COLON AND RECTAL ASSOCIATES, LTD.

1235 Old York Road, Suite G 20 * Abington, PA 19001 * Tel: 215-517-1250 * FAX 215-517-0821
Joseph H. Nejman, M.D.
Steven G. Harper, M.D.
D. Mark Zebley, M.D.
Steven A. Fassler, M.D.
Soo Y. Kim, M.D.

Please bring the following items with you to your appointment:

1. 4 page information sheet filled out completely and signed making sure you list all of your medications both prescription and over-the-counter including dosages and directions. (We update this information quite frequently. Please complete these pages even if you have been seen by our doctors in the past.)

2. Photo ID (e.g.: Driver's License)

3. Insurance Cards (you will need to show them at every appointment)

4. COVID-19 CDC Vaccination Card

5. Signed Patient Privacy Notice/Release of Medical and Billing Information

6. Signed Billing Policy Notice

7. Copayment (typically listed on your insurance card for specialist, **copay is due the day of your appointment**). We accept cash, check, Visa, MasterCard, Discover and American Express for your convenience.

If your insurance requires a referral, please be sure to request one at least 72 hours prior to your appointment date. Please use NPI#: 1639124720

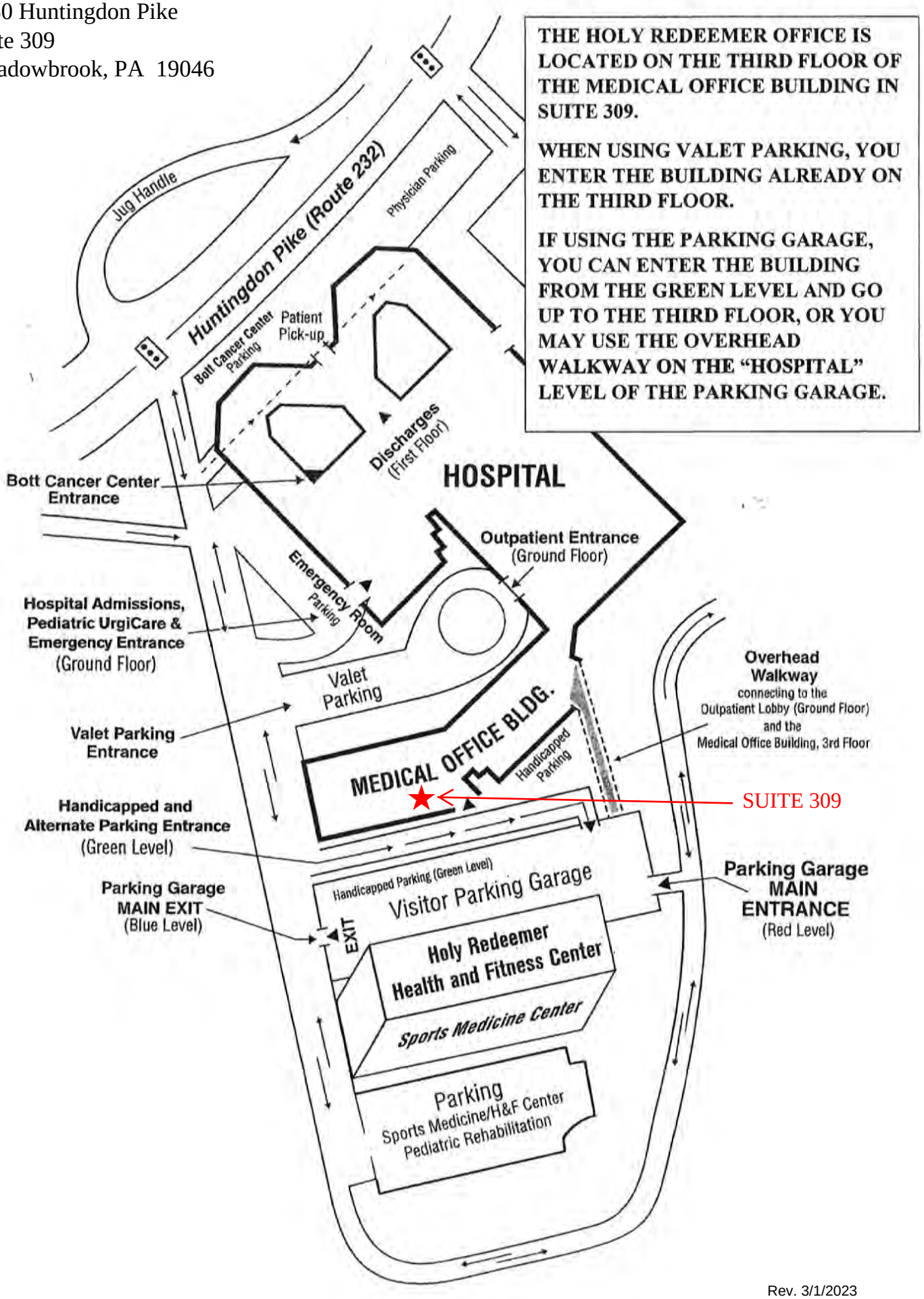
We have two office locations. Please refer to the enclosed appointment card for the address where you have been scheduled, and report to that address.

Please arrive 15 minutes prior to your appointment time to allow time for check-in. Otherwise, your appointment may be delayed.

You must bring cash to exit the parking garage. Our office does not validate/stamp parking tickets and we cannot offer parking discounts.

Thank you for your cooperation.

Holy Redeemer Medical Center
1650 Huntingdon Pike
Suite 309
Meadowbrook, PA 19046



Rev. 3/1/2023

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OFFICE VISIT PREP INSTRUCTIONS

YOU WILL NEED TO PURCHASE **TWO FLEET ENEMAS**. THEY CAN BE PURCHASED AT ANY PHARMACY, AND ARE IN A **GREEN AND WHITE BOX**. **DO NOT** GET THE ENEMAS IN AN ORANGE AND WHITE BOX, THESE ARE OIL-BASED ENEMAS THAT MAKE IT DIFFICULT FOR THE DOCTOR TO EXAMINE YOU COMPLETELY.

USE THE FIRST FLEET ENEMA **TWO HOURS** BEFORE LEAVING FOR YOUR APPOINTMENT.

USE THE SECOND ENEMA **ONE HOUR** BEFORE LEAVING FOR YOUR APPOINTMENT.

IF YOU HAVE A **MORNING APPOINTMENT**, YOU MAY EAT A LIGHT BREAKFAST.

IF YOU HAVE AN **AFTERNOON/EVENING APPOINTMENT**, YOU MAY EAT A NORMAL BREAKFAST AND A LIGHT LUNCH.

IF YOU HAVE HAD KNEE REPLACEMENTS, HIP REPLACEMENTS, OR A MECHANICAL HEART VALVE PLACED, **AND** YOU ARE REQUIRED TO TAKE ANTIBIOTICS FOR DENTAL APPOINTMENTS, YOU WILL NEED TO TAKE THE ANTIBIOTICS FOR THIS APPOINTMENT AS WELL.

COLON AND RECTAL ASSOCIATES, LTD
COLON AND RECTAL SURGERY
PROCTOLOGY

Joseph H. Nejman, M.D.
Steven G. Harper, M.D.
D. Mark Zebley, M.D.
Steven A. Fassler, M.D.
Soo Y. Kim, M.D.

PATIENT INFORMATION

*** Please PRINT in BLACK INK when completing * Please use your name as it appears on your insurance card ***

LAST NAME:_____ FIRST NAME:_____

MIDDLE INITIAL:_____ AGE:_____DATE OF BIRTH:_____SSN:_____-_____-_____

SEX: MALE FEMALE GENDER:_____E-MAIL ADDRESS:_____

MAILING ADDRESS:_____ APT/UNIT NO:_____

CITY:_____ STATE:_____ ZIP:_____

PREFERRED PHONE#:_____(HOME/CELL/WORK–PLEASE CIRCLE)

ALTERNATE PHONE#:_____ (HOME/CELL/WORK–PLEASE CIRCLE)

MARITAL STATUS:_____SPOUSE'S NAME:_____

SPOUSE'S DATE OF BIRTH:_____ SPOUSE'S SSN:_____-_____-_____

EMERGENCY CONTACT:_____RELATIONSHIP:_____

EMERGENCY CONTACT PHONE #:_____

RACE:_____ NO ANSWER ☐ ETHINICITY: HISPANIC OR LATINO ☐
LANGUAGE: ENGLISH ☐ OTHER:_____ NON-HISPANIC ☐ NO ANSWER ☐
OCCUPATION:_____EMPLOYER:_____

REFERRING DOCTOR:_____PHONE #:_____

FAMILY DOCTOR:_____PHONE #:_____

CARDIOLOGIST:_____PHONE #: _____

PHARMACY NAME:_____PHARMACY PHONE #:_____

PHARMACY ADDRESS:_____

INSURANCE INFORMATION

PRIMARY INSURANCE CO. AND MEDICAL CLAIMS ADDRESS:_____

_____

SUBSCRIBER'S NAME:_____SUBSCRIBER'S DATE OF BIRTH:_____

ID #:_____GROUP #:_____

SECONDARY INSURANCE CO. AND MEDICAL CLAIMS ADDRESS: _____

_____

SUBSCRIBER'S NAME:_____SUBSCRIBER'S DATE OF BIRTH:_____

ID #:_____GROUP #:_____

ASSIGNMENT OF BENEFITS

I hereby assign all medical and/or surgical benefits, to include major medical benefits to which I am entitled, including Medicare, and other private insurance, and any other health plan to COLON AND RECTAL ASSOCIATES, LTD. This assignment will remain in effect until revoked by me in writing. A photocopy of this assignment is to be considered as valid as an original. I understand that I am financially responsible for all charges whether or not paid by said insurance. I hereby authorize said assignee to release all information necessary to secure payment.

SIGNED:_____DATE:_____

Please PRINT in BLACK INK when completing

COLON AND RECTAL ASSOCIATES, LTD. – PATIENT QUESTIONNAIRE – PAGE 2

PATIENT NAME:_____DATE OF BIRTH:_____

TODAY'S DATE:_____ PATIENT'S HEIGHT:_____ WEIGHT:_____

State the reason why you are here, complaint, symptoms and duration: _____

_____

Do you have, or have you in the past had, any of the conditions listed below:

Yes ◯ No ◯ Colon or Rectal Cancer (please circle which one). → If yes, age when diagnosed:_____

Yes ◯ No ◯ Colon or Rectal Polyps (please circle which one). → If yes, age when diagnosed:_____

Yes ◯ No ◯ Personal history of any other type of cancer. → If yes, age when diagnosed:_____
What type?_____

Yes ◯ No ◯ Radiation treatments for cancer What Type of Cancer?_____

Yes ◯ No ◯ Have you taken steroids (Prednisone, etc.) in the last 30 days?

Yes ◯ No ◯ Have you taken aspirin or non-steroidal anti-inflammatory drugs (Ibuprofen, Motrin, etc.) in the last seven days?

Yes ◯ No ◯ Thyroid problems

Yes ◯ No ◯ Diabetes (Type?_____)

Yes ◯ No ◯ Arthritis

Yes ◯ No ◯ Recent fevers

Digestive System:

Yes ◯ No ◯ Inflammatory bowel disease (Crohn's disease or Ulcerative Colitis)

Yes ◯ No ◯ Diverticulitis

Yes ◯ No ◯ Diverticulosis

Yes ◯ No ◯ Rectal bleeding
(Describe the bleeding:_____)

Yes ◯ No ◯ Constipation, diarrhea, or a change in bowel habits

Yes ◯ No ◯ Fecal incontinence

Yes ◯ No ◯ Weight loss

Yes ◯ No ◯ Ulcers in the mouth

Yes ◯ No ◯ Ulcer of the stomach or duodenum (small intestine)

Yes ◯ No ◯ Gallbladder disease or gallstones

Yes ◯ No ◯ Liver disease or cirrhosis

Yes ◯ No ◯ Diseases of the pancreas

Yes ◯ No ◯ Gastritis (inflammation of the stomach)

Genitourinary System:

Yes ◯ No ◯ Kidney failure/dialysis

Yes ◯ No ◯ Urinary or prostate problems

Yes ◯ No ◯ Impotence

Yes ◯ No ◯ Do you have children?

Vaginal deliveries? Yes ◯ No ◯

Episiotomies? Yes ◯ No ◯

Cesarean Sections? Yes ◯ No ◯

Pulmonary System:

Yes ◯ No ◯ Asthma or emphysema

Yes ◯ No ◯ Pneumonia

Yes ◯ No ◯ Sleep apnea – If yes, do you require a CPAP? Yes ◯ No ◯

Cardiovascular System:

Yes ◯ No ◯ Defibrillator

Yes ◯ No ◯ Pacemaker

Yes ◯ No ◯ Chest pain or angina

Yes ◯ No ◯ Myocardial infarction (heart attack)
When?_____

Yes ◯ No ◯ Palpitations or arrhythmias

Yes ◯ No ◯ Hypertension (high blood pressure)

Yes ◯ No ◯ Claudication (poor blood flow to the legs)

Yes ◯ No ◯ Blood clot in the legs

Yes ◯ No ◯ Blood clot in the lungs (pulmonary embolism)

Yes ◯ No ◯ Stroke

Yes ◯ No ◯ Previous organ transplant

Yes ◯ No ◯ Blood Disorder

Yes ◯ No ◯ HIV Positive

Yes ◯ No ◯ Previous blood transfusion

Yes ◯ No ◯ Easy bleeding or bruising

Yes ◯ No ◯ Anemia

Nervous System:

Yes ◯ No ◯ Neurologic illness

Yes ◯ No ◯ Psychiatric illness

Yes ◯ No ◯ Iritis (inflammation of the eyes)

Yes ◯ No ◯ Blindness

OTHER:_____

_____

Please PRINT in BLACK INK when completing

COLON AND RECTAL ASSOCIATES, LTD. – PATIENT QUESTIONNAIRE – PAGE 3

PATIENT NAME:_____**DATE OF BIRTH:**_____

TODAY'S DATE:_____

SURGICAL HISTORY

Yes ◯ No ◯ Previous colon or rectal surgery (please list below)
Yes ◯ No ◯ Previous abdominal surgery (please list below)
Yes ◯ No ◯ Previous anal surgery (please list below)
Yes ◯ No ◯ Previous heart surgery (please list below)
Yes ◯ No ◯ Previous Knee/Hip/Joint Replacement (please indicate which joint and whether it was left or right side):_____Date:_____
Yes ◯ No ◯ Have you ever had a Colonoscopy? (Date:_____Facility:_____ Doctor:_____)

LIST ALL PREVIOUS OPERATIONS (INCLUDE DATES IF POSSIBLE):_____

_____

_____

Yes ◯ No ◯ Have you ever had a Barium Enema? (Date:_____)
Yes ◯ No ◯ Have you ever had a CT Scan (Date:_____Reason:_____)

FAMILY HISTORY

Please indicate if the family member is on the Paternal or Maternal side of your family

Yes ◯ No ◯ Do you have three or more relatives with Colon or Rectal cancer?

Please list anyone in your family with the following (please indicate N/A if no one in your family applies):

- Colon or Rectal cancer (please circle which one):
  - Who?_____
- Colon or Rectal polyps
  - Who?_____
- Any other type of cancer
  - Who?_____
  - What type?_____

Yes ◯ No ◯ Does anyone in your family have Inflammatory Bowel Disease (Crohn's disease or Ulcerative Colitis)
Yes ◯ No ◯ Do you have a first degree relative (parent, sibling, or child) who, before the age of 50, was diagnosed with cancer?
If yes, who?_____What type of cancer?_____Age at diagnosis?_____

SOCIAL HISTORY

Yes ◯ No ◯ Do you smoke cigarettes currently? Packs/day_____
Yes ◯ No ◯ Have you ever smoked? When did you quit:_____
Yes ◯ No ◯ Do you drink alcohol? Drinks/week_____
Yes ◯ No ◯ Have you ever been treated for substance abuse (alcohol, opioids, Etc.)?
What substance?_____
Yes ◯ No ◯ Have you ever used intravenous (IV) drugs?

Please PRINT in BLACK INK when completing

COLON AND RECTAL ASSOCIATES, LTD. – PATIENT QUESTIONNAIRE – PAGE 4

PATIENT NAME:_____**DATE OF BIRTH:**_____

MEDICATIONS

☐ I take **NO** medications (prescription or over-the-counter) or any vitamins/supplements.

LIST ALL PRESCRIPTION MEDICATIONS:

NAME DOSE FREQUENCY

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

LIST ALL OVER-THE-COUNTER MEDICATIONS, VITAMINS, AND SUPPLEMENTS:

NAME DOSE FREQUENCY

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

ALLERGIES

Yes ○ No ○ Do you have any allergies?

LIST ALL ALLERGIES AND YOUR REACTIONS (Medications, Latex, Shellfish, Etc.):

_____ _____

_____ _____

_____ _____

PATIENT SIGNATURE:_____**TODAY'S DATE:**_____

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PATIENT PRIVACY NOTICE and

RELEASE OF MEDICAL/BILLING INFORMATION

BY SIGNING THIS, I ACKNOWLEDGE RECEIPT OF COLON AND RECTAL ASSOCIATES' PATIENT PRIVACY PRACTICES NOTICE (AS PER HIPAA).

You may find a readable copy of the Notice at the reception desk, request a copy of the Notice from the staff, or you may find it at http://www.colonandrectalassoc.com

◊ **If you wish to release your information to anyone, please indicate below. If you do not wish to release your information, please skip this section:**

I, _____, authorize Colon and Rectal Associates and their staff to release information on file regarding my medical treatment, billing information and appointment information to the person(s) listed below:

Name:_____Relationship:_____

Name:_____Relationship:_____

Name:_____Relationship:_____

Name:_____Relationship:_____

◊ **If you do not wish to release your information, please complete the following section**:

I, _____, do not authorize anyone to have access to my billing and medical information.

◊ **Please indicate if we may leave messages as described below**:

I give consent for the office to leave a message or text on my phone, answering machine, voicemail or with my spouse, parent or other household member. Yes___◯___ No___◯___

I give consent for the office to leave results of testing on my answering machine, by text, voicemail, or with a spouse, parent or other household member. Yes___◯___ No___◯___

Patient's Printed Name:_____**Date of Birth:**_____

_____ Patient Signature

_____ Today's Date

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Billing Policy of Colon and Rectal Associates, LTD

Thank you for choosing Colon and Rectal Associates, LTD. Our mission is to exceed your expectations by providing high quality care and achieving patient satisfaction. Your health and well-being is of the utmost importance to us. We have recently updated our billing policy. The cost of providing high quality care continues to rise and these changes are necessary to ensure that your needs are met. Effective May 1, 2023 our billing policy will be as follows:

1. **All co-pays/coinsurance/deductibles are due in full at time of service in order to be seen.** Please contact your insurance company directly with any questions you may have regarding your financial obligation for a specialist visit.

2. **All referrals are due at time of service in order to be seen.** We suggest you contact your PCP prior to your appointment with our office to confirm a referral was sent. Please request the confirmation number and date the referral was issued. **Our NPI number is 1639124720**.

3. **All balances must be paid prior to services being rendered.** All patient balances are due upon receipt of the statement.

4. **All patient balances and out of pocket fees including but not limited to, co-pays, coinsurance and deductible are due no later than 48 hours prior to your scheduled procedure for service to be rendered. Please be advised you will be given an estimate for our physician's portion of your scheduled procedure and the amount is subject to change. You may also receive bills from the facility and the anesthesia physicians.** After your claim is processed by your insurance carrier, if your remittance does not correspond with your insurance carrier's allowance, you will be billed for the difference or refunded for any overpayment.

5. **Please be advised that we are not a participating provider for any Medicaid and/or state funded insurance plans. If you choose to have services with any of our physicians/providers, you will be responsible for the balance.**

6. **To opt out of paper statements, please initial below. Please note that additional fees may apply to paper statements for postage, etc.** I wish to opt out of paper statements. _____

We apologize for any inconvenience this may cause. However, no exceptions can be made as that would be a violation of our insurance contracts. As per the contractual agreement with our insurance carriers, we are unable to see patients without a co-pay or referral.

Please sign and date this document and return to the receptionist at your next appointment. If you have any questions regarding this policy please contact the office manager, Kelly Smith at 215-517-1250.

_____ _____

Patient signature Date

REV: 5-1-23