UROLOGY, P.C.

5500 Pine Lake Road Lincoln, Nebraska 68516 (402) 489-8888 Fax (402) 421-1945

The physicians and staff of Urology, P.C. would like to welcome you to our facility. Please bring all completed forms with you to your appointment.

Please arrive 30 minutes prior to your appointment time, this will allow us to make your experience here more pleasant and efficient. It is important for us to meet your medical needs; therefore, we request the following information for your appointment:

1) Medical information pertaining to your visit
2) List of your prescriptions or over-the-counter or herbal medications including doses
3) Lab results (urine cultures, PSA, blood work, etc.)
4) X-rays (actual films preferred)
5) Referrals or Pre-authorizations if required by your Insurance
6) All Insurance Cards (Medicare, Medicaid, etc.)
7) Photo ID (Driver's License, Military ID, etc.)
8) Guardianship if applicable

We are located on the NW corner of 56th & Pine Lake Road in Lincoln, Nebraska. If you have any further questions or concerns regarding the above information please feel free to contact us at (402) 489-8888 and we will be happy to assist you.

There will be a $25 fee for a no show appointment (See also Financial Policy) payable only by cash, money order, credit or debit card.

Due to liability, we are unable to assist you to or from your vehicle. Please make arrangements if you need assistance. The nature of our practice is to give our patients the utmost in care and service, please plan plenty of time for your appointment.

Select prescriptions may be dispensed at Urology, P.C.'s in-office dispensary. The in-office dispensary's hours of operation are the same as Urology, P.C.'s hours.

Please Note: Due to the unpredictability of a surgical practice, our surgeons may be called to emergency surgery during your appointment time. Under these circumstances, you will see your physician's specific Urology-trained Physician Assistant or Nurse Practitioner.

We look forward to caring for you.

Urology, P.C.

Visit us at www.lincolnurologypc.com

(OVER ➔)

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You are currently scheduled for a vasectomy consult in our office; please be aware that if you want to proceed, the *scheduling* of the procedure will take place after you have had your consultation with your physician.

The vasectomy procedure is considered elective, and therefore Urology, P.C. and Urology Surgical Center have a policy to collect payment prior to the procedure. We ask that you please contact your insurance company before the date of your consultation to verify coverage. We have provided this worksheet for you to utilize while speaking with your insurance carrier regarding your specific plan benefits. Once completed, please bring this form with you to your appointment.

Questions to ask your insurance company:

1) Are Urology, P.C. and Urology Surgical Center in-network with my insurance carrier? Yes or No

2) Is male sterilization/vasectomy a covered benefit with my plan? Yes or No
(Please note that this is an out-patient procedure, it is NOT done in the office.)

3) Is there a deductible? Yes or No
If Yes, How much is it? _____
Have I met it for the year? Yes or No
How much has been used? _____
Does my plan run on a calendar year? Yes or No

4) Following the deductible, does my plan have coinsurance? Yes or No
If Yes, what percentage does insurance pay? _____ (i.e. 70%, 80%, 85% or 90%)

5) Is precertification required for code 55250? Yes or No

6) Customer Service Person _____
Dated Contacted_____
Reference Number _____

For Office User Only: Amounts Due

UPC _____ + USC _____
Urology PC/Surgeon Urology Surgical Center/Facility

Please remember that these amounts are strictly an estimate. If you have further questions regarding the above information, feel free to contact our billing department at 402-489-8888 Option 4, or Erin at Ext 221.

Please call in with your payment by _____ or at least7 days prior to the procedure.
If we haven't heard from you with payment 7 days in advance, your procedure will need to be rescheduled.
Checks are welcome, but please be sure we have received two separate checks a week prior to your procedure.

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UROLOGY P.C. & UROLOGY SURGICAL CENTER – Patient Registration

Referring Physician: | **Today's Date**

Primary Care Physician: Address:

PATIENT INFORMATION

Patient's LEGAL Name

Last Name: First: M.I. | Birth Date: | Sex: ❑ Male ❑ Female

Nickname: | Former/Maiden name(s):

Marital Status: ❑ Single ❑ Married ❑ Widowed ❑ Divorced ❑ Separated | SSN:

Street Address: | Billing Address (if different):

City | State | Zip Code | **Land Line:** ( ) ☐ Primary | **Cell Phone:** ( ) ☐ Primary

Email address:

Current Work Status: ❑ Full Time ❑ Part Time ❑ Retired ❑Disabled ❑ Not Employed

Occupation: | Employer Name Address: | Work Phone & Ext.: ( )

Current College Student: ❑ Full Time ❑ Part Time | Name of School:

PRIMARY CONTACT PERSON (SPOUSE, PARENT, SIGNIFICANT OTHER, ETC.)

Name: | Relationship:

Address: | Employer:

Home Phone: ( ) | Work Phone: ( ) | Cell Phone: ( )

SECONDARY CONTACT PERSON (PARENT, CHILD, NEXT OF KIN, ETC.)

Name: | Relationship:

Address: | Employer:

Home Phone: ( ) | Work Phone: ( ) | Cell Phone: ( )

INSURANCE COVERAGE

Is this patient a Ward of the State? ❑ Yes ❑ No | Case Manager: Phone:

Is this patient covered by insurance? ❑ Yes ❑ No **If yes, please complete appropriate insurance information below.**

MEDICARE COVERAGE (specify)	MEDICAID (WELFARE) COVERAGE
Is Medicare Primary? ❑ Yes ❑ No	Is this patient covered by Medicaid? ❑ Yes ❑ No
Medicare #	NE Total Care #
Railroad Medicare #	Wellcare #
Medicare (Hospital Only) #	UHC Community Plan #
Medicare Advantage Plan (Unicare, Secure Horizons, etc.)	
Plan Name:	
Plan # / Group #	

SUPPLEMENTAL or OTHER INSURANCE COVERAGE

Insurance Company & Address: | Primary Insurance: ❑ Yes ❑ No

Subscriber's Name | Subscriber's SSN | Subscriber's Date of Birth | Is this a Self/Individual Plan? ❑ Yes ❑ No

Policy # | Group # | Subscriber's Relationship to Patient | Subscriber's Employer

SUPPLEMENTAL or OTHER INSURANCE COVERAGE

Insurance Company & Address: | Primary Insurance: ❑ Yes ❑ No

Subscriber's Name | Subscriber's SSN | Subscriber's Date of Birth | Is this a Self/Individual Plan? ❑ Yes ❑ No

Policy # | Group # | Subscriber's Relationship to Patient | Subscriber's Employer

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What is your preferred pharmacy? _____ Location _____

Race/Ethnicity (circle one): **White** **Hispanic/Latino** **Black/African American** **Asian** **Multi-Racial** **Decline to specify**

Preferred Language (circle one): **English** **Other** _____ ❑ Interpreter Required

Is this medical condition due to an accident of any kind? **YES** **NO**

If yes, was it (choose one): **Work Related** **Auto** **Home** **Other**

Do you have a Living Will or Advanced Directive (please bring a copy with you)? **YES** **NO**

Do you have a Medical Power of Attorney (please provide documentation)? **YES** **NO**

If yes, please indicate name, address & phone: _____

_____

MEDICARE PATIENTS ONLY 	1. Are you a Veteran? **YES** **NO** If yes, were you referred to us by the VA? **YES** **NO** If yes, do you have a written referral for today? **YES** **NO** 2. Do you have a Federal Black Lung Card? **YES** **NO** 3. Do you have a Veterans FEE BASIS ID card? **YES** **NO** 4. Are you covered by a current employer's health insurance plan through you or your spouse's employer? **YES** **NO** 5. Are you entitled to Medicare because of disability or End Stage Renal Disease? **YES** **NO**

→ AUTHORIZATION TO TREAT

I authorize and direct my physician and his/her designee to provide medical services and diagnostic services for me as they deem necessary and appropriate including but not limited to services involving pathology and radiology. I understand that I have the right to receive information, to ask questions and to receive answers to my questions about my treatment plan. I also have the right to refuse treatment and to seek a second opinion.

→ ASSIGNMENT OF BENEFITS

I hereby assign all medical and/or surgical insurance benefits, to include major medical benefits to which I am entitled, including Medicare, private insurance and any other health plans to the physician caring for me. **I understand that I am financially responsible for all allowed charges or co-insurance amounts which are not paid by my insurance company in full within 30 days of the first statement received.** We offer monthly auto debit payment plans based on account balance and low interest bank loans upon request. We do use outside agencies as a means of collections should we deem it necessary.

→ RELEASE OF INFORMATION TO INSURANCE COMPANY

I authorize Urology, PC and/or Urology Surgical Center to release to the Medicare carrier and/or the Insurance Carrier listed above, any information needed for this or a related claim. I permit a copy of this authorization to be used in place of the original and request payment of this claim be made directly to Urology, PC or Urology Surgical Center.

→ NEBRASKA STATE LAW REGARDING MINORS - Nebraska state law defines a minor as anyone 18 years of age and younger. These patients are required by this law to have a legal guardian present or if this is not possible, you must make prior arrangements with our office. If prior arrangements are not made, it could result in the appointment needing to be rescheduled.

→ I understand there will be a $25 fee for a no show appointment or returned check (See also Financial Policy) payable only by cash, money order, credit or debit card.

→ I understand the Patient Rights and Responsibilities are listed on Urology, P.C.'s website at www.lincolnurologypc.com and I may request a copy at any time.

I understand that I will be responsible for all charges if the listed insurance information is not correct.

Signature_____ Date _____

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Urology PC Health History

Date:	Name:	DOB:	Sex:	Ht:	Wt:

REASON FOR VISIT:	Preferred Pharmacy Name & Address:

Please circle YES or NO for each of the following:

Have you had a flu shot? NO YES When? _____
Pneumonia Vaccination? NO YES When?_____

List all **CURRENT MEDICATIONS** and dose including over-the-counter, aspirin meds, fish oil, inhalers and vitamins.

List all **ALLERGIES** to medications and your reactions. ☐ **None**

Allergy	Reaction	Allergy	Reaction
	☐ Unknown		☐ Unknown
	☐ Unknown		☐ Unknown
	☐ Unknown		☐ Unknown
	☐ Unknown		☐ Unknown
	☐ Unknown		☐ Unknown

List all **ALLERGIES** to medications and your reactions. ☐ **None**

Allergy to Latex? NO YES

Please List all **PREVIOUS SURGERIES** and year performed. ☐ **None**

Surgery	Year	Surgery	Year

Have you ever had a Colonoscopy? NO YES What year was it performed?_____

Personal Alcohol Use: None How Much:_____ How Often:_____

Personal Caffeine Use: None How Much:_____ How Often:_____

Tobacco Use: (please circle) Never Current Former Age Quit? _____
Type: Cigarettes Cigar Pipe Smokeless How much daily? _____

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Personal Past Medical History: (please circle appropriate answer)

Cancer: NO YES **Type of Cancer:**_____ **Treatment:** Surgery Chemo Radiation

Anemia: NO YES	**Arthritis:** NO YES	**Asthma:** NO YES
COPD/Emphysema/ Chronic Bronchitis: NO YES	**Diabetes:** NO YES If yes, do you take medication for this? NO YES	**Heart Disease (bypass/ stent, surgery):** NO YES
Heart Rhythm Problems: NO YES	**Hepatitis / Liver Disease:** NO YES	**High Blood Pressure:** NO YES
History of Seizure: NO YES	**History of Stroke or TIA:** NO YES	**HIV:** NO YES
Kidney Disease: NO YES	**Multiple Sclerosis:** NO YES	**Muscular Dystrophy:** NO YES
Osteoporosis: NO YES	**Pacemaker/Defibrillator:** NO YES	**Parkinson's:** NO YES
Systemic Lupus: NO YES	**Thyroid Problems:** NO YES	**Urinary or Kidney Stones:** NO YES

Family Cancer History: (Please indicate type and family member) ☐ None

	Cancer	Cancer	Cancer	Cancer
What family member?				
What type?				

☐ I was adopted and have no available health history.

Total or Partial Joint Replacement NO YES

If yes, What joint? _____ When was surgery?_____

If yes, have you been told to take antibiotics prior to surgery or dental procedures? NO YES

Anyone in your family have issues with anesthesia: NO YES

If patient is 19 or younger:

Was patient born prematurely? NO YES If yes, how many weeks early?_____
Any developmental delays as a child? NO YES

Form Completed by: _____ Date: _____

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UROLOGY, P.C./UROLOGY SURGICAL CENTER FINANCIAL POLICY

5500 Pine Lake Road, Lincoln, NE 68516 Phone: (402) 489-8888 Fax: (402) 421-1945

We would like to take this opportunity to welcome you to our office and to assure you that Urology, P.C. / Urology Surgical Center is committed to providing you with the best possible care. Please read the following information regarding our Financial Policy.

If you have insurance coverage we will file insurance claims with an assignment of benefits, with the exception of Medi-Share and other medical expense sharing plans. If necessary a claim form will be provided for any unfiled claims. We participate with most major insurance companies. Please contact your insurance company directly if you have any questions regarding participation.

Please remember the following regarding insurance:

- Your insurance is a contract between you and your insurance company.
- Not all services are a covered benefit in all insurance policies.
- You are responsible for any balance due on your account.
- We reserve the right to pre-collect for any medical condition, regardless of coverage.

High Deductible Health Plan (HDHP):
If you have a HDHP (i.e. you do **not** have a copay when you visit your physician office) and your deductible is **unmet**, you will be asked to pay $50 at the time of check-in. The $50 will be applied toward the total cost of your care for the day and Urology, P.C. will bill you for the remaining balance. If you are uncertain if you have a HDHP, please be prepared to pay $50 at the time of check-in.

No Insurance Coverage/Self Pay:
If you have no insurance coverage or insurance information is not provided at check-in, you will be asked to pay $50 at the time of check-in. The $50 will be applied toward the total cost of your care for the day, and Urology, P.C. will bill you for the remaining balance.

Copays will be collected at the time of check-in.

There will be a $25 fee for any no show clinic appointments and a $50 fee for any surgery center procedure. This must be paid prior to rescheduling.

We accept cash, check, MasterCard, Visa, Discover and American Express. There will be a $25 charge on all returned checks.

Please contact our billing department promptly at **402-489-8888 option 4** if you have questions or are unable to pay your bill in full within 30 days of the first statement you receive. We offer monthly auto debit payment plans based on account balance and low interest bank loans upon request. We do use outside agencies as a means of collections should we deem it necessary.

Please remember to bring your current insurance card and any referrals required by your insurance.

At your request, we can provide you an estimate of your financial obligations regarding any proposed treatment/surgery.

UROLOGY, P.C.

PATIENT TELEPHONE INFORMATION

Telephone Number (402) 489-8888
Fax Number (402) 421-1945

General Information:

When you call the office you will get an automated answering message with the following options:

Appointment Scheduling – **Press 8**
Diagnostic or Procedure Scheduling (X-rays, Cystoscopy, prostate biopsy) – **Press 7**
Scheduling of surgery which requires anesthesia – **Press 6**
Medical Records Requests – **Press 5**
Billing and Insurance Questions – **Press 4**
Nurse call – to leave a message – **Press 3**

When you leave a message for a nurse:

If you have not been seen within the last year, you will need to schedule an appointment with one of our providers.

You will need to provide us with the following information:

1. Your Name
2. Your date of birth
3. What the call is regarding or your symptoms
4. Phone numbers where you can be reached

Every attempt will be made to return your call on the same day. The nurse will pass your information on to your care provider to determine the next course of action. If you are not available, or are unable to be reached, we will leave you a message to call us back. Walk-ins are not encouraged, and will only be seen if an appointment time is available, which may require a very long wait.

Our **office staff** is available from *8:15 am to 5:00 p.m. M-Th, and until 4:00 p.m. Fridays.* The **nursing staff** is available to return patient calls from *8:15 a.m. to 11:30 a.m. and 1:00 p.m. to 4:00 p.m. M-Th, and until 3:00 p.m. on Fridays.* Please note no nursing staff is available between 11:30 a.m. and 1:00 p.m., and only limited office staff is available during those hours. If you call after 4:00 p.m. (3:00 p.m. Fridays), your call may not be returned until the next business day.

Prescription Refills:

1. You need to call your pharmacy, which will contact us directly.
2. You must have been seen by a provider in this group within the last calendar year.
3. If you have not been seen within the last year, you will need to schedule an appointment with one of our providers.

Medical Records Requests:

Requests for medical records must be received 10 business days prior to requested date of delivery. Our HIPAA compliant authorization for release of records must be completed prior to the release of these records.

Thank you for your assistance in helping us to provide you with better service.