

1101 South College Rd.  
Suite 201  
Lafayette LA 70503  
Phone: 337-264-7209  
Fax: 337-264-7214



Thomas K. Bond, MD, MS  
TotalCare Health & Wellness

Please print legibly, the following information becomes part of your confidential medical record.

Patient Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
SSN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Age: \_\_\_\_\_  
 Male  Female Marital Status:  Single  Married  Divorced  Widowed  
Race: \_\_\_\_\_ Ethnicity: \_\_\_\_\_ Primary Language: \_\_\_\_\_  
Preferred Pharmacy: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Work Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Cell Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
E-mail address: \_\_\_\_\_ Employer: \_\_\_\_\_  
Emergency Contact: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**Spouse /Parent Information**

Name: \_\_\_\_\_ Date of birth: \_\_\_\_\_  
SSN #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Employer: \_\_\_\_\_

**Confidential Channel Communication Request**

As required by the health Information Portability and Accountability Act (HIPAA) of 1996, you have a right to request that communications concerning your personal health information be made through confidential channels.

I hereby request the use of the following confidential channels for the communication of information related to my personal health, treatment or payment for treatment. This request supercedes any prior request for confidential channel communications I may have made.

1. May we discuss our Personal Health Information with anyone else? (You must fill in the name and phone number if okay)  
Spouse \_\_\_\_\_  
Parent \_\_\_\_\_  
Child or Children \_\_\_\_\_  
Other \_\_\_\_\_
2. May we leave a detailed verbal message or send written correspondence to:  
\_\_\_\_ Home Number \_\_\_\_ Work Number \_\_\_\_ Cell Phone \_\_\_\_ Fax \_\_\_\_ Home Address  
\_\_\_\_ Yes \_\_\_\_ Billing Address \_\_\_\_ Work Address \_\_\_\_ Other (Please list) \_\_\_\_\_

If no one is listed we will leave a message with ONLY a call back number.

\_\_\_\_\_  
**Patient or Responsible Persons Signature**  
Patient Name: \_\_\_\_\_

\_\_\_\_\_  
**Date**

Primary Insurance Carrier: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax #: \_\_\_\_\_  
Name of Policy Holder: \_\_\_\_\_  
SS# for Policy Holder: \_\_\_\_\_ DOB for Policy Holder: \_\_\_\_\_  
Policy Number: \_\_\_\_\_ Group Number: \_\_\_\_\_  
Employer (if group Policy) \_\_\_\_\_  
 I would like a copy of my clinic note sent to this insurance carrier.

Secondary Insurance Carrier: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax #: \_\_\_\_\_  
Name of Policy Holder: \_\_\_\_\_  
SS# for Policy Holder: \_\_\_\_\_ DOB for Policy Holder: \_\_\_\_\_  
Policy Number: \_\_\_\_\_ Group Number: \_\_\_\_\_  
Employer (if group Policy) \_\_\_\_\_  
 I would like a copy of my clinic note sent to insurance carrier.

**Referring Physician:** \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
 I would like a copy of my clinic note sent to this doctor.

Attorney: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
 I would like my attorney to receive a copy of my clinic note.

**Please list ALL physician's that you see:**

**Primary Physician Name:** \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
 I would like a copy of my clinic note sent to this doctor.

**Cardiologist Name:** \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
 I would like a copy of my clinic note sent to this doctor.

**Neurologist Name:** \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
 I would like a copy of my clinic note sent to this doctor.

**Patient Name:** \_\_\_\_\_

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax Number: \_\_\_\_\_

[ ] I would like a copy of my clinic note sent to this doctor.

**\*\* Please List ANY other Physicians that you see on a separate piece of paper.\*\*\***

All the above information is true and correct to the best of my knowledge.

Signature: \_\_\_\_\_

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

**Chief Complaint:**

Please describe your chief complaint in detail and include the duration of the symptoms (onset of problem, location of pain numbness, tingling, rate your pain level, etc...)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**If this is the result of an accident please give date of accident:** (month date year) \_\_\_\_\_

\_\_\_\_ Motor Vehicle Accident \_\_\_\_ Work Related Injury \_\_\_\_ Slip & Fall \_\_\_\_ No apparent cause  
\_\_\_\_ Altercation \_\_\_\_ Assault other: \_\_\_\_\_

**The onset of your symptoms has been:**

\_\_\_\_ Suddenly \_\_\_\_ Gradually \_\_\_\_ Lifting \_\_\_\_ Fall \_\_\_\_ Bending \_\_\_\_ Pulling \_\_\_\_ Insidious  
\_\_\_\_ Twisting (right  left)  Other: \_\_\_\_\_

**What makes the pain worse?**

\_\_\_\_ Nothing \_\_\_\_ During exercise \_\_\_\_ After exercise \_\_\_\_ Prolonged sitting -length \_\_\_\_\_  
\_\_\_\_ Prolong standing - length \_\_\_\_\_ \_\_\_\_ Walking length \_\_\_\_\_  \_\_\_\_ Bending forward  
\_\_\_\_ Bending backward \_\_\_\_ Pushing \_\_\_\_ Pulling \_\_\_\_ Squatting \_\_\_\_ Night pain  
\_\_\_\_ Changing Position \_\_\_\_ Laying down  Other: \_\_\_\_\_

**What makes the pain better?**

\_\_\_\_ Nothing \_\_\_\_ Lying down \_\_\_\_ Sitting \_\_\_\_ Standing \_\_\_\_ Walking \_\_\_\_ Medication  
\_\_\_\_ Shifting/changing position \_\_\_\_ Exercising  Other: \_\_\_\_\_

**Please check off which of the following you have had done:**

\_\_\_\_ X-ray \_\_\_\_ MRI \_\_\_\_ Discography \_\_\_\_ CT Scan \_\_\_\_ EMG/NCS \_\_\_\_ Myelogram/CT  
\_\_\_\_ Bone Scan Other (Please Specify): \_\_\_\_\_

**Patient Name:** \_\_\_\_\_

**What treatments have you had for this problem? (Check all that apply)**

\_\_\_\_\_ Nothing      \_\_\_\_\_ Chiropractic Care      \_\_\_\_\_ Injections

**Physical Therapy:**

\_\_\_\_\_ Stretching     \_\_\_\_\_ Strengthening    \_\_\_\_\_ Traction    \_\_\_\_\_ Tens    \_\_\_\_\_ Pool Therapy  
\_\_\_\_\_ Massage    \_\_\_\_\_ Ultrasound    \_\_\_\_\_ Heat/Ice

**Medications:**

\_\_\_\_\_ Muscle Relaxants    \_\_\_\_\_ Pain Medications    \_\_\_\_\_ Anti-Inflammatory (Prescriptions)  
\_\_\_\_\_ Anti-Inflammatory – Over the Counter ( Aspirin, Tylenol, Advil, etc)  
\_\_\_\_\_ Other: (please specify): \_\_\_\_\_

If so, did you get relief?    \_\_\_\_\_ No      \_\_\_\_\_ Slight    \_\_\_\_\_ Marked      \_\_\_\_\_ Moderate

**Course or Progression of Symptoms?**

\_\_\_\_\_ Improving      \_\_\_\_\_ Unchanged      \_\_\_\_\_ Worsening

**Do you have any mobility needs?**

\_\_\_\_\_ Cane      \_\_\_\_\_ Wheelchair      \_\_\_\_\_ Crutches      \_\_\_\_\_ Walker

**Social History**

Age: \_\_\_\_\_ Weight: \_\_\_\_\_ Height: \_\_\_\_\_

Patient is:  Right handed    or     Left handed

Occupation/Employer: \_\_\_\_\_

**Tobacco:**    None      Cigarettes      Cigars      Chew      Quit: \_\_\_\_\_

**Caffeine**    None      Colas      Coffee      Tea      Amount: \_\_\_\_\_

**Alcohol:**    None      Yes      No      Amount: \_\_\_\_\_

**Patient Name:** \_\_\_\_\_

**Past Surgical History: Please list all surgeries:**

| Type of Surgery | Date of Surgery | Physician |
|-----------------|-----------------|-----------|
|                 |                 |           |
|                 |                 |           |
|                 |                 |           |
|                 |                 |           |
|                 |                 |           |
|                 |                 |           |
|                 |                 |           |
|                 |                 |           |

**Please use a separate sheet of paper to write any additional surgeries**

**Patient Past medical History/Family Past Medical History**

|                                | Self | Father | Mother | Paternal Grandmother | Paternal Grandfather | Maternal Grandmother | Maternal Grandfather | Brother | Sister |
|--------------------------------|------|--------|--------|----------------------|----------------------|----------------------|----------------------|---------|--------|
| Allergies                      |      |        |        |                      |                      |                      |                      |         |        |
| Arthritis                      |      |        |        |                      |                      |                      |                      |         |        |
| Asthma                         |      |        |        |                      |                      |                      |                      |         |        |
| Bleeding Disorder              |      |        |        |                      |                      |                      |                      |         |        |
| Cancer                         |      |        |        |                      |                      |                      |                      |         |        |
| COPD                           |      |        |        |                      |                      |                      |                      |         |        |
| Diabetes                       |      |        |        |                      |                      |                      |                      |         |        |
| Hearing Loss                   |      |        |        |                      |                      |                      |                      |         |        |
| Heart Disease / heart Problems |      |        |        |                      |                      |                      |                      |         |        |
| Hepatitis                      |      |        |        |                      |                      |                      |                      |         |        |
| High/low Cholesterol           |      |        |        |                      |                      |                      |                      |         |        |
| Hypertension                   |      |        |        |                      |                      |                      |                      |         |        |
| Kidney Problem                 |      |        |        |                      |                      |                      |                      |         |        |
| Osteoporosis                   |      |        |        |                      |                      |                      |                      |         |        |
| Seizure Disorder               |      |        |        |                      |                      |                      |                      |         |        |
| Stomach/Gastric Problems       |      |        |        |                      |                      |                      |                      |         |        |
| Stroke                         |      |        |        |                      |                      |                      |                      |         |        |
| Thyroid Problems               |      |        |        |                      |                      |                      |                      |         |        |
| Urinary Problems(infections)   |      |        |        |                      |                      |                      |                      |         |        |
| Vascular Disease               |      |        |        |                      |                      |                      |                      |         |        |
| Age(s) if living               |      |        |        |                      |                      |                      |                      |         |        |
| Age(s) if deceased             |      |        |        |                      |                      |                      |                      |         |        |

**List any others:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Patient Name:** \_\_\_\_\_



**Review of Systems:**

Please check any Symptom(s) that you have or have had over the last year.

**GENERAL:**

- Appetite loss
- Chills
- Dietary changes
- Fatigue
- Feeling well
- Fever
- Medication changes
- Night sweats
- Obesity
- Persistent infections
- Tiredness
- Weight gain > 10lbs
- Weight loss > 10lbs.
- Unable to sleep lying flat
- Shakiness

**SKIN:**

- Bruising
- Clamminess
- Dryness
- Excessive sweating
- Hives
- New lesions
- Pruritus (localized itching)
- Pallor (deficiency of color)
- Rash
- Ulcer
- Cold skin

**Respiratory:**

- Bloody sputum
- Chronic cough
- Decreased exercise tolerance
- Dyspnea (difficulty breathing/or labored)
- Hemoptysis (expectoration (coughing up) Of blood
- Snoring
- Sputum production
- Wheezing

**Heent:**

- Headache (How often \_\_\_\_\_)
- Head injury (When \_\_\_\_\_)
- Blurred vision
- Color blindness
- Decreased night vision
- Diplopia (double vision)
- Eye pain
- Eye redness
- Glaucoma
- Peri-orbital puffiness
- Visual disturbances
- Visual loss
- Wears glasses/contact lens
- Hearing loss/deafness
- Ear discharge
- Ear infection/pain

**Neck:**

- Neck mass
- Neck pain
- Neck stiffness
- Neck swelling
- Swollen glands

**Gastrointestinal:**

- Abdominal mass
- Abdominal pain
- Abdominal swelling
- Belching
- Black, tarry stool
- Diarrhea
- Dysphagia (difficulty swallowing)
- Food intolerance
- Gets full quickly at meals
- Hematemesis (vomiting blood)
- Heartburn
- Hemorrhoids
- stool incontinence

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

## Review of Systems: Continued

### **Breast:**

- Breast mass
- Breast swelling
- Nipple discharge
- Recent breast size changes

### **Cardiovascular:**

- Hypotension
- Bradycardia
- Chest pain
- Syncope (fainting)
- Edema
- Heart stent (how many \_\_\_\_)
- Hypertension
- Tachycardia
- Leg cramps/pain
- Orthopnea (difficulty breathing while lying down/but relieved when you sit up)
- Palpitations
- Paroxysmal nocturnal dyspnea (respiratory distress that awakes you from sleep, related to posture)
- Phlebitis (inflammation of a vein)

### **Musculoskeletal:**

- Back pain
- Claudication
- Decreased range of motion
- Fasciculation's (involuntary twitching of muscles)
- Joint pain
- Joint redness
- Joint swelling
- Muscle atrophy
- Muscle cramps
- Muscle weakness
- Myalgia (muscle pain)
- Physical disability

### **Female Genitourinary:**

- Frequency
- Bladder contractions
- Hematuria (blood in urine)
- Amenorrhea (abnormal absence of menstruation)
- Dysmenorrhea (painful menstruation)
- Dyspareunia (difficult/painful sexual intercourse)
- Dysuria (painful/difficult urination)
- Excessive menstrual bleeding
- Flank pain (side)

### **Psychiatric:**

- Anxiety
- Delirium
- Delusions
- Depression
- Disorientation
- Easily irritated
- Fearful
- Frequent crying
- Hallucinations
- Impaired cognitive function
- Inability to concentrate
- Insomnia
- Memory loss
- Mood changes
- Nervousness
- Panic attacks
- Suicidal ideation
- Appetite changes
- Cold intolerance

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



## Review of systems: Continued

### Neurological:

- Attention deficit
- Auras
- Decreased memory
- Dizziness
- Dysarthria (difficulty articulating words)
- Dysesthesia (distortion of sense, mainly touch)
- Headaches
- Hyperactivity
- Incoordination
- Loss of consciousness
- Numbness
- Seizures
- Parathesia (burning, prickling, tingling with no apparent physical cause)

### Endocrine:

- Hyperthyroid
- Hypothyroid
- Sexual dysfunction
- Polydipsia (excessive thirst)
- Appetite changes
- Cold intolerance
- Decreased sweating
- Excessive sweating
- Heat intolerance
- Hot flashes
- Libido change

### Infectious Disease (Lifetime):

- MRSA
- VRE

### Hematology:

- Anemia
- Blood clots
- Epistaxis (nose bleeds)
- Excessive bleeding
- Painful lymph nodes
- Petechiae (small purple spot on skin  
Caused by hemorrhage)
- Prolonged bleeding
- Spontaneous bleeding

### Male Genitourinary:

- Difficulty with erection
- Discharge
- Dysuria (painful/difficult urination)
- Flank pain (side pain)
- Frequency
- Hematuria (blood in urine)
- Impotence
- Incontinence
- Nocturia (urinating at night)
- Penile lesions
- Polyuria (excessive urination)
- Testicular mass
- Urinary retention
- Testicular pain
- Urethral discharge
- Urgency
- Urine leakage

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

Mark the areas of your body where you feel pain and/or sensations below, using the appropriate symbols/

Aching/Pain

Numbness

Pins & Needles

Burning

Stabbing

^^^^^

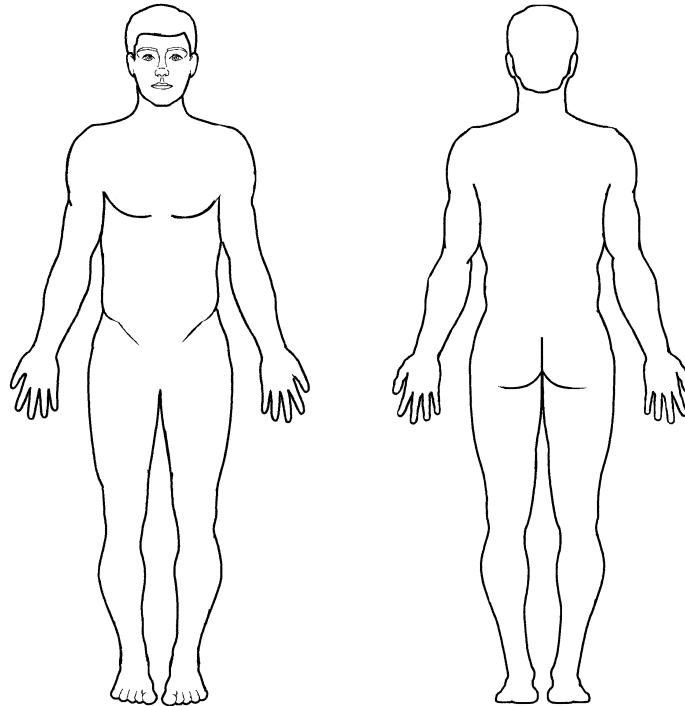
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XXX

//////

Please draw pain areas on body, with symbols listed above



Pain Scale:

This is a pain scale from "0" (no pain) to "10" (torture pain). Please choose a number that best fits your pain complaints for your "AVERAGE pain and your "WORST" pain in whatever area(s) hurt.

| 0                          | 2       | 4                      | 6           | 8        | 10           |
|----------------------------|---------|------------------------|-------------|----------|--------------|
| None                       | Mild    | Discomforting          | Distressing | Horrible | Excruciating |
| Worst pain you've ever had |         | 0 1 2 3 4 5 6 7 8 9 10 |             |          |              |
| Current neck pain          | Average | 0 1 2 3 4 5 6 7 8 9 10 |             |          |              |
|                            | Worst   | 0 1 2 3 4 5 6 7 8 9 10 |             |          |              |
| Current arm Pain           | Average | 0 1 2 3 4 5 6 7 8 9 10 |             |          |              |
|                            | Worst   | 0 1 2 3 4 5 6 7 8 9 10 |             |          |              |
| Current Mid Back Pain      | Average | 0 1 2 3 4 5 6 7 8 9 10 |             |          |              |
|                            | Worst   | 0 1 2 3 4 5 6 7 8 9 10 |             |          |              |
| Current low Back pain      | Average | 0 1 2 3 4 5 6 7 8 9 10 |             |          |              |
|                            | Worst   | 0 1 2 3 4 5 6 7 8 9 10 |             |          |              |
| Current leg Pain           | Average | 0 1 2 3 4 5 6 7 8 9 10 |             |          |              |
|                            | Worst   | 0 1 2 3 4 5 6 7 8 9 10 |             |          |              |

## Consent for Treatment and Financial Authorization

**Patient Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

I hereby give consent to Thomas K. Bond, MD, MS, to provide whatever treatment he may deem necessary to the patient listed above.

I understand my responsibility for payment of services provide to me. I hereby assign insurance benefits, otherwise payable to me, to be paid directly Thomas K. Bond, MD, MS for Professional Physician's fees and authorize release of information for insurance purposes. I understand I am responsible for charges not covered by the insurance policy.

In the matter of balances remaining unpaid, it is the policy of our office to refer such outstanding debts to either a collection agency or an attorney for further action. Accounts referred to either an attorney or collection agency are subject to a late fee of 35% of the unpaid amount.

I hereby authorize the release of my medical records Thomas K. Bond, MD, MS. I release you from all legal responsibility or liability that may arise from this authorization. You have my permission to fax my medical records whenever medically necessary.

**Patient's Signature (Parent/Guardian if minor child)** \_\_\_\_\_

**Date** \_\_\_\_\_ **Witness Signature** \_\_\_\_\_

**Thomas K. Bond, MD, MS**  
**Authorization to Release Health Information**

**\*ALL ASTERISKED ITEMS MUST BE COMPLETED.**

**\*Patient Name:** \_\_\_\_\_ **\*Date of Birth:** \_\_\_\_\_

**\*Patient Number:** \_\_\_\_\_ **\*Social Security #** \_\_\_\_\_

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

**\*Entity to receive the Health Information**  
(Name of receiving entity)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*Provider releasing the Health Information:**

**Thomas K. Bond, MD, MS**  
1101 South College Rd.  
Suite 201  
Lafayette LA 70503  
337-264-7209 Phone  
337-264-7214 Fax

Dates of service of Health Information that is covered by this authorization:

State date: \_\_\_\_\_ End date: \_\_\_\_\_ Start date: \_\_\_\_\_ End date: \_\_\_\_\_

\*Health Information related to the patient to be release under this authorization:

\_\_\_\_\_ Complete health record \_\_\_\_\_ Radiology Report  
\_\_\_\_\_ Immunizations \_\_\_\_\_ Specific Physician  
\_\_\_\_\_ Laboratory tests \_\_\_\_\_ Specific Medical Dept.  
\_\_\_\_\_ Other (Please Specify): diagnostic studies, op notes, consultant reports, history & physical

The following information will be release when included in the above unless you indicate otherwise:

\_\_\_\_\_ Do not release any AIDS or HIV test results  
\_\_\_\_\_ Do not release any records of psychiatric care  
\_\_\_\_\_ Do not release any records of alcohol/substance abuse treatment  
\_\_\_\_\_ Other: \_\_\_\_\_

\*Purpose of Disclosure: Neurological Surgery Evaluation

\*Authorization expiration date or event: \_\_\_\_\_

You may revoke this authorization at any time, except to the extent that we have already relied upon it in making a use of disclosure. A written request to revoke an authorization any be sent to TotalCare Health & Wellness / Medical Records Department.

The patient has the right to refuse to sign this authorization. Dr. Thomas K. Bond cannot condition treatment, payment, enrollment or eligibility for benefits on the patient providing this signed authorization. When the patient's health information is used or disclosed pursuant to this authorization, it may be subject to redisclosure by the recipient or any of its agents and/or employees and may no longer be protected by 45 C.F.R. Parts 160 and 164.

A photocopy/facsimile of this authorization may serve as an original.

The party receiving the medical records is responsible for payment of the copying charges.

Records will be rendered after payment and signature are received

**\*Patient's Signature** \_\_\_\_\_ **\*Date** \_\_\_\_\_

OR

\*If patient is a minor or unable to sign for self:

By my signature below I certify that I am the \_\_\_\_\_ (relationship) of the above named patient.

\_\_\_\_\_  
Signature of Patient Representative

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\*Verification of identity of person in to whom records are being given, Indicate method of verification:

\_\_\_\_\_ personal knowledge \_\_\_\_\_ pictured ID \_\_\_\_\_ Other: Describe: \_\_\_\_\_

## YOUR RIGHTS AS A PATIENT

Although your health record is the physical property of this office, the information belongs to you. You have the right to:

- ◆ *Inspect and obtain a copy of your health record* – Your health record contains medical records, billing records, and other records that your physician and staff use for making decisions about you. There are some records that, under Federal law, may **not** be inspected or copied by you. Please contact our Privacy Officer for more information.
- ◆ *Request a restriction on certain uses and disclosures of your information* – You may ask us not to use or disclose any part of your protected health information for the purposes of treatment, payment, or healthcare operations or that any part of your protected health information not be disclosed to family members or friends who may be involved in your care or for notification purposes. Your request must state the specific restriction requested and to whom you want the restriction to apply. Your physician is *not required* to agree to a requested restriction if your physician believes it is in your best interest to permit use and disclosure of your protected health information. You may request a restriction form by contacting our Privacy Officer.
- ◆ *Obtain a paper copy of privacy practices upon request* – Contact our Privacy Officer.
- ◆ *Request to have your physician amend your health record* - You may request amendment of your protected health information for as long as we maintain this information; however, we may deny such a request. If we deny your request, you may file a statement of disagreement with us. We may prepare a rebuttal to your statement and will provide you with a copy of that rebuttal. Contact our Privacy Officer with questions about amending your medical record.
- ◆ *Obtain an accounting of disclosures of your protected health information* – This applies to any disclosure other than treatment, payment, or healthcare operations as described in the Notice of Privacy Practices, and excluding disclosure we may have made to you, for a facility directory, to family members or friends involved in your care, or for notification purposes. You have the right to receive specific information regarding these disclosures that occurred after April 14, 2003, subject to certain exceptions, restrictions, and limitations.
- ◆ *Request confidential communications of your health information by alternative means or at alternative locations* – We will accommodate reasonable requests and will not question your request. We may, however, request payment for accommodating this request.
- ◆ *Revoke your authorization to use or disclose health information except to the extent that action has already been taken.*

This office has made me aware of my rights as a patient. I hereby acknowledge my full and complete understanding of these rights.

---

Patient's Signature

---

Date

**ACKNOWLEDGEMENT OF RECEIPT OF NOTICE AND CONSENT TO USE AND DISCLOSE HEALTH INFORMATION**

**Read before signing the Acknowledgement and Consent**

This acknowledgment of notice and consent authorizes Thomas K. Bond, MD, MS. to use and disclose health information about you for treatment, payment, and health care operations purposes.

**Notices of Privacy Practices**

Thomas K. Bond, MD, MS. has a Notice of Privacy Practices, which describes how we may use and disclose your protected health information and how you can access your protected health information and exercise other rights concerning your protected health information. You may review our current notice prior to signing this acknowledgement and consent.

**Amendments**

We reserve the right to change our Notice of Privacy Practices and to make the terms of any change effective for all protected health information that we maintain, including information created or obtained prior to the date of the effective date of the change. You may obtain a revised notice by submitting a written request to:

**TotalCare Health & Wellness  
1101 South College Rd, Suite 201  
Lafayette, LA 70503  
(337) 264-7209**

**Acknowledgement and Consent**

I have received a copy of Thomas K. Bond, MD, MS, Notice of Privacy Practices. I understand that he is allowed to use and disclose health information about me for the purposes of treatment, payment, and healthcare operations consistent with the Notice of Privacy Practices.

\_\_\_\_\_  
Signature of patient

\_\_\_\_\_  
Printed name of patient

\_\_\_\_\_  
Signature of personal representative

\_\_\_\_\_  
Printed name of representative

\_\_\_\_\_  
Relationship to patient

\_\_\_\_\_  
Date signed