



Welcome to Medcorps Asthma and Pulmonary Specialists.

You are scheduled to see the provider at: _____

Please arrive 20 minutes early to check in with receptionist and the nurse. Your appointment time is the time you see the provider, not the time you arrive.

We want to make your appointment informative and efficient. During your consultation, we will review your medical history, perform a physical exam and discuss your goals. We encourage you to make a list of questions.

Before your appointment, please complete and return all paper work from our office, provide us with any previous diagnostic imaging, labs, PFT, or sleep study reports, and any previous medical records from other pulmonary providers.

We ask that you and anyone coming to the office with you, not to use perfume, cologne or scented lotion. We also ask that you and anyone coming with you to the office not smell of cigarette smoke. Please do not smoke 4 hours prior to your appointment.

Office Visit Policy

All patients will be required to present a photo ID, their current medical insurance card and deductible and co-pay payments at every office visit. If your insurance requires authorization number or referral, please be sure your primary care physician has obtained one for you or your appointment will be rescheduled.

Patients without verifiable health insurance will be required to demonstrate a form of payment before being seen.

Service Animal Policy

Trained service animals, whether accompanied by individuals with disabilities or by trainers of service animals, are permitted in Medcorps Asthma and Pulmonary Specialists Offices, in compliance with the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973 (Section 504) and applicable state law. We intend that the broadest access be provided to service animals and persons using service animals, and trainers of service animals, be afforded independent access to Medcorps Asthma and Pulmonary.

All service animals must always remain on a leash and be appropriately controlled.

Owners of service animals shall be liable for any harm caused by the animal to Medcorps Asthma and Pulmonary Specialists, its officers, agents, employees, patients, and visitors.

Pets or animals whose sole purpose to provide comfort or emotional support do not qualify as Service Animals under the American with Disabilities Act. Pets and comfort animals are not permitted.



Refill Policy

A one-time, one-month courtesy supply of medications may be given to patients who miss an appointment or need a follow up appointment.

Please have your pharmacy fax refill requests to 856-352-6710.

Prior Authorizations

Our office will complete any prior authorization paperwork required by your insurance company. Authorizations can take up to 14 days after all information is submitted. Specialty medications can take longer. We do not recommend scheduling your test without the authorization. Starting the prior authorization yourself or having another doctors office start the prior authorization will significantly slow the process.

Cancellation Policy

Due to an overwhelming number of late cancellations and no show appointment events, Medcorps Asthma and Pulmonary Specialists is amending our policy to enable us to accommodate more patients on our wait list.

1. Medcorps Asthma and Pulmonary Specialists requires at least 48 hour notice to cancel your appointment.
2. 10 minutes late for your appointment is considered a no show. We may be able to accommodate late patients if time is available. This is determined on a case by case basis.

If patient reschedules a late canceled appointment

- Cancellation will be document as a late cancel, not a rescheduled appointment and
- \$50 late fee will be assessed.
 - Fee will be waived if patient is in hospital or ER, documentation is to be sent to our office.
 - Fee will not be waived for transportation issues, not getting day off from work, oversleeping, forgetting appointment, etc.
- Payment of late fee will be collected at the next appointment.
 - Failure to pay late fees will result in dismissal from practice
- Rescheduling a late cancel appointment does not negate the late cancel fee.
- Our office not being able to confirm your appointment does not negate the late cancel fee.

After 2 incidents of late cancellations and/ or no shows, patients will be placed on same day appointment status for 6 months.



Same Day Appointment Status

When you have two incidents of cancellations with less than 48 hour notice given, been late and/or have not showed up for your scheduled appointments. The same day appointment policy is an alternative to being dismissed from Medcorps Asthma and Pulmonary Specialists practice.

- For the next 6 months, you may call the office for a same day appointment. If an appointment is available, you will be seen by a provider at the time available. No medication refills will be called into your pharmacy. Refills will be addressed during your same day appointment.
- This policy will remain in place for 6 months.
 - If patient late cancels or not shows while on same day status, they will be dismissed from Medcorps Asthma and Pulmonary Specialists.
 - After 6 months of same day appointment status with no incidents and all outstanding fees are paid, we will begin scheduling the patient's appointments again.
- If patient late cancels or no shows again, they are dismissed from practice.

Our office may call to confirm your appointment, we still require 48 hour notice to cancel because we cannot always make these courtesy calls.

Dismissal from Medcorps Asthma and Pulmonary

Grounds for dismissal include but are not limited to yelling, cursing, threatening, staff or providers, failure to pay for services, & failure to return equipment

Insurance Claims/Billing

Medcorps Asthma and Pulmonary Specialist participates with most major insurance carriers. As a courtesy to our patients, we will file insurance claims for those insurances with which we participate. Please remember, any amount not covered by insurance is ultimately the patient's responsibility.

Payment

Payment will be requested at the time of service for all services that are non- covered or determined to be the patient's responsibility, including co-payments and deductibles from care you received at a rehabilitation facility or hospital.

Payment may be made by cash, check, Master Card, or Visa. We realize that deductibles are very high, and we will gladly set up payment plans. If you have a question regarding insurance, billing or our fees, please call the office.



Name: _____ Date of Birth: _____

Primary Care Physician (PCP): _____

City/State: _____ Phone: _____

Pharmacy Name and town: _____

Blood work Lab name and town: _____

Diagnostic center you use for X-rays: _____

Who told you to see a lung doctor? _____

Why do you need to be seen by a lung doctor? _____

Smoking History

Do you smoke currently, or have you ever smoked? Current Former Never Smoker

If yes, how many packs/day? _____ How many years? _____ Date of last use: _____

EXPOSURE

Were you/or have you ever been exposed to dust, chemicals or asbestos at your home, job or during military service? NO YES

If yes, please explain: _____

Are there pets in the house? Dogs Cats Other: _____

100 Kings Way East, #D1
Sewell NJ 08080
(856) 352-6572 - Office
(856) 352-6710 - Fax

211 S. Main St. #203
CapeMay Court House, NJ 08210
(609) 778-2744 - Office
(609) 778-2579 - Fax

222 New Road. #201
Linwood, NJ 08221
(609) 788-8953 - Office
(609) 904-6929 - Fax

910 Kenton Station Dr,
Maysville, KY 41056
(606) 759-9424 - Office
(606) 759-1118 - Fax



MEDICATION LIST

Name: _____

Date of Birth _____

List all medications you are taking. Include both prescription and over-the-counter drugs, inhalers and nebulized medications, oxygen as well as any supplements you use regularly.

Name of Medication	Dose {number of puffs or Pills	Frequency (number of times per day)
Medications you have at home for a breathing exacerbation (e.g. antibiotics, steroids)		
Oxygen therapy		liters per min
Oxygen therapy		liters per min

During the Day
At Night



FAMILY HISTORY

Name: _____

Date of Birth _____

List any medical conditions and date of diagnosis and all past surgeries and dates of surgery.

Please Check All That Apply

DISEASE / CONDITIONS	Mother	Father	Sister	Brother	Mom's Mom	Mom's Dad	Dad's Mom	Dad's Dad
Allergies								
Asthma								
Blood Clots								
Cancer								
COPD								
Emphysema								
Heart Problems								
Sleep Apnea								
Restless Leg Syndrome								



MEDICAL RECORDS RELEASE

Today's Date: _____

Patient's Name: _____

Date of Birth: _____

I, the undersigned, authorize the release of, or request access to the information specified below from the medical records of the above named patient.

Patient information is needed for:

Continuing Medical Care
Insurance
Legal Purposes

Military
Personal Use
School

Social Security/Disability
Chronic Care Management
Other: _____

Information to be released or accessed:

History & Physical
Operative Reports
Lab/Path Reports

Consultation Report
Discharge/Death Summary
X-Ray Reports/Images

Medication History
Face Sheet
Other _____

The above information may be released and disclosed to the following individuals or organizations:

MedCorps Asthma & Pulmonary Offices or;

NAME:

ADDRESS:

PHONE#:

Who are we getting your records from?

Phone Number

Address {Street, City, State and Zip}

Fax Number

I understand that my records are confidential and cannot be disclosed without my written consent, except when otherwise permitted by law. Information used or disclosed prior to this authorization may be subject to re-disclosure by the recipient and no longer protected. I understand that the specified information to be released may include but is not limited to history, diagnoses, and/or treatment of drug/alcohol abuse, mental illness, or communicable disease.

I understand that I may revoke this authorization in writing at any time except to the extent that action has been taken in reliance upon the authorization. This authorization will expire in 12 months from date of my signature, unless I revoke the authorization prior to that time.

Signature of Patient or Legally Authorized Representative

Date:

Printed Name of Patient or Legally Authorized Representative

Relationship to Patient

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Name: _____

Today's Date: _____

How is your COPD? Take the COPD assessment test™ (CAT)

This questionnaire will help you and your healthcare professional measure the impact COPD (Chronic Obstructive Pulmonary Disease) is having on your wellbeing and daily life. Your answers, and test score, can be used by you and your healthcare professional to help improve the management of your COPD and get the greatest benefit from treatment.

For each item below, place a mark (X) in the box that best describes you currently. Be sure to only select one response for each question

Example: I am very happy	0	X	2	3	4	5	I am very sad
I never cough	0	1	2	3	4	5	I cough all the time
I have no phlegm (mucus)	0	1	2	3	4	5	My chest is completely full of phlegm (mucus)
My chest does not	0	1	2	3	4	5	My chest feels very tight
When I walk up a hill or one flight of stairs I am not breathless	0	1	2	3	4	5	When I walk up a hill or one flight of stairs I am very breathless
I am not limited doing	0	1	2	3	4	5	I am very limited doing activities at home
I am confident leaving my home despite my lung condition	0	1	2	3	4	5	I am not at all confident leaving my home because of my lung condition
I sleep soundly	0	1	2	3	4	5	I don't sleep soundly because of my lung condition
I have lots of energy	0	1	2	3	4	5	I have no energy at all

SCORE

TOTAL
SCORE



Name: _____

Today's Date: _____

Restless Leg Syndrome (RLS)

Restless Leg Syndrome (RLS) may include a strong urge to move your legs or arms that you may not be able to resist. This need is often accompanied by uncomfortable sensations that might be described as creeping, itching, pulling, creepy crawly, tugging or gnawing.

- Symptoms may start or worsen when you are resting. The longer you rest, the more frequent and intense your symptoms will likely become.
- Symptoms may improve when you move your legs or arms. Relief can be complete or partial, but generally starts very soon after starting an activity. Relief persists as long as you keep moving.
- Symptoms may worsen in the evening, especially when you are lying down. Activities that bother you at night do not bother you during the day.
- Symptoms cannot solely be attributed to a medical or behavioral disorder (e.g., arthritis, leg cramps, vein disorders, habitual foot tapping).
- Symptoms may cause significant stress on you relationships, work, family, education or other areas of life by impacting your sleep, energy/vitality, daily activities or mood

Please answer questions describing your Restless Leg Syndrome Symptoms (RLS) for the past 4 weeks

Overall, how would you rate the RLS discomfort in your legs or arms?

Very severe Severe Moderate Mild None

Overall, how would you rate the need to move around because of your RLS symptoms?

Very severe Severe Moderate Mild None

Overall, how much relief of your RLS arm or leg discomfort do you get from moving around?

None Slight Moderate Either complete or almost complete relief

Overall, how severe is your sleep disturbance from your RLS symptoms?

Very severe Severe Moderate Mild None

How severe is your tiredness or sleepiness from your RLS symptoms?

Very severe Severe Moderate Mild None



Name: _____

Today's Date: _____

The Epworth Sleepiness Scale

How Sleepy Are You? How likely are you to doze off or fall asleep in the following situations? You should rate your chances of dozing off, not just feeling tired. Even if you have not done some of these things recently try to determine how they would have affected you. For each situation, decide whether or not you would have:

- No chance of dozing =0
- Slight chance of dozing =1
- Moderate chance of dozing =2
- High chance of dozing =3

Write down the number corresponding to your choice in the right hand column. Total your score below.

Chance
of Dozing

Situation

Sitting and reading

Watching TV

Sitting, inactive on a public place (e.g. a theater or meeting)

As a passenger in a car for an hour without a break

Lying down to rest in the afternoon when circumstances

permit Sitting and talking to someone Sitting quietly after

lunch without alcohol

In a car, while stopped for a few minutes in the traffic

TOTAL SCORE

Interpretation:

- 0-7: It is unlikely that you are abnormally sleepy.
- 8-9: You have an average amount of daytime sleepiness.
- 10-15: You may be excessively sleepy depending on the situation. You may want to consider seeking medical attention.
- 16-24: You are excessively sleepy and should consider seeking medical attention.

Reference: Johns MW. A new method for measuring daytime sleepiness: The Epworth Sleepiness Scale. Sleep 1991; 14(6):540-5.

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Today's Date: _____

ASTHMA CONTROL TEST

In the past 4 weeks, how much of the time did your asthma keep you from getting as much done at work, school or at home?

All the
time

Most of
the time

Some of
the time

A little of
the time

None of
the time

During the past 4 weeks, how often have you had shortness of breath?

More than
once a day

Once a day

3 to 6 times
a day

Once or twice
a week

Not at all

During the past 4 weeks, how often did your asthma symptoms (wheezing, coughing, shortness of breath, chest tightness or pain) wake you up at night or earlier than usual in the morning.

4 or more
nights a week

2 or 3 nights
a week

Once a week

Once or twice

Not at all

During the past 4 weeks, how often have you used your rescue inhaler or nebulizer medication (such as albuterol)?

3 or more
times per day

1 to 2 times
per day

2 to 3 per week

Once a week
or less

Not at all

4. How would you rate your asthma control during the past 4 weeks?

Not controlled
at all

Poorly
controlled

Somewhat
controlled

Well controlled

Completely
controlled