

Complete all forms and bring  
them with you on your scheduled  
appointment date.

*Thank you!*

*University Surgical Associates, PSC*

**General Surgery**

Robert N. Cacchione, M.D.  
William G. Cheadle, M.D.  
Glen A. Franklin, M.D.  
Richard N. Garrison, M.D.  
Brian G. Harbrecht, M.D.  
Farid J. Kehdy, M.D.  
Gerald M. Larson, M.D.  
Frank B. Miller, M.D.  
J. David Richardson, M.D.  
Jorge L. Rodriguez, M.D.  
Christopher R. Schneider, M.D.  
Jason W. Smith, M.D.  
Gary C. Vitale, M.D.

**Surgical Oncology**

Michael B. Flynn, M.D.  
Richard E. Goldstein, M.D., Ph.D.  
Robert C. G. Martin, M.D.  
Kelly M. McMasters, M.D., Ph.D.  
Hiram C. Polk, Jr., M.D.  
Amy R. Quillo, M.D.  
Charles R. Scoggins, M.D.

**Transplant**

Mary Eng, M.D.  
Christopher M. Jones, M.D.  
Michael R. Marvin, M.D.

**Colorectal Surgery**

Susan Galandiuk, M.D.  
Jeffrey R. Jorden, M.D.  
Michael H. McCafferty, M.D.

**Vascular Surgery**

Amit J. Dwivedi, M.D.  
Marvin E. Morris, M.D.  
Charles B. Ross, M.D.  
Andrea E. Yancey, M.D.

**Plastic and Reconstructive**

Larry D. Florman, M.D.  
Jarrod A. Little, M.D.  
Terry M. McCurry, M.D.  
Gordon R. Tobin, M.D.  
Bradon J. Wilhelmi, M.D.

**Otolaryngology,  
Head and Neck Surgery**

Jeffrey M. Bumpous, M.D.  
Swapna K. Chandran, M.D.  
Arun K. Gadre, M.D.  
Toni M. Ganzel, M.D.  
Kevin L. Potts, M.D.  
Welby Winstead, M.D.



Welcome to our practice.

It is very important that you fill out the enclosed patient registration form, medical history form, and financial policy form completely, prior to your appointment. Please be sure to bring these forms and your current insurance card or cards with you to your appointment. We **must** get copies of your insurance cards to enable us to bill claims properly. ***Please do not mail paperwork to our office, bring it with you!***

The anticipated cost of your initial visit can range in cost. It is difficult for us to provide you with a precise cost estimate for your visit, however, you must pay your copay prior to being seen by the doctor.

Some insurance plans require that you obtain a referral from your Primary Care Physician in order to see a Specialist. Please remember it is the **patient's responsibility** to know their individual insurance plans, each plan has different coverages and networks. If your insurance company requires you obtain a referral we **must have this prior to your appointment or you may bring it with you to your appointment. If you do not have your referral we cannot see you and your appointment will be rescheduled to our next available appointment date. There will be no exceptions!**

**Insurance plans that may require a referral include:**

**Aetna HMO/Aetna MC/Aetna QPOS  
Cigna HMO/Cigna MC  
Humana HMO/Humana HMO-MBP  
Indiana Medicaid/Hoosier Healthwise  
Kentucky Medicaid/KENPAC  
Passport  
Tricare**

**This is not an inclusive list; please check with your benefits administrator if you have any questions concerning referrals.**

Thank you for choosing our practice! We are here to help you in any way possible. Our office hours are Monday – Friday; 8:30 am to 5:00 pm. The clinical and business staff will be happy to help you with any appointment, please call to cancel well in advance so that we may offer this appointment space to someone else in need.



How did you hear about University Surgical Associates and/or your doctor?

- Internet       Radio       Direct Mail       Today's Woman       Louisville Magazine       Newspaper  
 Audience Playbill       Your physician       TV       Friend or word of mouth       Other \_\_\_\_\_

Referring Doctor: \_\_\_\_\_ Family Doctor / PCP: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

### Patient Information

Patient's Last Name:		First Name:		M.I.	Patient's Social Security #:	
Street Address:					Age:	Date of Birth:
City:		State:	Zip:	Email Address:		Patient's Home Phone:
Race:	Language:		Religion:		Patient's Cell Phone:	

[NOT NEEDED IF A CHILD]

Employment or Student Status (if not a minor):				Gender: (circle one)		Marital Status:		
Full Time <input type="checkbox"/>	Part Time <input type="checkbox"/>	Self Employed <input type="checkbox"/>	Active Military <input type="checkbox"/>	Name of School:		Male	Female	S   M   D   W
Employment / Retirement Eff. Date:	Patient's Employer:					Patient's Occupation:		
Patient's Work Phone & Ext#:	Employer's Address:					Date Employment Started:		
Spouse's Date of Birth:	Spouse's Name:					Spouse's Social Security #:		
Spouse's Work Phone:	Spouse's Employer:					Spouse's Occupation:		

### Responsible Party / Child's Parent Information

Responsible Party or Father's Name:				Responsible Party or Mother's Name:			
Social Security #:	Date of Birth:	Relationship to Patient:		Social Security #:	Date of Birth:	Relationship to Patient:	
Employer:		Work Phone & Ext:		Employer:		Work Phone & Ext:	
Home Address if different from Patient's:				Home Address if different from Patient's:			
City, State & Zip:		Phone:		City, State & Zip:		Phone:	

### Primary Insurance PLEASE NOTE: We MUST Make A Copy of Your Insurance Card.

Insurance Company Name:		Effective Date:	Subscriber's Date of Birth:
Subscriber's Full Name:		Subscriber's Social Sec #:	Relationship to Patient:

### Secondary Insurance PLEASE NOTE: We MUST Make A Copy of Your Insurance Card.

Insurance Company Name:		Effective Date:	Subscriber's Date of Birth:
Subscriber's Full Name:		Subscriber's Social Sec #:	Relationship to Patient:

### Emergency Contact SOMEONE WITH A DIFFERENT PHONE NUMBER

Name:	Phone Number:	Relationship to Patient:
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**RELEASE OF INFORMATION:** I hereby authorize the release of medical information or other information acquired during the course of examination and treatment to insurance carriers, physicians, or my legal representatives. I hereby request payment of benefits from all insurance carriers to University Surgical Associates P.S.C. I understand I am responsible for and will pay any amount not covered by insurance including collection costs and reasonable attorney fees if referred for collection.

\_\_\_\_\_  
Signature – Responsible Party

\_\_\_\_\_  
Date

\_\_\_\_\_  
USA Doctor

\_\_\_\_\_  
Registrar

**University Surgical Associates, PSC  
401 East Chestnut Street Suite 710  
Louisville, Ky 40202**

**Dear Patient,**

In order to help us stay within the guidelines of HIPAA, please list below any person /persons that you authorize us to disclose information to regarding your Protected Health Information. **(You do not need to list any of your doctors.)**

<b>Name</b>	<b>Relationship</b>
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

Do we have your permission to leave information on your **answering machine** when you are not at home?

**Yes** \_\_\_\_\_ **No** \_\_\_\_\_

\_\_\_\_\_  
Patient's Name (Please Print)

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Patient's (or Guardian's) Signature

\_\_\_\_\_  
Date



We are dedicated to providing you with the best possible care and service, and regard your understanding of our financial policies as an essential element of your care and treatment. Please read the following policy. If you have any questions, please feel free to discuss them with our staff.

## **YOUR INSURANCE**

We have made prior arrangements with many insurers and other health plans. We will bill those plans with whom we have an agreement and will collect any required copayment at the time of service. The copayment will be collected when you arrive for your appointment. For elective surgery you will be contacted to arrange for payment of the coinsurance and deductible. In the event your health plan determines a service to be “not covered” or you have “no insurance coverage”, you will be responsible for the complete charge. We will also bill your health plan for all services we provide in the hospital. We will be glad to establish a payment plan to meet your needs.

## **MINOR PATIENTS**

For all services rendered to minor patients, the adult accompanying the patient is responsible for payment.

## **CANCELLATION/NO SHOW POLICY**

An appointment must be cancelled 24 hours in advance. A patient that does not cancel their appointment at least 24 hours in advance or is a NO SHOW will be charged \$25.00.

## **SUPPLIES POLICY**

If we know there are supplies involved we will try to alert you of our charges before you come for your scheduled appointment. Your insurance may deny payment for this \_\_\_\_\_ service/supply. The patient/responsible party understand that this charge may be non covered and will be responsible for these charges at the time of service.

## **MEDICAL RECORD POLICY**

When requesting disability forms to be completed we will require a \$25.00 payment for the initial form and a \$10.00 payment for follow-up forms in advance of their completion.

## **PRESCRIPTION POLICY**

We ask that you call in your refill request for prescriptions during the hours of 9:00 am – 3:00 pm Monday thru Friday only. Prescription refills from 3:00 pm Friday – 9:00 am Monday are not available.

I have read and understand the financial policies of the practice and I agree to be bound by its terms. I also understand and agree that such terms may be amended from time-to-time by the practice.

\_\_\_\_\_  
Signature of Patient or Responsible Party if a Minor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Co-responsible Party

\_\_\_\_\_  
Please Print the Name of the Patient

History and Physical Examination  
Gordon R. Tobin, M.D.

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

Age: \_\_\_\_\_ Birthdate: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Family Physician: \_\_\_\_\_ Referred by: \_\_\_\_\_

Why are you here to see Dr. Tobin? \_\_\_\_\_

\_\_\_\_\_

\*Are you allergic to Latex?  Yes  No

Allergies to medications: \_\_\_\_\_

Present medications: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Past medical problems: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Past surgeries (type of surgery, dates and doctors involved)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date of your last mammogram: \_\_\_\_\_ Results: \_\_\_\_\_

Date of your last pap smear: \_\_\_\_\_

Number of times pregnant: \_\_\_\_\_ Number of births: \_\_\_\_\_

Family History:

Cancer (what type an in whom): \_\_\_\_\_  
Heart Disease: \_\_\_\_\_  
Breast Disease/Cancer: \_\_\_\_\_  
Diabetes: \_\_\_\_\_  
High Blood Pressure: \_\_\_\_\_  
Other: \_\_\_\_\_

Social History:

Occupation: \_\_\_\_\_  
Tobacco: \_\_\_\_\_  
Alcohol: \_\_\_\_\_  
Blistering sunburns as a child: \_\_\_\_\_  
Heavy sunlight exposure: \_\_\_\_\_  
Do you use tanning beds: \_\_\_\_\_

**General Health:** YES NO  
Weight loss \_\_\_\_\_  
Night sweats \_\_\_\_\_  
Fever/chills \_\_\_\_\_  
Weakness \_\_\_\_\_

**Head and Neck Area:** YES NO  
Change in vision \_\_\_\_\_  
Headaches \_\_\_\_\_  
Swollen glands \_\_\_\_\_  
Nose bleeds \_\_\_\_\_  
Change in taste/smell \_\_\_\_\_  
Hearing loss \_\_\_\_\_  
Thyroid problems \_\_\_\_\_

**GASTROINTESTINAL:** YES NO  
Jaundice \_\_\_\_\_  
Abdominal pain \_\_\_\_\_  
Nausea/vomiting \_\_\_\_\_  
Vomiting blood \_\_\_\_\_  
Blood in stool \_\_\_\_\_  
Problems swallowing \_\_\_\_\_  
Severe heartburn \_\_\_\_\_  
Constipation \_\_\_\_\_

**Kidney:** YES NO  
Blood in urine \_\_\_\_\_  
Kidney/bladder infection \_\_\_\_\_  
Kidney stones \_\_\_\_\_  
Infection \_\_\_\_\_  
Painful urination \_\_\_\_\_  
Difficulty urinating \_\_\_\_\_

**Psychiatric:** YES NO  
Depression \_\_\_\_\_  
Anxiety \_\_\_\_\_  
Mood swings \_\_\_\_\_

**Immune System:** YES NO  
Ever tested \_\_\_\_\_  
HIV positive \_\_\_\_\_

**Heart:** YES NO  
Chest pain \_\_\_\_\_  
Heart attack \_\_\_\_\_  
Irregular heart beat \_\_\_\_\_  
Heart failure \_\_\_\_\_  
Swelling in ankles \_\_\_\_\_

**Musculoskeletal:** YES NO  
New pain in bones \_\_\_\_\_  
Arthritis \_\_\_\_\_

**Breast:** YES NO  
Lumps/cysts \_\_\_\_\_  
Nipple discharge \_\_\_\_\_  
Pain \_\_\_\_\_

**Blood System:** YES NO  
Anemia \_\_\_\_\_  
Easy Bruising \_\_\_\_\_  
Clotting problems \_\_\_\_\_  
Blood clots in legs \_\_\_\_\_  
Blood thinners \_\_\_\_\_

**Lungs:** YES NO  
Lung problems \_\_\_\_\_  
Shortness of breath \_\_\_\_\_  
Coughing up blood \_\_\_\_\_  
Wheezing/asthma \_\_\_\_\_  
Pneumonia \_\_\_\_\_  
Tuberculosis \_\_\_\_\_

**Skin:** YES NO  
Rashes \_\_\_\_\_  
Skin cancer \_\_\_\_\_  
Change in mole \_\_\_\_\_

**Neurologic:** YES NO  
Tingling \_\_\_\_\_  
Numbness \_\_\_\_\_  
Weakness \_\_\_\_\_

History reviewed with the patient: \_\_\_\_\_

(Signature)

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

## Physical Examination

Appearance: \_\_\_\_\_

Eyes: \_\_\_\_\_

Ears, nose, mouth: \_\_\_\_\_

Cervical bruit: \_\_\_\_\_

Neck: \_\_\_\_\_

Lungs: \_\_\_\_\_

Heart: \_\_\_\_\_

Abdomen: \_\_\_\_\_

\_\_\_\_\_

Back: \_\_\_\_\_

Breasts: \_\_\_\_\_

\_\_\_\_\_

Genitourinary: \_\_\_\_\_

Skin: \_\_\_\_\_

\_\_\_\_\_

Neurologic: \_\_\_\_\_

Extremity: \_\_\_\_\_

Test(s) ordered: \_\_\_\_\_

Tests/studies reviewed: \_\_\_\_\_

\_\_\_\_\_

Assessment and plan: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## **Did you know that your surgeon not only takes care of patients, but:**

- Is a Professor of Surgery at the University of Louisville School of Medicine?
- Performs basic, translational, and clinical research to improve patient care?
- Teaches students, residents and fellows who come from around the world to learn the latest surgical procedures and participate in groundbreaking research?

We want to tell you about some of the exciting research and educational programs that are underway in the Department of Surgery at the University of Louisville School of Medicine. We are proud to be nationally recognized for groundbreaking advances in: **Cancer Detection and Treatment, Trauma and Critical Care, Minimally Invasive Surgery, Bariatric Surgery, Digestive Diseases, Endocrine Surgery, Vascular Surgery, Head and Neck Surgery, Plastic and Reconstructive Surgery, Hearing and Speech Disorders, Organ Transplantation, and Surgical Infections.**

A small sampling of our research includes:

1. The Sunbelt Melanoma Trial, a multicenter study that is the largest ever conducted in melanoma with more than 3,600 patients registered. It was conceived, written and directed from the Department of Surgery.
2. Genetic research relating to colorectal cancer and inflammatory bowel disease, which together affect hundreds of thousands of Americans every year. We have been using the latest technology such as gene chips to try to identify the cause of these disorders.
3. Minimally Invasive Parathyroid and Thyroid Surgery. We are one of the first centers to develop and test the procedure of Minimally Invasive Radioguided Parathyroidectomy, which allows patients with parathyroid tumors to undergo a much less invasive yet curative procedure through a small incision. We have also developed techniques for minimally invasive endoscopic thyroid surgery.
4. Studies of sound perception and speech production in children and adults that have undergone cochlear implant surgery
5. The University of Louisville Breast Cancer Sentinel Lymph Node Study, which involves more than 4,000 patients from 79 institutions across the US and Canada. It is the largest study of its kind and is largely responsible for the acceptance of this minimally invasive procedure for patients with breast cancer around the world.

6. Basic research into the molecular basis for the response to trauma, shock, inflammation, and infection.
7. New technologies for the treatment of liver tumors. Over the past decade, we have helped develop and test new minimally invasive techniques for treatment of liver tumors. This allows many patients who previously were not candidates for surgery to eliminate cancer in the liver.
8. New gene therapy approaches to cancer as an alternative to chemotherapy. In the past decade, we have developed several new treatments of liver tumors, colon cancer, pancreatic and stomach cancer, melanoma, breast cancer, and cervical cancer.
9. Studies to evaluate rare endocrine tumors using artificial intelligence.
10. We were one of the first U.S. centers to pioneer the use of the Lap Band System™ and other minimally invasive surgical treatments for obesity. We were the first center in America to perform an intragastric balloon and this was done in the setting of a clinical trial.

### **This is where you can help.**

Research is responsible for the development of new approaches to surgery and the treatment of a variety of conditions and diseases. We have made much progress, yet our work is far from done. With additional funding support, we feel confident we can bring some of these exciting results to our patients more quickly.

Your investment in our research will bear dividends for years to come, helping others facing a diagnosis such as yours. Any amount helps, and you can specify where you would like your money to be used.

If you are interested in investing in our research by making a donation or want to learn more, please contact Lukas C. Dwelly, MPA, MA by email at [lukas.dwelly@louisville.edu](mailto:lukas.dwelly@louisville.edu) or **502-235-1002**. He also may contact you following your treatment to gauge your interest and to discuss your experience with our office. In addition, you can discuss your interest with your surgeon or our office staff any time. You can also visit our Web site at [louisvillesurgery.com](http://louisvillesurgery.com). Thank you again for your confidence in our program.

*If you wish to have your name removed from the list to receive fundraising requests supporting the Department of Surgery, please make your wishes known in writing to: Department of Surgery, Development Office, 530 South Jackson Street; Louisville, KY 40202, and all reasonable efforts will be taken to ensure you will not receive any such communications from us in the future.*