type of treatment have you had?					
Have you had a hysterectomy?	YES	NO			
If yes, what type?	VAGINAL	ABDOMINAL	LAPAROSCOPIC		
Were your ovaries removed also?	YES	NO			
Can you see or feel a bulge protruding from your vagina?	YES	NO			
If yes, do you have to push the bulge in to urinate or have a bowel movement?	YES	NO			
Do you experience any of the following vaginal symptoms?	Dryness	Fullness	Pressure	Itching	
Discharge (what color)?					
Pain (where & when)?					
Is sexual activity an important consideration in how we manage your urologic problem?	YES	NO			
Are you currently sexually active?	YES	NO			
If not, please indicate the reason	Decreased sex drive	Pain with intercourse	Incontinence	Partner problems	Other

FEMALE UROLOGIC QUESTIONNAIRE

NAME: _____

DATE: _____

URINARY/BLADDER INFECTIONS

Have you had urinary tract infections?	YES	NO			
If yes, how many times per year do they occur?	1-2X	3-4X	5-6X	>7X	
What were your symptoms?	Urgency	Frequency	Burning	Wetting	Odor
	Cloudy Urine	Blood			
When you have an infection, have you experienced any:	Chills	Fever (how high)	Sweats	Back/Side Pain	
Do you usually have a urine culture done?	YES	NO			
If yes, are they generally positive for bacteria?	YES	NO			
Do your symptoms improve with antibiotics?	Always	Sometimes		Never	
Which antibiotic do you generally use?					
Have you ever taken an antibiotic on a daily basis to prevent an infection?	YES	NO			
If yes, which ones & for how long?					

URINARY BLEEDING

Have you ever seen blood in your urine or had a doctor tell you there was blood in your urine?	YES	NO
If yes, was the blood associated with any pain?	YES	NO
If yes, where was the pain located?		
Have you ever been diagnosed with bladder cancer?	YES	NO
Have you ever had a kidney stone?	YES	NO

CHILDHOOD UROLOGIC PROBLEMS

Did you have any childhood urologic problems?	YES		NO	
If yes, please list any of those issues.	Bedwetting	Daytime wetting	Frequent infections	Reflux
	Other:			

IMPACT/DISTRESS/QOL QUESTIONNAIRE

Name: _____

Date: _____

Answer the following questions using a scale of 0-4	0 No, does not occur	1 Yes, does not bother me	2 Yes, bothers me slightly	3 Yes, bothers moderately	4 Yes, bothers me greatly
Do you experience frequent urination?	0	1	2	3	4
Do you experience a strong feeling of urgency to empty your bladder?	0	1	2	3	4
Do you experience urinary leakage related to the feeling of urgency?	0	1	2	3	4
Can you identify triggers for this leakage such as changing positions, putting the keys in the door at home or running water?	NO	YES			
If yes, identify triggers.					
Do you experience urine leakage related to physical activity, coughing or sneezing?	0	1	2	3	4
Do you experience small amounts of urine leakage (drops)?	0	1	2	3	4
Do you experience difficulty emptying your bladder?	0	1	2	3	4
Do you experience pain or discomfort in the lower abdominal or genital area?	0	1	2	3	4
If you experience leakage, do you wear special protection?	YES	NO	What type of pads?		
How many times a day do you change pads?	Daytime 0 1 2 3 4 5 6 +				
	Nighttime 0 1 2 3 4 5 6 +				
How wet are the pads when you change them?	Few drops	Damp	Wet	Very wet	Soaked

DOES YOUR URINARY PROBLEM AFFECT YOUR:

	0 Not at all	1 Slightly	2 Moderately	3 Greatly
Ability to do household chores (cooking, cleaning, etc.)?	0	1	2	3
Physical recreational activities such as walking, swimming or other exercise?	0	1	2	3
Entertainment activities such as going to a movie or a concert?	0	1	2	3
Ability to travel by car/bus for distances greater than 20 minutes from home?	0	1	2	3
Participation in social activities outside your home?	0	1	2	3
Emotional health?	0	1	2	3
Frustration?	0	1	2	3

If you were to spend the rest of your life with your urinary condition just as it is now, how would you feel about that? (circle one)	0 Delighted	1 Pleased	2 Mostly Satisfied	3 Mixed Feelings
		4 Mostly dissatisfied	5 Unhappy	6 Terrible