



BIRMINGHAM  
NEUROSURGERY  
& SPINE GROUP PC

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## Welcome New Patient

Welcome to Birmingham Neurosurgery & Spine Group, P.C. We look forward to meeting you soon. Please take a moment to read over the following information and fill out the enclosed forms. Bring the completed forms with you to your first appointment and give them to our receptionist upon arrival. Do not mail forms in advance.

**Patient Information Forms:** Please complete the health questionnaire (history & review of systems) and new patient registration (intake) forms. It is very important for our office to be familiar with your health history as well as have accurate insurance and contact information for you.

**Patient Contact Authorization Form:** This form gives permission for our office personnel to discuss your medical information, including but not limited to appointment dates, test results, and medication requests with other family members, friends, etc. It is your decision who to include in this authorization. We are unable to discuss any information with another person if they are not listed on this form, even if they are a spouse or child. It is not necessary to list other physicians.

**Patient Privacy Statement:** Our Notice of Privacy Practices provides detailed information about how we may use and disclose your protected health information. We encourage you to read this form in full before coming to your first appointment, but it is not necessary to bring the statement with you. You will be asked to sign your chart upon arrival in our office to show that you received this information.

**Testing/Radiological Studies:** Be sure to bring any films (MRI, CT, Myelogram, X-ray, etc.) indicated on the cover sheet that you have had done within the last six months prior to your appointment. Our doctors study your tests very carefully to determine what type of treatment is best for you. Therefore, it is very important that you bring the actual FILM and WRITTEN REPORT. It is best to call the facility where the tests were performed at least 48 hours in advance to let them know that you will be picking up your films/reports. If you do not know where the test was done, please contact the physician that ordered the test for you to obtain this information.

**Insurance:** It is the patient's responsibility to be sure that any required insurance referrals or authorization from Workers Compensation carrier is received PRIOR to your appointment. Without prior proper authorization, your insurance carrier or Workers Compensation carrier will not cover your visit. If our office does not receive prior authorization for your visit, your appointment may be rescheduled to a future date.

***Please bring your insurance card(s) and current drivers license with you to your appointment so that copies can be made for our records. Your copay is also due at the time of service.***