OUR GOAL IS TO PROVIDE YOU WITH THE BEST POSSIBLE MEDICAL CARE

We have an uncompromising commitment to provide very personal healthcare for all our patients. You'll always receive thorough and professional attention from everyone here; physicians, nurses and staff alike.

We encourage our patients to discuss any questions regarding our policies with us. If problems arise, please discuss them with us promptly.

Every attempt is made to keep our schedule on time. We are prompt

in seeing our patients and we request you arrive on time for your appointments. If you did not receive the new patient packet by mail, you should arrive 30 minutes early to complete paperwork.

CELL PHONES

To avoid being distracted, please turn off your cell phone while in the exam room.

URINALYSIS

A urinalysis is performed for patients at each and every visit. Please be prepared to give a urine specimen upon arrival to the office for each visit.

PRESCRIPTIONS & REFILLS

Your prescriptions can be filled at any pharmacy or by mail unless noted otherwise. If you should need a refill, please call the pharmacy and ask them to contact our office for authorization of the refill. Please make sure you allow ample time for the request to be processed so there will be no interruption in your medication. If it has been more than 6 months to a year since your last visit, chances are a refill will not be authorized without an examination first.

TELEPHONE CALLS

Every attempt is made to return all calls on the day they are received. If you need to speak with the doctor or nurse and they are not available, know your call will be delivered to them and returned as soon as possible.

CREDIT POLICY

To avoid misunderstandings, we invite early discussion of financial questions or problems. Our requirements are as follows:

- Payment is due at the conclusion of each visit, unless arrangements have been made prior to the visit or if you:
 - A. Have Medicare: We DO accept Medicare assignment.

 Patients will be responsible for 20% of the allowed charges and when applicable, the annual Medicare deductible.

 The balance will be due once Medicare and supplemental insurance carriers, if applicable, have paid.
 - B. Have other insurance: you will be responsible for your co-payments, co-insurance and deductibles.
- Under certain circumstances payment in advance may be required.
- 3. Payment plans can be arranged when balances cannot be paid in full in one payment.

INSURANCE

Your insurance policy is a contract between you and the company you chose. It is important that you understand its limitations and benefits. WE CANNOT GUARANTEE PAYMENT OF YOUR CLAIM. Reductions for rejection of your claim by the insurance company may not relieve the financial obligation you have incurred, except in the instance of contract deductions of participating plans.

BILLING

An itemized statement for all outstanding services will be mailed to you on a monthly basis. If a date of service has been paid in full, it will not appear on the following statement. Balances not paid after receiving a monthly statement are subject to a billing charge.

FOLLOW UP APPOINTMENTS

Be prepared to:

- 1. Arrive at the office at your scheduled time. Call if you will be delayed.
- 2. Give a urine sample at all visits.
- 3. You may be asked to have a reasonably full bladder, please drink lots of fluids prior to arrival so you can comply with the request.
- 4. Give a list of all current prescription medications.
- 5. Advise of any changes in address, phone number or medical insurance.

ANESTHESIA

All procedures performed in the office are with local anesthesia and oral sedation.

Patient Privacy Rights Notification



Effective Date:

How We May Use and Disclose Your Medical Information: The following describes the different ways we may use and disclose your medical information.

- 1. Treatment: In order to treat you we may disclose information to others who are involved in your care or treatment.
- 2. Payment: In order to bill and collect payment for services you receive from us, we may use and disclose information to obtain payment from third parties that may be responsible for such costs such as insurance companies or family members. We may use your medical information in order to bill you directly for services and items.
- 3. Health Care Operations: To operate our business to ensure you receive quality care and to assure our organization is well run.
- 4. Appointment Reminders & Test
 Results: To remind you that you have an
 appointment or change an appointment
 we will use all daytime phone numbers
 supplied on the Patient Information form
 you completed.
- 5. Treatment Alternatives: To inform you of treatment alternatives and/or health related benefits and services that may be of interest to you.
- 6. Fundraising: We may use or disclose your demographic information, including name, address, age, gender, and date of birth, as well as dates of health service information, department of service, treating physician, outcome information, and health insurance status for fundraising purposes. With each fundraising communication you will be provided the opportunity to opt-out of receiving such communication and we will provide you with an opportunity to opt

back in to receive such communication if you should choose to do so.

- 7. Marketing: To make a marketing communication to you that occurs in a face-to-face encounter with you; concerns, products or services of nominal value; however, we may disclose your health information for marketing purposes if we will receive direct or indirect financial remuneration not related to our cost of making the communication unless we receive your authorization to do so.
- Coroners. Medical Examiners. Funeral Directors: As needed to carry out their duties required by law.
- Organ and Tissue Donation: To organizations that handle organ and tissue procurement, banking or transplantation.
- 10. Sale of PHI: We will not sell your PHI to third parties. However, this does not include disclosure for public health purposes, research where we only receive remuneration for our cost to prepare and transmit the PHI, for treatment and payment purposes, for sale, transfer, merger or consolidation of our practice, for a business associate or its subcontractor to perform health care functions on our behalf, or for purposes as required or permitted by law.
- 11. Required By Law: When required by applicable law regarding crime or criminal conduct; warrant, summons, subpoena or legal process. If served with a legal subpoena for records (contains a release or records signed by you or verbal authorization obtained from you or your attorney of record or proof of service from the requesting party) we must honor the request.

- 12. Public Health Activities: To control disease, injury or disability; maintain vital records such as birth or death; cancer reporting; child abuse or neglect; exposure to communicable disease; drug reactions or FDA warnings; recalling devices or medications. To notify appropriate government agencies and authorities regarding potential abuse or neglect of an adult patient including domestic abuse if the patient agrees or we are required by law to do so. Under limited circumstances to your employer for related workplace injury or illness or medical surveillance.
- 13. Research: Subject to special approval process, information may be used on research projects or studies. The information will not leave our premises without your authorization.
- 14. Serious Threats to Health or Safety: To reduce or prevent a serious threat to your health and safety or that of another individual or the general public. We will only disclose to persons or organizations able to help prevent the threat.
- 15. Specialized Government Functions: If you are a member of the U.S. or foreign military forces (including veterans) and if required by appropriate military command authorities; or to federal officials for intelligence and national security.
- 16. Workers Compensation:

Our organization will release your medical information for workers' compensation and similar programs to all parties as required by state and federal law.

Ph: 352-775-6899 Fax: 877-319-1879



Your Rights Regarding Your Medical Information: You have the following rights regarding the medical information that we maintain about you. We are not required to agree to your request; however, if we do agree, we are bound by our agreement except when otherwise required by law, in emergencies, or when necessary to treat you. In order to request a restriction on the use or disclosure of your medical information, you must make your request in writing to the address below.

Requesting Restrictions: The right to request a restriction on our use and disclosure of your medical information for treatment, payment, or healthcare operations. You have the right to limit our disclosure to individuals involved in your care or the payment for your care such as family members and friends. We will use all contact phone numbers and addresses listed on the Patient Information form unless you place a restriction. You may restrict disclosure to your health plan if you have paid for the service in full, and the disclosure is not otherwise required by law. This type of request for restriction will only be applicable to the particular service. You will have to request a restriction for each service thereafter. The request for restriction must be submitted in writing and sent to the address below.

Confidential Communications: The right to request how our organization communicates with you about your health and related issues in a particular manner or certain locations without stating a reason for your request. We will use all contact phone numbers and addresses listed on the Patient Information form unless you place a restriction. The request for restriction must be submitted in writing and sent to the address below.

Notification of a Breach: The right to be notified if there is a probable compromise of unsecured medical information within 60 days of the discovery of the breach.

Inspections and Copies: The rights to inspect and obtain paper or electronic copies of the medical information that may be used to make decisions about you, including medical records, billing records, but not including psychotherapy notes. In order to inspect or obtain records, you must submit the request in writing to the address below. If you would like an electronic copy of your health information, we will provide you with a copy in the form and format as requested as long as we can readily produce such information in the form requested. Otherwise, we will cooperate with you to provide a readable electronic form and format as agreed.

Amendment: The right to ask us to amend your medical information if you believe it is incorrect or incomplete and you may request an amendment for as long as the information is kept by or for our organization. You must provide us with a reason that supports your request. The reason for your request needs to be in writing to the address below. Also, we may deny the request if you ask us to amend information that is accurate and complete; not part of the information you are permitted to inspect and copy; not created by our organization, unless the individual or entity that created the information is not available to amend the information.

Accounting of Disclosure: The right to request an accounting of disclosures made of your medical information to entities with which you do not have an established relationship. In order to obtain an accounting, you must submit your request in writing to the address below. All requests may not be longer than 6 years and may not include dates prior to October 16, 2003. The first request in a 12 month period is free of charge. You may be charged for any additional lists requested in a 12 month period.

Right to File a Complaint: If you believe your rights have been violated, you may file a complaint with our organization or with the secretary of the Department of Health & Human Services. You will not be penalized for filing the complaint. All complaints must be submitted in writing at the address below.

Right to Provide an Authorization of Other Uses and Disclosures: Our organization will obtain your written authorization for uses and disclosures that are not identified by this notice or are not permitted by applicable law, such as the use and disclosure of HIV/ AIDS, sexually transmitted diseases, genetic information, mental or behavioral health, and drug/alcohol abuse. Any authorization you provide to us regarding the use and disclosure of your medical information may be revoked at any time in writing. After you revoke your authorization, we will no longer use or disclose your medical information for reasons described on the authorization. Of course, we will not be able to take back any disclosures that we have already made with your permission.

Right to Paper Copy of This Notice: You are entitled to receive a paper copy of this notice. You will be asked to sign an acknowledgment proving receipt of this Notice of Privacy Practices. A more detailed notice that contains examples is available upon request at the office listed below.

Right to Request Email Communication: You may request that we communicate with you via email. You may be asked to provide your email address for the sole purpose of sending you information about events, educational seminars, reminders about your questionnaire, etc. If you wish to not receive information from us via email you may decline to provide your email address. You may also ask to have your email address removed from our mailing list at any time by contacting our office.

Ph: 352-775-6899 Fax: 877-319-1879







Date:					
First Name MI		Last Name		Date of Birth	Age
a'r			William III and the second section of		
Address	eat, e · · · ·	City	State	Zip	County
Work Phone	Ce	ell Phone		E-mail	
Primary Preferred Phone		Secondary P	referred Phone		THE STATE OF THE S
Attention: We will use all phone nu use of these numbers in writing.	umbers listed above to	o contact you as necessary for treat	ment and payment	purposes unless you plac	ce a restriction on th
SSN(Last Four)		Sex:	M F	Marital Status: S A	1 W D
Race: American Indian or A	Alaskan Native 🔘	Asian OBlack or African An	nerican ONat	ive Hawaiian or Pacific	Islander \(\)Whi
thnicity: OHispanic/Lat	ino ONon-Hi	spanic/Latino O Do not	want to provide	O Do not know	<i>J</i>
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imployed: No Yes		No Yes		isabled: No Yes	Date
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Primary Care Physician		Phone		Fax	
eferring Physician		Phone		Fax	
dditional Physicians:					
			5		
	,	:			
EMERGENCY CONTA	ACT				
ame		Phone		Rel	ationship

PAST MEDICAL HISTORY

Have you ever been to a	-	No			
If yes, why?					
PAST SURGERI Check all that apply.	ES				
Appendectomy	Date:		○ Kidney	or Bladder Stones	Date:
Back Surgery	Date:		○ Knee R	eplacement	Date:
Location:			O Arthros	scopic	Date:
Basal Cell Carcinom				-	
Cataracts	Date:		\bigcirc	The state of the s	
Colon Resection	Date:		Lung		Date:
Gall Bladder	Date:		Nephre	•	Date:
Heart Surgery (CAB			Pacema		Date:
Heart Stent	Date:		\bigcirc	ous Cell Carcinoma	Date:
Heart Valve Replace			Thyroid		Date:
Hernia	Date:		Tonsille		Date:
Hip Replacement	Date:		Others	urgeries not listed:	
Hysterectomy	Date:		-	1000	
Select any of the followin	ng pertaining to your past med	ical history:			
Cardiovascular					
Heart attack	High blood pressure	Heart valve	nrohlems	O Irregular heart beat	Coronary artery disease
Heart murmur	Deep vein thrombosis	O Anemia	problems	Bleeding tendency	Congestive heart failure
	O Deep vein sin en in besie	O 7 11 10 11 11 11		O biccarrig terracincy	Congestive near tanare
Endocrine	O 8: 1 / !: .	Ouverni		O mana l	O = 11
O Insulin dependent	O Diabetes/diet	O HYPERthyro	old	O HYPOthyroid	OGout disease
GI		_		_	
Acid reflux	O Irritable bowels	O Peptic ulcers	5 -	O Diverticulitis	Constipation/diarrhea
GU					
○ Kidney stones	O Bladder stones	O Frequent UT	ls	О врн	Prostatitis
O Bloody urine	Erectile dysfunction	Elevated PSA	4	O Incontinence	Overactive bladder
HEENT					
Glaucoma	Cataracts	Hay fever		○ Vertigo	Ear infection
	Catalacts	O Hay lever		Vertigo	Earmection
Musculo-skeletal					
Arthritis	O Low back pain	○ Fibromyalgia	a	O Joint replaced	
Neurologic					
Stroke	Migraines	O Parkinson's		Chronic headaches	Multiple Sclerosis
Seizures	Polio	O Spinal cord i	njury	O Spina bifida	O Unsteady gait
Pulmonary					
○ Emphysema	Asthma	Bronchitis		COPD	C Lung cancer
	7.0011110	O brondings		0 661 5	Caring Carrices
Hematology/Oncology	Only	O		O	
Prostate cancer	Bladder cancer	(Kidney cance	er	Testicle cancer	Colorectal cancer
Uterine cancer	Lymphoma	Leukemia		Ovarian cancer	Other

Patient Name:	DOB:	· · · · · · · · · · · · · · · · · · ·
CHIEF COMPLAINT: What is the reason for your visit today?		
HISTORY OF PRESENT ILLNESSES Please answer all questions.		
Do you have Frequent daytime urination? Yes No If yes, how often? Frequent nighttime urination? Yes No If yes, how often? Decrease in urinary flow? Yes No Other:	Burning? Y Leakage of urine? Y If yes, with cough, straining? Y Blood in urine? Y Unable to get to the restroom in time? Y	Yes No Yes No Yes No Yes No Yes No Yes No
Have you had a flu shot within the last year? Yes No	○ In the past 5 years	
ALLERGIES Do you have allergies to any drugs or medications? Yes No If yes, list all:		
Are you allergic to lodine? Yes No Are you allergic to Latex? Yes No Are you allergic to any antibiotics? Yes No If yes, list all: MEDICATIONS	-	
Please list all medications even if taking only as needed. Medication Name	Dosage	Times per day
Supplement Name	Dosage	Times per day
Select any of the following that you have received medication for: Ulcers Nervous Disorders Stroke Glau Please explain:	◯ TB ◯ Heart Disease ◯ High Blood Pr ucoma ◯ Cancer ◯ Rheumatic Fever	ressure OEmphysema ODiabetes OOther

* *

Do you take blood thinners?	Yes	No					Plavix Asprin
Do you take antihistics hefere	امعدا م						OPPORTUNITION OF THE PROPERTY
Do you take antibiotics before o			oceaures?	Yes No			
Do you have HIV or AIDS?	Yes	No		.6 1 1			
Do you have Hepatitis?	Yes	No		If yes, check	which type:	ЈА ОВ	Oc
Blood Transfusion?	Yes	No		49			
FAMILY MEDICAL HIS							
Do your parents or siblings have	e any of	the follov	ving? Circle al	l that apply.			
Prostate cancer	Yes	No	Father	Brother			
Kidney cancer	Yes	No	Mother	Father	Brother	Sister	
Bladder cancer	Yes	No	Mother	Father	Brother	Sister	
Colon cancer	Yes	No	Mother	Father	Brother	Sister	
Bleeding disorder	Yes	No	Mother	Father	Brother	Sister	
Polycystic kidneys	Yes	No	Mother	Father	Brother	Sister	
Kidney failure	Yes	No	Mother	Father	Brother	Sister	
Kidney or bladder stones	Yes	No	Mother	Father	Brother	Sister	
Urinary tract infections	Yes	No	Mother	Father	Brother	Sister	
Interstitial cystitis	Yes	No	Mother	Father	Brother	Sister	
CX	Yes	No	Mother	Father	Brother	Sister	
Other types of cancer	Yes	No	Mother	Father	Brother	Sister	Туре:
History of blood transfusions	Yes	No	Mother	Father	Brother	Sister	
Are parents currently living? If deceased, cause of death and	Yes age at t	No ime of de	ath:			en anno anno anno anno anno anno anno an	
SOCIAL HISTORY							
Circle all that apply.							
Have you ever smoked?	Yes	No	Ifves l	now long?		Ifves h	ow many packs per day?
Have you quit smoking?	Yes						ow many packs per day:
			, 65, 1	mon ala you t	1410.		
Smokeless tobacco?	Yes	No					
Have you quit?	Yes	No	If yes, v	when did you o	quit?		
Recreational drugs?	Yes	No	If ves. I	now long?		If ves. w	/hat kind?
Have you quit?	Yes	No					
Alcohol?	Yes	No	○ Bee	er OWine	Cliquor	Amount	per week:
Have you quit?	Yes	No					
			,,		1		
Are you sexually active?	Yes	No					
I hereby authorize consent for to physician for processing of my signature of Patient/Insured/I	medica	l claim.					e of examination and treatment by
Date:				1			

PATIENT REGISTRATION CONT.

Pharmacy Name Address Phone Are you currently staying in a SNF, Convalescent Home or enrolled in Hospice? No Yes Note: If NO, Patient or Caregiver must immediately notify staff if patient is admitted to a hospital, SNF, Convalescent Home or Hospice. Name of Facility Phone Address City State Zip

INSURANCE INFORMATION	
Primary Insurance	Medical Group (HMO)
ID#	Group#
Name	Relation to Policy Holder
SSN of Policy Holder	Date of Birth for Policy Holder
Secondary Insurance	Medical Group (HMO)
ID#	Group#
Name	Relation to Policy Holder
SSN of Policy Holder	Date of Birth for Policy Holder

Patient/Guardian Signature:	Date:

NOTICE OF PRIVACY PRACTICES

Acknowledgment of Receipt

I understand that under the Health Insurance Portability and Accounting Ac of 1996 (HIPAA), I have certain rights to privacy regarding my protected health information. I understand that this information can and will be used to:

- Conduct, plan and direct my treatment and follow-up among the healthcare providers who may be involved in that treatment directly or indirectly
- · Electronically exchange records with other healthcare providers and organizations
- Obtain payment from third-party payers
- · Conduct normal healthcare operations such as the business aspects of running the practice on a daily basis
- Access drug benefit coverage and medication history

I have read and understand your Notice of Privacy Practices containing a more complete description of the uses and disclosures of my health information. I understand that this organization has the right to change its Notice of Privacy Practices from time to time and that I may contact this organization at any time at the address below to obtain a current copy of the Notice of Privacy Practices.

I understand that I may request in writing that you restrict how my private information is used or disclosed to carry out treatment, payment or healthcare operations. I also understand that you are not required to agree to my requested restrictions, but if you agree then you are bound to abide by such restrictions.

I understand that I may revoke this consent at any time except to the extent that you have taken action relying on this consent.

Patient Name:	
Patient Signature:	
Date:	

Inability to Obtain Acknowledgment

To be completed only if no signature is obtained. If it is not possible to obtain the individual's acknowledgment, describe in good faith efforts made to obtain the individual's acknowledgment and the reasons why the acknowledgment was not obtained.

LSU, LLC. Signature:	
Date:	

Ph: 352-775-6899 Fax: 877-319-1879



808 Hwy 466 Lady Lake, FL 32159



AUTHORIZATION FOR RELEASE OF MEDICAL RECORDS

are hereby released from any lega or genetic testing. A photo-static	ıl liability that may arise from th copy or facsimile of this authori	es of the medical records compiled during ne release of the information requested, i zation is to be considered as valid as the o ential dangers of electronically transmitto	ncluding any sensitive information original. Information may be
		rmation disclosed to the persons or entit ne recipient of the information will not re	
authorization at any time. I under	stand that if I revoke this autho	(1) year or until I revoke it in writing. I und rization, I must do so in writing to Medica tion does not apply to information alread	al Records Specialist to the
I understand that I am under no o depend in any way on whether I s		tion. I further understand that my ability	to obtain treatment will not
Requested medical information a	uthorized to be released: (Check	r items authorized to be released)	
○ Consult/H&P	○ Weekly CBC Reports	O Pathology Slides	Radiotherapy
OP Report/Procedure Report	O PSA Scores	○ EKG	Treatment Records
○ Follow-Up Notes	○ All Labs	○ All CT Scans/X-rays/Ultrasound	Chemotherapy Flow Sheet
O Progress Notes	Tumor Markers		Other
O Discharge Summary	Pathology Reports	Centire Chart	
Patient's Name:		Patient	s's Date of Birth:
Signed:			
Relationship to Patient:		Date: _	

Venkata K. Marella, M.D.

To:___

Emily Hartlein, APRN • Rosemary Gavan, APRN

Mail To: 808, Hwy. 466, • Lady Lake, FL 32159

Tel: 352.775.6899 Fax: 1.877.319.1879

AUTHORIZATION FOR THE RELEASE OF PRIVATE HEALTH INFORMATION (PHI)

While under care of the physicians at Lake Sumter Urology, LLC I hereby give authorization for the release of private health related information to the following authorized persons.

Physicia	ns		Family Members (Relation)
arise for this information to	o be released for my prope rm any or all of the above	er care v	pple either by phone, fax or in person should the need while a patient here. Should any unforeseen incident I persons, I will notify Lake Sumter Urology, LLC
	ds and will assume respor		eave medical information pertaining to my care to notify Lake Sumter Urology, LLC and
○ Home Phone	O Home Phone	e Voice-	-mail
○ Work Phone	○ Work Phone	Voice-	mail
Cell Phone	Cell Phone V	oice-m	ail
○ Mail	O Post Card		
Patient Signature:			Date:

808, Hwy 466 • Lady Lake, FL 32159

Tel: 352.775.6899 • Fax: 352.775.8125

lakesumterurology.com

The Questionnaire for female Urinary Incontinence Diagnosis (QUID)

	None of the time	Rarely	Once in a while	Often	Most of the time	All of the time
Do you leak urine (even small drops), wet yourself, or wet your pads or undergarments						
1. when you cough or sneeze?		О	П	О	О	D
2. when you bend down or lift something up?		П	О	О		ם
3. when you walk quickly, jog or exercise?	ū	П	П	а	О	0
4. while you are undressing in order to use the toilet?	0			D .		
5. Do you get such a strong and uncomfortable need to urinate that you leak urine (even small drops) or wet yourself before reaching the toilet?				0	П	О
6. Do you have to rush to the bathroom because you get a sudden, strong need to urinate?	О				П	

Scoring:

Each item scores 0 (None of the time), 1 (Rarely), 2 (Once in a while), 3 (Often), 4 (Most of the time) or 5 (All of the time). Responses to items 1, 2 and 3 are summed for the Stress score; and responses to items 4, 5, and 6 are summed for the Urge score.