



Magic City Wellness Center  
3220 5th Avenue South, Suite 100  
Birmingham, AL 35222

New Patient Registration

**While Magic City Wellness Center recognizes all genders/identities, many insurance companies and legal entities unfortunately do not. Please be aware that your legal name and sex listed with your insurance must be used on documents pertaining to insurance, billing, and correspondence.**

Legal Name: Last \_\_\_\_\_ First \_\_\_\_\_ MI \_\_\_\_\_

Name you go by (if different from legal name): \_\_\_\_\_

Pronouns: \_\_\_\_\_

Date of Birth (month/day/year): \_\_\_\_\_ Social Security #: \_\_\_\_\_

State ID/License #: \_\_\_\_\_

Mailing Address: (street and number) \_\_\_\_\_

(city) \_\_\_\_\_ (state) \_\_\_\_\_ (zip code) \_\_\_\_\_

Phone Numbers: (home) \_\_\_\_\_ (cell) \_\_\_\_\_ (work) \_\_\_\_\_

Best number to use? (home) \_\_\_\_\_ (cell) \_\_\_\_\_ (work) \_\_\_\_\_

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

Sex assigned at birth (place "x" next to one): Female \_\_\_\_\_ Male \_\_\_\_\_

What is your Gender Identity? (place "x" next to one): Cis Female \_\_\_\_\_ Cis Male \_\_\_\_\_ Trans Female \_\_\_\_\_

Trans Male \_\_\_\_\_ Non Binary \_\_\_\_\_ Other (please write) \_\_\_\_\_

Emergency Contact: (name) \_\_\_\_\_ (phone number) \_\_\_\_\_

(relationship) \_\_\_\_\_

(Does this include mental health? place "x" next to one) YES \_\_\_\_\_ NO \_\_\_\_\_

Who should we NOT contact? \_\_\_\_\_

**Minors Only:** (Patient/Guardian Name) \_\_\_\_\_

(phone number) \_\_\_\_\_ (relationship) \_\_\_\_\_

This information is for demographic purposes only and will not affect your care at MCWC.

Race/Ethnicity (place "x" next to one): African American/Black \_\_\_\_\_ Caucasian/White \_\_\_\_\_ Multiracial \_\_\_\_\_ Native

American \_\_\_\_\_ Pacific Islander \_\_\_\_\_ Asian \_\_\_\_\_ LatinX \_\_\_\_\_ Latino \_\_\_\_\_ Latina \_\_\_\_\_ Spanish \_\_\_\_\_

Other (please write) \_\_\_\_\_

Sexual Identity (place "x" next to one): (Gay) \_\_\_\_\_ (Straight) \_\_\_\_\_ (Lesbian) \_\_\_\_\_ (Bisexual) \_\_\_\_\_

Other (please write) \_\_\_\_\_

# Consent for Treatment

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

I hereby give my consent and authorize Magic City Wellness Center to treat any medical or mental health condition providing that the care provider has explained my condition to me, the treatment procedures, and alternative methods of treating my condition. The care provider has discussed with me foreseeable risks of the above stated treatment and that there may be undesirable results. I authorize the care provider to perform any additional or different treatment, which is though necessary should, during treatment, a condition be discovered which was not previously known. I have carefully read and understand this informed consent form and all of my questions have been adequately answered.

## Treatment and Data Agreement

- I authorize examination and treatment for this and all following medical or mental health visits.
- I understand I am personally responsible for all charges and deductibles.
- I am personally responsible for providing accurate and current insurance information.
- I authorize a photocopy of this statement to serves as the original and the use of this signature on all insurance submissions.
- I authorize release of all information necessary to secure payments of benefits.
- I understand that Magic City Wellness Center may use data developed for and/or provided by clients to determine general characteristics of the communities it serves and that none of this information will identify individual clients.

I certify that the above information is true and correct. I have received a copy of Magic City Wellness Center's "Notice of Privacy Practices (HIPAA)" and Office Policies.

Patient Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witness: \_\_\_\_\_ Date: \_\_\_\_\_

## PATIENT MEDICAL INFORMATION

Name: \_\_\_\_\_ Preferred Name: \_\_\_\_\_

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

**Personal Medical Information:** Are you being treated for any of the following medical conditions? (check next to all that apply)

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Alcohol Abuse                                     | <input type="checkbox"/> Depression                       | <input type="checkbox"/> Kidney Disease       |
| <input type="checkbox"/> Anemia  | <input type="checkbox"/> Diabetes                         | <input type="checkbox"/> Mental Health Issues |
| <input type="checkbox"/> Anesthesia Complications                          | <input type="checkbox"/> Drug Dependency/Addiction        | <input type="checkbox"/> Pacemaker            |
| <input type="checkbox"/> Arthritis   | <input type="checkbox"/> Fibromyalgia                     | <input type="checkbox"/> Seizures             |
| <input type="checkbox"/> Asthma  | <input type="checkbox"/> Gastrointestinal Disease         | <input type="checkbox"/> Sleep Apnea          |
| <input type="checkbox"/> Blood Clots                                       | <input type="checkbox"/> Headaches                        | <input type="checkbox"/> Strokes/TIA          |
| <input type="checkbox"/> Cancer  | <input type="checkbox"/> Heart Disease                    | <input type="checkbox"/> TB                   |
| <input type="checkbox"/> Chronic Pain                                      | <input type="checkbox"/> Hepatitis/Liver Disease          | <input type="checkbox"/> Transfusion Reaction |
| <input type="checkbox"/> Connective Tissue Disease<br>(eg: RA, Lupus, etc) | <input type="checkbox"/> High Blood Pressure/Hypertension | <input type="checkbox"/> Ulcers               |
| <input type="checkbox"/> COPD  | <input type="checkbox"/> High Cholesterol                 | <input type="checkbox"/> STD/STI              |
| <input type="checkbox"/> Defibrillator                                     | <input type="checkbox"/> HIV/AIDS                         | <input type="checkbox"/> Tobacco Abuse        |
| <input type="checkbox"/> Dental Issues                                     | <input type="checkbox"/> Infections                       |   |
|  | <input type="checkbox"/> Insomnia                         |   |

### Review of Symptoms

Please check ALL that apply and have occurred within the last few months for several days:

#### BLOOD:

- Anemia
- Clots
- Fatigue
- Free Bleeder
- History of Clots
- Polycythemia (thick blood)

#### CARDIOVASCULAR:

- Chest Pain
- Feet/Leg swelling
- Heart Flutter
- Irregular Heart Beat
- Orthopnea
- Palpitations
- Syncope

#### GASTROINTESTINAL:

- Anorexia
- Blood in stool
- Bulimia
- Change in Appetite

#### Change in Diet/weight

- Constipation
- Diarrhea
- Heartburn
- Nausea
- Vomiting

#### GLANDS/HORMONES

- Cold Intolerance
- Heat Intolerance
- Menopause
- Menstrual Irregularities
- Weight Gain/Loss

#### MENTAL

- Anxiety
- Depression
- Hallucinations
- Insomnia
- Suicidal Thoughts
- Homicidal Thoughts

#### MUSCULOSKELETAL

- Pain (anywhere)
- Stiffness
- Swelling (anywhere)
- Weakness

#### NEUROLOGICAL

- Burning Pain
- Headaches
- Neck/Back Pain
- Numbness
- Seizures
- Tingling

#### OB/GYN

- Burning
- Cramps
- Dyspareunia
- Itching
- Pregnancy

#### RENAL

- Dialysis
- Dysuria (painful urination)
- Frequency (more or less)
- Incontinence
- Kidney Stones
- Urgency

#### RESPIRATORY

- Cough
- Shortness of Breath
- Trouble Breathing

#### SKIN

- Bug Bites
- Bruising
- Burns (of any kind)
- Itching
- Jaundice
- Rashes
- Wounds

**PATIENT MEDICAL INFORMATION PAGE 2:**

**MEDICATIONS:**

List all of your current medications and dosage. (Include over the counter, vitamins, herbal supplements, CPAP machines, allergy medications, and anything else you take)

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**ALLERGIES:**

List medication and other allergies (food, latex, etc.) you have as well as the type of reaction (swelling, rashes, etc.)

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**FAMILY HISTORY:**

List all significant illnesses your grandparents, parents, brothers, and sisters have or have had.

Relative	Disease/Illness/Disorder	Mental and Physical
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**SURGICAL HISTORY:**

Date	Operation
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**SOCIAL HISTORY:**

Caffeine intake per day (soda, coffee, tea, energy drinks, etc.) \_\_\_\_\_

Cigarette/Tobacco Use (List packs per day and number of years you have smoked) \_\_\_\_\_

Desire to Quit/Any Attempts? \_\_\_\_\_

Alcohol: (list types and frequency used) \_\_\_\_\_

Other Substances (note: this form is confidential and will only be shared with your physician in order to address your health care needs): \_\_\_\_\_

**SEXUAL HISTORY:**

Are you currently sexually active? Have you ever been? \_\_\_\_\_

Are your partners men, women or both? \_\_\_\_\_

How many partners have you had in the last month? \_\_\_\_\_ Six months \_\_\_\_\_ Lifetime \_\_\_\_\_

Are you satisfied with you or your partners sexual functioning? \_\_\_\_\_

Has there been any change in you or your partners sexual desire or frequency? \_\_\_\_\_

Do you have any risk factors for HIV? (STDs, HIV Positive Partner, Needle use, blood transfusion?) \_\_\_\_\_

Have you ever had an STD/STI? \_\_\_\_\_

Have you ever been tested for HIV? \_\_\_\_\_ Would you like to be? \_\_\_\_\_

What preventative measures do you use to protect yourself from contracting an STD/STI? \_\_\_\_\_

What method of contraception do you use? \_\_\_\_\_

Are you trying to become pregnant? (or father a child?) \_\_\_\_\_

Do you participate in Oral Sex? \_\_\_\_\_ Anal Sex? \_\_\_\_\_

Do you or your partner use any substances or devices to increase sexual pleasure? \_\_\_\_\_

Do you have any pain during intercourse? \_\_\_\_\_

Women: Do you have difficulty achieving orgasm? \_\_\_\_\_

Men: Do you have difficulty maintaining or achieving an erection or ejaculating? \_\_\_\_\_

Do you have any questions about your sexual functioning? \_\_\_\_\_

Is there anything about you or your partners sexual activity you would like to change? \_\_\_\_\_

Signature of person filing out form: \_\_\_\_\_ Date: \_\_\_\_\_

Staff member: \_\_\_\_\_ Date: \_\_\_\_\_

## **ADVANCED BENEFICIARY NOTICE**

This notice is provided by Magic City Wellness Center as a courtesy to our patients that services and/or procedures that the providers feel are necessary may not be covered by your health insurance. The insurance company may decide these are not "medically necessary".

The list is not generic for all insurance companies. What one insurance company may cover, another insurance company may not. The extent of coverage varies greatly from company to company, and sometimes even within the company.

All services or procedures ordered by your provider at Magic City Wellness Center are felt to be necessary. However, if your insurance company decides against payment, you or your responsible party will be held accountable for the unpaid amount.

By signing below, you have read and understand the above statements by Magic City Wellness Center. Also by signing you acknowledge your responsibility for payment to Magic City Wellness Center for any unpaid balance by your insurance company. This applies to each date of service.

Patient Name: (Please Print)

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Patient/Guardian Signature:

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# PATIENT RECORD OF DISCLOSURE

This form is to provide Magic City Wellness Center with a HIPAA compliant listing of ways we may or may not contact you, who we can speak with regarding your care or ways of getting messages to you.

Home Number: \_\_\_\_\_

Cell Number: \_\_\_\_\_

Work Number: \_\_\_\_\_

Other Number: \_\_\_\_\_

May we leave a message at any of the above numbers?

(Check all that apply) Home: \_\_\_\_ Cell \_\_\_\_ Work \_\_\_\_ other \_\_\_\_

Please list below any person with whom we may speak with or leave a message with regarding aspects related to your medical care.

Name: \_\_\_\_\_ Relationship \_\_\_\_\_

Name: \_\_\_\_\_ Relationship \_\_\_\_\_

Please note: Use of disclosures for emergencies may be permitted without prior consent.

Patient Name: (please print) \_\_\_\_\_

Patient/Guardian

Signature: \_\_\_\_\_

# ACKNOWLEDGMENT FORM

## NOTICE OF PRIVACY PRACTICES

THIS NOTICE DESCRIBES HOW MEDICAL/PROTECTED HEALTH INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION.

### PLEASE REVIEW IT CAREFULLY

#### SUMMARY:

By law, we are required to provide you with our Notice of Privacy Practices (NPP). The Notice describes how your medical information may be used and disclosed by us. It also tells you how you can obtain access to this information. I understand that, under the Health Insurance Portability and Accountability Act of 1996 (HIPAA), I understand that this information can and will be used to:

- Conduct, plan, and direct my treatment and follow-up.
- Obtain payment from third-party payers.
- Conduct normal healthcare operations.

As a patient, you have the following rights:

1. The right to inspect and copy your information;
2. The right to request corrections to your information
3. The right to request that your information be restricted
4. The right to request confidential communication
5. The right to a report of disclosures of your information; and
6. The right to a paper copy of this Notice

We want to assure you that your medical/protected health information is secure with us. The Notice contains information about how we will insure that your information remains private.

### ACKNOWLEDGEMENT OF NOTICE OF PRIVACY PRACTICE

I hereby acknowledge that I have received a copy of this practice's **NOTICE OF PRIVACY PRACTICES**. I further understand that the practice will offer me updates to the **NOTICE OF PRIVACY PRACTICES** should it be amended, modified, or changed in any way.

Patient/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# **PAYMENT AGREEMENT**

## **INSURANCE:**

We currently accept most private insurance plans. Although we maintain computerized histories of payment by a given company, they do change. Therefore it is impossible to give a guaranteed quote at the time of service. We estimate your portion based on the most up to date information available at the time of service.

## **BILLING:**

We base the patient payment on the required co-pay or percent the insurance company contracts you to pay up front. This is only an estimate. For example, there may be a deductible, or you may have received treatment in another office prior to joining our office. Insurance companies do not inform us of any changes in your benefits.

## **INSURANCE DID NOT PAY:**

We bill your insurance company as a courtesy. All the claims not paid by your insurance are your responsibility. Medical insurance is a contract between the employer and the patient. It has no connection at all to us as your medical office. The extent of coverage varies greatly from company to company, sometimes even within the company. It has no effect on the level of service provided by Magic City Wellness Center or the fee charged for those services.

We request payment at the time the services are rendered. It is the patient's responsibility to obtain prior authorizations before services are rendered. We are unable to know if your plan covers a procedure until it is billed to them and we receive an explanation of benefits. It is the patient's responsibility to contact your insurance company for eligibility and coverage information.

We require payment in advance for immunizations because many private insurance companies do not cover these services. MCWC accepts cash, credit card, money orders, and personal checks. Please understand that if a personal check is returned MCWC will no longer accept personal checks from you until further notice.

**50% of any outstanding balance that is 120 days past due will be due BEFORE your next appointment. If that is not possible, then please contact MCWC at [mcwc@mcwc-bao.org](mailto:mcwc@mcwc-bao.org) to discuss a payment plan.**

I have read, understand and accept terms of the above outlined policies for insurance handling and financial commitments that I may incur as a result of my treatment. I also understand that I will be responsible for any unpaid claims not made by my insurance provider.

Patient Name: (please print): \_\_\_\_\_

Patient/Guardian Signature: \_\_\_\_\_

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

## **DRUG/NARCOTICS POLICY**

1. We will not refill medication that are lost, stolen or damaged in any way. All medications are controlled substances and it is your responsibility to take care of your medication.
2. Altering prescriptions is a felony. If you alter or forge or call in any prescriptions you will be prosecuted.
3. Chronic pain should rarely be treated with large amounts of narcotics. It is your responsibility to exercise self- control. If you feel your medication is not helping, or feel that you need something stronger or different, you must call and make an appointment to talk with a provider concerning your medications. No medications will be changed without a visit.
4. We will make sure that you have an appropriate supply of pain medications or controlled substances to treat your medical condition. We must be the only providers prescribing medications to you. We will not treat any patients who are currently receiving controlled substances from another provider. Non-compliance will result in a dismissal from MCWC.
5. Do not take any medications other than those prescribed to you by your provider. Do not give your medications to others.
6. If you fail to keep your follow-up appointments and you run out of your medications we will only call in enough to get you through to your appointment. This does not apply to controlled substances. If you fail to keep a make-up appointment after your medication has been called in we will not call in any additional medications. You must see the provider to get your controlled medications every 3 months.
7. We do not call in narcotic prescriptions on week-ends, holidays or after normal business hours.
8. Anyone receiving a prescription for a controlled substance will be subject to random drug screening.

I have read, understand and agree to this policy.

Patient Name (Print): \_\_\_\_\_

Patient/Guardian Signature: \_\_\_\_\_

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

# **OFFICE POLICIES**

## **OFFICE HOURS:**

Monday 8:00am-5:00pm, Tuesday 9:00am-6:00pm, Wednesday 8:00am-4:00pm, Thursday 9:00am-6:00pm, Friday closed (closed 12:00pm-12:30pm, M-TR, lunch)

## **JUDGEMENT FREE POLICY:**

Magic City Wellness Center is committed to treating every patient regardless of their sex, sexual orientation, gender identity, race, religion, ethnicity, creed, socioeconomic status, or family history with dignity and respect in a professional, welcoming and fun environment and with the highest quality of care available. Discrimination of ANY KIND is not tolerated at Magic City Wellness Center.

## **TIMELINESS:**

Please make every effort to arrive 15 minutes early for your appointments. Patients arriving late cause the entire practice to run behind schedule. If you are more than 15 minutes late then your appointment will be canceled and a new appointment must be scheduled.

## **CANCELATIONS:**

Appointments that are not canceled at least 24 hours prior to the time of the appointment will cause a \$40 late cancellation fee to be applied to your account.

## **WAITING ROOM:**

Children may not be left unattended or with staff personnel while you are seeing the provider.

## **ACCEPTABLE FORMS OF PAYMENT:**

Cash, Credit Card, and Check

## **INSURANCE, CO-PAYS, and DEDUCTIBLES:**

Deductibles, coinsurances and co-payments are due at the time of service.

## **PROOF OF INSURANCE AND COVERAGE CHANGES:**

We must have a copy of your current insurance card. If you fail to provide us with the correct information in a timely manner, you will be responsible for the entire balance on your account.

## **NON-COVERED SERVICES:**

Some or perhaps all of your services may not be covered. If we do not receive partial or full payment from your insurance company, you are responsible for the balance.

## **OUTSTANDING BALANCE:**

Balances not paid after 3 months will be referred to a collection agency. An outstanding balance is due before the patient can have another appointment at MCWC.

## **SELF-PAY:**

Charges are due at the time of service.

## **LAB AND TEST RESULTS:**

If you have any tests performed at our office, most results will be received in 7-10 business days. We will contact you with the results. Some results will require an office visit or referral. **The Lab Company is independent from this office.**

**Please contact lab directly for any billing questions.**

## **SPECIALISTS/INSURANCE REFERRALS:**

Referrals may take up to 7 business days to process. Under no circumstances will we back-date referrals or do non-emergent referrals for the same day. It is the patient's responsibility as the insured, to have your referral prior to your appointment with the specialist and to know your individual plan.

## **MEDICATION REFILLS:**

Patient's name, date of birth, name of the drug and dosage, pharmacy name and telephone number are required to process a refill. Please, do not make multiple calls or inquiries about prescription refills as that will delay the process. An appointment may be necessary to review your medical history and make prescription changes. Medications that require prior authorization can take up to a week or more. Please exercise patience as we work to have your medication refilled with your pharmacy. **Refill requests are only processed during regular business hours. Refill requests received after 12pm (noon) will be processed the following business day.** Prescriptions for pain medications, controlled substances, and antibiotics will not be given after office hours. No exceptions. By law, pharmacists can provide a three-day refill supply of medication when the office is closed. **Controlled Substances:** *Your physician may refuse to issue a*

*prescription, if in his/her estimation, there is concern the patient may be abusing or addicted to that drug. As a general rule, we only allow 3 months between visits before requiring an appointment in order to continue the medication. We reserve the right to deny refills based on suspected abuse, lack of appointments or other circumstances the office deems necessary. **We reserve the right to deny refill requests should your account have an outstanding balance owed to MCWC. We can work with you on a payment plan if needed in order to bring your account current.***

**PHONE CALLS DURING OFFICE HOURS:**

Dial 911 in case of life threatening emergency. We encourage you to call with questions concerning your medical care. If you need to speak with your provider, leave a detailed message and a staff member will contact you within 1 business day (24 hours). Repeated calls move your message in our phone system to the back of the queue. Our providers are unable to practice medicine via telephone or email. Without an up to date office visit, it is impossible to correctly diagnose medical problems. Calls are returned in the order that their messages are received.

**AFTER HOURS EMERGENCIES:**

Call 911 in the case of a life threatening emergency. Refills, prior authorizations, and non-emergent questions will only be handled during regular business hours. Keep your phone line clear and disable the anonymous call block feature. Called in prescriptions require full name, date of birth, prescription details and pharmacy name and phone number. Providers are unable to retrieve pharmacy details after normal business hours.

**PRACTICE DISMISSALS:**

Occasionally, it is necessary to dismiss a patient from the practice and they will be asked to seek medical service elsewhere. Some reasons may include but not be limited to: multiple calls for non-emergency, noncompliance with recommended medical care, non-payment of bills, receiving controlled substances from multiple providers, threatening, abusive or rude behavior to staff or other patients. Magic City Wellness Center is an inclusive environment for all members of the LGBTQ community and its allies. Threatening or demeaning behavior towards other patients and staff is strictly forbidden and will not be tolerated. If any of these actions occur, you will be notified by certified mail that you have 30 days to find alternative medical care. During the 30 day period we will only treat you for an emergency.

**CONCERNS AND COMPLAINTS:**

Magic City Wellness Center is committed to ensuring EVERY patient regardless of sex, sexual orientation, sexual identity, family history, race, ethnicity, or socioeconomic status is treated fairly, equally and with the highest standard of care. If you ever encounter a situation that makes you feel uncomfortable please let the Director know as soon as possible so that they may document, address, and correct the concern. Our patients are our biggest asset and we want to ensure that you have a pleasant, friendly, welcoming, and comfortable visit every time.

**FORM COMPLETION:**

Completion of forms is time consuming and can be frustrating for both patients and staff. Allow at least one week to have your forms completed. The paperwork fees are as follows: Disability/FMLA 1st page \$25, subsequent pages \$15, Letter \$10, Expedited Letter (less than 5 business days) 1st page \$25, subsequent pages \$15.

I have read the above office policies. I understand them and agree to them as condition for being seen by a provider at Magic City Wellness Center.

Patient Name (please print): \_\_\_\_\_

Patient Signature: \_\_\_\_\_

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