

THOMAS E. DUCKER, MD - Gastroenterology

JOHN C. KEY, MD – Primary Care

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Patient Name: _____ Date of Birth: _____

Please complete ALL questions. If none or does not apply, write NONE or N/A.

Reason for visit: Referral from other doctor Colonoscopy EGD (upper scope) Office visit needed Refills
 Symptoms / Other: _____

Allergy/sensitivity and reaction (medicine, foods, insects, contrast media, latex, etc.):

Allergy: _____ Reaction: _____
Allergy: _____ Reaction: _____
Allergy: _____ Reaction: _____

Please list ALL medications you are currently taking including vitamins, over the counter medications and herbal medications and anything taken only as needed OR provide list with all information.

Medication / Supplement NAME	DOSE: Strength (mg, mcg, mL, etc.)	SIG: # Pills, #Times per Day

Please indicate any of the following medical conditions that HAVE EVER applied to you:

- | | | | |
|-------------------|-----------------------|------------------------------|------------------------------------|
| A-fib | COPD / Emphysema | High / Low Thyroid | GASTROENTEROLOGY: |
| AIDS | Depression / Anxiety | Kidney / Gall Stone | Colitis / Crohn’s Disease |
| Anemia | Diabetes | Lupus | IBS / IBD |
| Arthritis / Gout | Fibromyalgia | Mental Illness | Heartburn / Reflux / GERD |
| Asthma | Heart Attack / Stroke | Migraine | Ulcer (Type: _____) |
| Bleeding Disorder | High Blood Pressure | Seizure / Epilepsy | Cirrhosis / Hepatitis (Type: ____) |
| CHF | High Cholesterol | Venereal Disease (STI / STD) | |

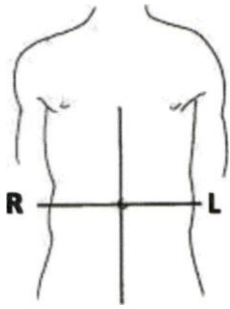
Other conditions / diseases / cancers: _____

Have you ever been diagnosed with the following?

- Colon or rectal POLYPS: NO YES (Before age 50 Age 50 or older)
Colon or rectal CANCER: NO YES (Before age 50 Age 50 or older)
Diverticulosis: NO YES

_____ I have had an EGD (upper scope) Date: _____ Doctor / Location: _____
_____ I have had sigmoidoscopy (short scope) Date: _____ Doctor / Location: _____
_____ I have had a colonoscopy Date: _____ Doctor / Location: _____
_____ I have NEVER had an EGD, sigmoidoscopy nor colonoscopy

Circle current symptoms. Mark gastroenterology discomfort or pain on the model.



ENT/MOUTH:

- Mouth sores
- Hoarseness
- Poor Hearing
- Trouble swallowing
- Painful swallowing
- Food/pills sticking on occasion
- Jaw pain/popping with chewing

GASTROENTESTINAL:

- Diarrhea
- Difficulty holding stool
- Constipation
- Diarrhea alternating with constipation
- Altered bowel habit
- Change in stool shape/consistency:

- Change in stool color:

- Change in stool occurrence:

- Heartburn
- Nausea
- Vomiting
- Vomiting of blood or "coffee ground" material
- Bloating
- Abdominal pain
- Rectal Pain
- Hemorrhoid problem
- Blood noted on toilet paper
- Blood in stool

ENDOCRINE:

- Frequent urination
- Abnormal thirst
- Poor tolerance to heat / cold
- Weight loss / gain Specify below:
_____ lbs in _____ weeks

CONSTITUTIONAL:

- Fever
- Chills
- Chronic fatigued
- Sleep difficulty

HEMATOLOGICAL/LYMPHATIC:

- Easy bruising
- Easy bleeding
- Any unusual lumps or bumps

ALLERGY/IMMUNOLOGY:

- Allergy to foods
- Allergy to molds
- Allergy to pollen Allergy to Insects

SKIN:

- New skin rash
- Skin cancer
- Psoriasis

CARDIOVASCULAR:

- Chest pain / tight / heavy
- Abnormal/skipping heartbeats (Palpitations)
- Swelling legs
- Swelling hands
- Pain in legs soon after exercising

MUSCULOSKELETAL:

- Neck pain
- Back pain
- Joint pain / stiffness
- Joint swelling

GENITOURINARY:

- Discomfort or pain with urination
- Blood in urine
- Dark urine
- Trouble holding urine
- Genital discharge
- Genital lumps or sores
- Difficulty starting urine

RESPIRATORY:

- Shortness of breath at rest
- Short of breath with exercise
- Short of breath when lying flat
- Awaken at night gasping for breath
- Coughing up blood
- Sore throat
- Dry cough / Wet cough
- Nasal congestion
- Excessive snoring

EYES:

- Recent vision change
- Double vision

NEUROLOGICAL:

- Weakness of extremity
- Trouble talking
- Drooling problem
- Dizziness
- Seizures
- Weakness of one side of face

PSYCHOLOGICAL:

- Anxiety
- Depression
- Thoughts of hurting yourself
- Thoughts of hurting others
- Need help coping with stress
- Trouble staying asleep at night
- Falling asleep anywhere/anytime

Patient Name (Please PRINT): _____ **Date:** _____ / _____ / **2024**

Patient Signature: _____

DEMOGRAPHIC INFORMATION:

Patient Name: _____ Date of Birth: _____
Patient MAILING Address: _____
City: _____ State: _____ Zip: _____
Patient PHYSICAL Address (if different from above): _____
City: _____ State: _____ Zip: _____
Mobile Phone: _____ Home Phone: _____ Work Phone: _____
Email Address: _____ Preferred: cell / home / work
Legal Sex: Male / Female Preferred Pronoun: He / She / They Marital Status: M / S / D / W / Partner / Other
Race / Ethnicity: _____ SSN: _____
Employer/Retired: _____ Pharmacy (please specify if needed): _____
Primary Dr.: _____ Referring Dr.: _____
Other Doctors: _____

EMERGENCY CONTACT / NEXT OF KIN:

Please provide a copy of Medical Power of Attorney if applicable.

Name: _____ Phone: _____ Relationship: _____
PERSON(S) AUTHORIZED TO RECEIVE MEDICAL AND / OR BILLING INFORMATION (Do NOT list your doctor):
Name: _____ Phone: _____ Relationship: _____
Name: _____ Phone: _____ Relationship: _____

BILLING INFORMATION

GUARANTOR (individual who receives billing statements):

Name: _____ Phone: _____ Relationship: _____
MAILING Address (if different from above): _____
City: _____ State: _____ Zip: _____

Insurance (MUST BE COMPLETED IN ADDITION TO PROVIDING COPIES)

Primary Insurance Name: _____ Policy / Member ID: _____
Policy Holder: _____ Policy Holder's Date of Birth: _____
Group ID (if any): _____ Start Date (if any): _____ End Date (if any): _____
Insurance Address (if any, usually on back of card): _____
City: _____ State: _____ Zip: _____

Secondary Insurance Name: _____ Policy / Member ID: _____
Policy Holder: _____ Policy Holder's Date of Birth: _____
Group ID (if any): _____ Start Date (if any): _____ End Date (if any): _____
Insurance Address (if any, usually on back of card): _____
City: _____ State: _____ Zip: _____

Patient Name (Please PRINT): _____ Date: _____ / _____ /2024

Patient Signature: _____

Notice of Privacy Practices – Updated January 2024

This notice describes how medical information about you may be used and disclosed and how you can get access to this information. Please read it carefully. This notice also describes our privacy practices. We may change our policies and this notice at any time and have those revised policies apply to all the protected health information we maintain. If or when we change our notice, we will post the new notice where it can be easily accessed. You may request a paper copy of this notice or any revised notice at any time (even if you have allowed us to communicate with you electronically). For more information about this notice or our privacy practices and policies, please contact the business/billing manager. By providing contact information, you are consenting to be reached via those methods (text, call, voicemail, email, mail, patient portal, etc.).

Disclosures That May Be Made Without Your Authorization

There are situations in which we are permitted to disclose or use your medical information without your written authorization or an opportunity to object. In other situations, we will ask for your written authorization before using or disclosing any identifiable health information about you.

Public Health, Abuse or Neglect and Health Oversight - We may disclose your medical information to public health activities. Public Health activities are mandated by federal, state or local government for the collection of information about disease, viral statistics (like births and deaths) or injury by a public health authority. Because Texas Law requires physicians to report child abuse or neglect, we may disclose medical information to a public agency authorized to receive reports of child abuse or neglect.

Legal Proceedings and Law Enforcement - We may disclose your medical information during judicial or administrative proceedings in response to an order of the court (or the administrative decision-maker) or other appropriate legal process.

Worker's Compensation - We may disclose your medical information as required by workers compensation by law. **Inmates** - If you are an inmate or under the custody of law enforcement, we may release your medical information to the correctional institution or law enforcement official.

Military, National Security and Intelligence Activities, Protection of the President - We may disclose your medical information for specialized governmental functions such as separation or discharge from military service.

Research, Organ Donation, Coroners, Medical Examiners and Funeral Directors - When a research project and its privacy protections have been approved by an institutional review board or privacy board, we may release medical information to researchers for research purposes. We may release medical information to organ procurement organizations for the purpose of facilitating organs.

Required by Law - We may release your medical information when the disclosure is required by law.

Your Rights Under Federal Law

The IJS Department of Health and Human Services created regulations intended to protect patient privacy as required by the Health Insurance Portability and Accountability Act (HIPAA). Those regulations create several privileges that patients may exercise. We will not retaliate against patients who exercise their HIPAA rights.

Requested Restrictions - You may request that we restrict or limit how your protected health information is used or disclosed for treatment, payment or health care operations. We do NOT have to agree to this restriction, but if we do agree, we will comply with your request except under emergency circumstances.

Amended April 2020 Page 2 Receiving Confidential Communications by Alternative Means- You may request that we send communication of protected health information by alternative means or to an alternative location. This request must be made in writing to the business/billing manager.

Inspection and Copies of Protected Health Information - You may inspect and/or copy health information that is within the designated record set, which is information that is used to make decisions about your care. Texas law requires that requests for copies be made in writing. Please send your request to the business/billing manager. We charge a reasonable fee of \$25 to release medical information directly to the patient. We do not charge a fee to send medical records to other physicians involved in your health care.

Accounting and Certain Disclosures - HIPAA privacy regulations permit you to request, and us to provide, an accounting of disclosures that are for purposes other than treatment, payment, health care operations or made via an authorization signed by you or your representative. Please submit any request for an accounting to the business/billing manager. Your first accounting of disclosures (within a 12-month period) will be free. For additional requests within that period, we are permitted to charge for the cost of providing the list. If there is a charge we will notify you, and you may choose to withdraw or modify your request before any costs are incurred.

Appointment Reminders / NO-CANCELLATION FEE, Treatment Alternatives and Other Benefits

We may contact you by telephone, email, mail or patient portal to provide appointment reminders, information about treatment alternatives, lab results or other health-related benefits and services that may be of interest to you. Patients are responsible for their own healthcare and the office will not be held accountable for failing to remind patients of their appointments. Patients are held primarily responsible for their healthcare and will be charged a \$50 NO-CANCELLATION FEE if they fail to attend an appointment without first canceling or rescheduling. Patients may cancel or reschedule at any time before

the start time of their appointment without incurring a fee, but we do ask that to be notified as soon as possible so that another patient may be treated in their stead.

Complaints

If you are concerned that your privacy rights have been violated, you may contact the business/billing manager. You may also send a written complaint to the U.S. Department of Health and Human Services. We will not retaliate against you for filing a complaint with us or the government. The contact information for the USDHHS: US Dept. of Health and Human Services - HIPAA Complaint 7500 Security Blvd., C5-24-04, Baltimore, MD 21244. The complaint form may be found at www.hhs.gov/ocr/privacy/hipaa/complaints/hipcomplain.pdf. You may not be penalized in any way for filing a complaint.

Our Promise to You

We are required by law and regulations to protect the privacy of your medical information, to provide you with this notice of our practices with respect to protected health information and to abide by the terms of the notice of privacy practices in effect.

Questions and Contact Information for Requests

If you have any questions or want to make a request pursuant to the rights described above, please contact: Business/Billing Manager 1001 Water St., Ste. D-200, Kerrville, TX 78028; Phone: (830) 896-5005, Fax: (830) 896-4747.

Financial Policy – Updated January 2024

By signing this agreement, you are confirming you have requested medical services from Dr. Thomas Ducker / Dr. John Key on behalf of yourself and/or your dependents, and understand that by making this request, you become fully financially responsible for all charges incurred during the treatment authorized.

It is our intent to treat our patients in a courteous and professional manner regarding financial matters. Our goal is to obtain a desirable financial arrangement for our services. However, our office is a business which provides services to patients and sometimes provides supplies that we purchase from other vendors. Our physician is here to provide medical advice, services and treatment to his patients, not to discuss financial arrangements. All financial arrangements are made through the business office.

Our policy requires payment at the time services are rendered. If you do not have insurance to help you with your medical costs or have deductibles and/or co-insurance that your insurance holds you responsible for, we ask for payment of such liabilities prior to or directly after services are provided. If Dr. Ducker / Dr. Key suggests a procedure or surgery, it is the patient's responsibility to discuss and meet their financial obligations with business office personnel and be aware of costs that the insurance will cover and whether there will be an out-of-pocket payment due. If you are unable to pay at the initial time set forth, we are willing to discuss options that are available and come to a mutual agreement. We are not able to provide services and/or supplies to patients free of charge; however, we will be happy to recommend you to other facilities and services in the community who can assist you. We are here to discuss those options with you if you so desire.

We are contracted with several insurance companies and have made prior arrangements with many insurers and health plans to accept an assignment of benefits. It is the patient's responsibility to ensure Dr. Ducker / Dr. Key is "in network" with their insurance policy and be aware if their insurance requires prior authorization. If we are not "in-network" or the service is "not covered" with the insurance policy or the insurance company has not provided prior authorization, the patient may be held fully responsible for the cost. If you have insurance coverage with a plan for which we do *not* have a prior agreement, we will prepare and send the claim for you on an unassigned basis. This means that you will pay at the time of service and your insurer may reimburse you. If you have a co-payment assigned by your insurance, you will be required to pay that at the time of service.

We will bill your health plan for all services provided by our physician. Any balance due is your responsibility and due upon receipt.

For minor patients, we look to the accompanying adult for payment.

Most procedures (colonoscopies, EGD's, flexible sigmoidoscopies, etc.) are done in collaboration with Peterson Health and therefore have separate charges from those of our office. Our office only bills for Dr. Ducker's / Dr. Key's services; other fees may come from Peterson Health, the anesthesiologist and pathologist (if biopsies are obtained). It is the patient's responsibility to work with Peterson's financial department about these other charges. We obtain a pre-certification for all procedures. This does not ensure coverage. After the procedure, the patient's insurance is billed, and the remaining balance is the patient's responsibility. It is the patient's duty to be aware of their out-of-pocket cost. If the patient receives a bill they are unsure about, they should contact the company from which it was received using the phone number on the statement.

If your account must be sent to collections due to lack of payment, the patient will incur a fee of \$15 in addition to the owed amount to cover the processing and transferring costs. We understand that times are difficult and may postpone sending an account to collections if a payment plan is set up by the patient or guarantor.

Patient Name (Please PRINT): _____ **Date:** _____ / _____ / **2024**

Patient Signature: _____

Practice Policies and Guidelines Agreement

1. **No-Show Fee** – There is a \$50 charge for missed appointments. There is NO charge if you call ahead of time to cancel or reschedule. If you are running late for your appointment, let us know before you're due in the office and we will do our best to see you. If you wish to reschedule after a no-show, we'll be happy to put you back on the schedule after receiving payment for your missed appointment.
2. **Collections Fee** – There is a \$15 charge in addition to your balance if we must transfer your account to collections. You'll receive several notices to pay your balance at which time you may pay in full or set up a payment plan.
3. **Office Visits** – Please come 5-10 minutes early. We must update your medication list at each appointment. We must make new copies of your insurance and driver's license and obtain fresh signatures on our HIPAA / Financial Policy each year. If you have a copay, it is due at the time of service in addition to any balance you may have.
4. **Medication Refills** – For refills and renewals, please contact your pharmacy to have them send us a request then allow at least 3 business days for your prescription to be ready. You may require an appointment prior to receiving a refill. We will let you know if this is the case.

Patient Name _____ **Today's Date** ____/____/24

Patient Signature _____ **Date of Birth** ____/____/____