



TODD J. MALTESE, D.O.

Neurology, EMG, NCV, EEG, TCD, Sleep Medicine

650 Hawkins Avenue
Suite 7
Ronkonkoma, NY 11779
Phone: 631-737-0055
Fax: 631-737-0076
www.mmneurology.com

WELCOME TO OUR PRACTICE! We look forward to meeting you during your first visit for your comprehensive sleep evaluation.

Please complete **ALL PAGES** in the attached new patient packet and bring it with you to your appointment.

- Please provide complete and accurate insurance information, and bring your insurance card and photo ID with you.
- If your insurance company requires a referral, please obtain one from your primary care physician (PCP) and bring it with you to your visit.
- If you have had any **prior sleep evaluations or sleep studies**, please bring all written reports with you to your appointment.
- If you are transferring care from another physician, please obtain and bring your medical records and prior doctor's notes with you.
- **All copayments and/or outstanding balances are due IN FULL at the time of your visit.** We accept cash, checks, and all major credit cards. If you cannot pay your copay at the time of your visit, there will be a \$15 administrative fee added onto your bill.
- **We appreciate 24-hour notice for cancellations.** If you do not provide notice of cancellation within 24 hours prior to your scheduled visit, you will be charged **\$25** for an office visit or **\$100** for a testing visit. Thank you for your cooperation in this matter.

Prescription Medication Policy:

- Schedule your follow-up appointments to coincide with renewal of your medications.
- Controlled substances **CANNOT** be refilled by telephone.
- Any changes to medications will require an office visit.

Thank you for allowing us to be involved in your medical needs, and we look forward to seeing you soon! If you have any questions, please do not hesitate to contact our office during our regular business hours.

Sincerely,

The Staff of Dr. Todd J. Maltese

Registration Form (please print clearly)

Date: _____

PATIENT INFORMATION

Patient Name: _____ E-mail Address: _____

Street Address: _____ Cell Phone: _____

City: _____ State: _____ Zip: _____ Home Phone: _____

Social Security #: _____ - _____ - _____ Birth Date: ____/____/____ Age: _____ Sex: Male Female

Single Married Widowed Separated Divorced Are you presently working: Yes No

Employer's Business Name: _____ Occupation: _____

Employer's Address: _____
(street address) (city) (state) (zip)

Employer's Phone Number: _____ Is this related to an accident? Yes No

Pharmacy Name: _____ Pharmacy Phone #: _____

Pharmacy Address: _____
(street address) (city) (state) (zip)

PRIMARY INSURANCE INFORMATION

Insured's Name: _____ Insured's Date of Birth: ____/____/____

Insured's Address (if different than patient): _____
(street address) (city) (state) (zip)

Insured's Social Security #: _____ - _____ - _____ Relationship to Patient: _____

Insured Employed By: _____ Address: _____

Insurance Company Name: _____ Insurance Phone Number: _____

Insurance Company Address: _____
(street address) (city) (state) (zip)

I.D. Number: _____ Group Number: _____

SECONDARY INSURANCE INFORMATION (if applicable)

Secondary Insurance Company Name: _____ Insurance Phone Number: _____

Insurance Company Address: _____
(street address) (city) (state) (zip)

I.D. Number: _____ Group Number: _____

Insured's Name (if different than above): _____ Insured's Date of Birth: ____/____/____

Insured's Address (if different than above): _____
(street address) (city) (state) (zip)

Insured's Social Security #: _____ - _____ - _____ Relationship to Patient: _____

ASSIGNMENT AND RELEASE

I, the undersigned, certify that I (or my dependent) have insurance coverage with _____,
(name of insurance company)

and assign directly to Todd J. Maltese, DO, PC, all insurance benefits, if any, otherwise payable to me for services rendered. I understand that I am financially responsible for all charges, whether or not paid by insurance. I hereby authorize the doctor to release all information necessary to secure the payment of benefits. I authorize the use of this signature on all insurance submissions.

Responsible Party Signature

Relationship

____/____/____
Date



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Last Name: _____ First Name: _____

Date of birth: ____/____/____ Male Female

Age: _____ Height: _____ Weight: _____ Collar size (men): _____

Why are you having a sleep evaluation? What are your sleep problems?

Primary Care Physician:

Name: _____

Address: _____

Telephone number: _____ Fax number: _____

Referring Physician (if different from Primary Care):

Name: _____

Address: _____

Telephone number: _____ Fax number: _____

MEDICATIONS Please list all of the medications that you currently take.

Medication name	Dose	Times Per Day	Medication name	Dose	Times Per Day
1.			7.		
2.			8.		
3.			9.		
4.			10.		
5.			11.		
6.			12.		

*Please use the bottom of page 2 if you need more room to list your medications.



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ALLERGIES Are you allergic to any medications? Yes No

*If yes, please list the medication and your reaction to it.

Medication name	Reaction	Medication name	Reaction
1.		4.	
2.		5.	
3.		6.	

PAST MEDICAL HISTORY Have you ever been diagnosed with or treated for the following?

<input type="checkbox"/> High blood pressure	<input type="checkbox"/> Parkinson's disease	<input type="checkbox"/> Cervical disc herniations
<input type="checkbox"/> Diabetes	<input type="checkbox"/> Dementia	<input type="checkbox"/> Lumbar disc herniations
<input type="checkbox"/> High cholesterol	<input type="checkbox"/> Seizures	<input type="checkbox"/> Fibromyalgia
<input type="checkbox"/> Heart disease and/or stents	<input type="checkbox"/> Multiple Sclerosis	<input type="checkbox"/> Restless leg syndrome
<input type="checkbox"/> Cardiac arrhythmia and/or Afib	<input type="checkbox"/> Migraine headaches	<input type="checkbox"/> Depression
<input type="checkbox"/> Gastroesophagal reflux (GERD)	<input type="checkbox"/> COPD/Emphysema	<input type="checkbox"/> Anxiety
<input type="checkbox"/> Thyroid disease	<input type="checkbox"/> Neuropathy	<input type="checkbox"/> Attention deficit disorder
<input type="checkbox"/> Congestive Heart Failure	<input type="checkbox"/> Sleep apnea	<input type="checkbox"/> Substance abuse
<input type="checkbox"/> Stroke/TIA. Year? _____	<input type="checkbox"/> Cancer. What type(s)? _____	
Other medical problems:		

SURGICAL HISTORY

List all surgical procedures that you have had and their dates: _____



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SOCIAL HISTORY

Marital status: _____ Occupation: _____

Work status:

- Full time employment Retired Unemployed
 Part time employment Student Disabled

If no longer working, when was the last date that you worked? _____

Tobacco use:

- Never used tobacco products.
 Current smoker.

Average # of packs per day: _____ # of years smoking: _____

- Former smoker.

Quit date: _____ Average # of packs per day: _____ # of years smoked: _____

How often do you drink alcoholic beverages?

- Never Once or twice a week More than one drink per day
 Once or twice a month One drink per day Other: _____

How many caffeine-containing beverages do you consume in a typical day?

Coffee _____ Tea _____ Sodas _____

FAMILY HISTORY Has anyone in your immediate family had the following medical conditions?

	Mother	Father	Siblings	Other
High blood pressure				
Heart disease/Heart attacks				
Diabetes				
High cholesterol				
Stroke/TIA				
Epilepsy/Seizures				
Parkinson's disease				
Dementia				
Sleep apnea				
Snoring				
Narcolepsy				
Depression/Anxiety				
Alcohol or substance abuse				
Other psychiatric illness				
Cancer/Tumors (what type?)				

Mother: Living (Year she was born: _____) Deceased (Age when passed away: _____)

Father: Living (Year he was born: _____) Deceased (Age when passed away: _____)



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SLEEP HABITS

What time do you usually go to bed on weekdays? ____:____ am / pm

How long does it take you to fall asleep? _____

What time do you usually awaken on weekdays? ____:____ am / pm

How many hours do you sleep per night? _____

What time do you typically go to bed on weekends/days off? ____:____ am / pm

How long does it take you to fall asleep? _____

What time do you awaken on weekends/days off? ____:____ am / pm

Do you take naps? Yes No

How many times per week? _____

How long are your naps? _____

Do you feel refreshed upon awakening from a nap? Yes No

How many times do you wake up in a typical night? _____

How long does it usually takes you to fall back to sleep? _____

What causes you to wake up (check all that apply)?

- | | | |
|--|---------------------------------|--|
| <input type="checkbox"/> Snoring | <input type="checkbox"/> Pain | <input type="checkbox"/> Bedroom noise |
| <input type="checkbox"/> Choking/gasping | <input type="checkbox"/> Hunger | <input type="checkbox"/> Bed partner/kids/pets |
| <input type="checkbox"/> Full bladder | <input type="checkbox"/> Thirst | <input type="checkbox"/> Worries |

Have you had a sleep evaluation in the past? Yes No

If so, when? _____

What were the results? _____

Have you taken sleeping pills or sleep aids in the past? Yes No

If so, which pills? _____



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How often do you or others notice the following?

	Never or Rarely	Sometimes (once a week)	Often (2-4 times a week)	Almost Always
Have trouble falling asleep.				
Lie awake with intense thoughts.				
Have restlessness or discomfort in the legs.				
Wake up during the night.				
Snore heavily.				
Stop breathing when you sleep.				
Awaken choking or gasping.				
Grind your teeth while sleeping.				
Kick or jerk at night.				
Talk in your sleep.				
Sleep walk.				
Have nightmares.				
Act out your dreams.				
Awaken feeling tense.				
Feel rested in the morning.				
Use an alarm clock or wake up call to wake up.				
Wake up in the morning with a headache.				
Wake up in the morning with nasal/sinus congestion.				
Wake up in the morning with dry mouth.				
Wake up in the morning with sore throat.				
Wake up in the morning with bedding in a mess.				
Heard a voice or seen things like visions as you fall asleep or as you wake up.				
Felt paralyzed momentarily upon awakening or as you fall asleep.				
Have attacks of sudden physical weakness during intense emotions (laughing, crying, etc).				



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Epworth Sleepiness Scale

How likely are you to **doze off or fall asleep** in the following situations (as opposed to just feeling tired)? This refers to how you would usually feel over the past few weeks. Even if you have not done some of these things recently, try to imagine how they would have affected you. Use the following scale to choose the most appropriate number for each situation:

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

1. Sitting and reading _____
2. Watching TV _____
3. Sitting inactive in a public place (e.g., theater or a meeting) _____
4. As a passenger in a car for an hour without a break _____
5. Lying down to rest in the afternoon when circumstances permit _____
6. Sitting and talking to someone _____
7. Sitting quietly after a lunch without alcohol _____
8. In a car, while stopped for a few minutes in traffic _____

SUM: _____ / 24



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Fatigue Severity Scale

Below are a series of statements regarding **fatigue**. By fatigue we mean a **sense of tiredness, lack of energy, or total body give-out**. Please read each statement and choose a number from 1 to 7, where number 1 indicates that you completely disagree with the statement and number 7 means that you completely agree. Please answer these questions as they apply over the **last two weeks**:

1	2	3	4	5	6	7
Completely Disagree						Completely Agree

1. Exercise brings on my fatigue _____
2. I am easily fatigued _____
3. Fatigue interferes with my physical functioning _____
4. Fatigue causes frequent problems for me _____
5. My fatigue prevents sustained physical functioning _____
6. Fatigue interferes with carrying out certain duties and responsibilities .. _____
7. Fatigue is my most disabling symptom _____
8. Fatigue is among my 3 most disabling symptoms _____
9. Fatigue interferes with my work, family, or social life _____
10. Fatigue makes other symptoms worse _____

SUM: _____ / 70



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REVIEW OF SYSTEMS Check all boxes that apply to you at this time:

GENERAL	GASTROINTESTINAL	MUSCULOSKELETAL
<input type="checkbox"/> Fever or chills	<input type="checkbox"/> Heartburn	<input type="checkbox"/> Joint pain
<input type="checkbox"/> Fatigue	<input type="checkbox"/> Nausea or vomiting	<input type="checkbox"/> Muscle pain
<input type="checkbox"/> Weight loss or gain	<input type="checkbox"/> Constipation	<input type="checkbox"/> Muscle cramps
<input type="checkbox"/> Weakness	<input type="checkbox"/> Diarrhea	<input type="checkbox"/> Muscle twitching
EYES	<input type="checkbox"/> Abdominal pain	NEUROLOGIC
<input type="checkbox"/> Blurry vision	ENDOCRINE	<input type="checkbox"/> Headaches
<input type="checkbox"/> Double vision	<input type="checkbox"/> Heat intolerance	<input type="checkbox"/> Numbness/tingling
EAR/NOSE/THROAT	<input type="checkbox"/> Cold intolerance	<input type="checkbox"/> Tremor
<input type="checkbox"/> Hearing loss	BLOOD	<input type="checkbox"/> Trouble with balance
<input type="checkbox"/> Congestion/Sinusitis	<input type="checkbox"/> Anemia	<input type="checkbox"/> Confusion
<input type="checkbox"/> Ringing in your ears	<input type="checkbox"/> Easy bruising/bleeding	<input type="checkbox"/> Dizziness/lightheadedness
CARDIOVASCULAR	URINARY	<input type="checkbox"/> Memory loss
<input type="checkbox"/> Chest pain	<input type="checkbox"/> Urinate frequently	<input type="checkbox"/> Difficulty swallowing
<input type="checkbox"/> Palpitations	<input type="checkbox"/> Urinary incontinence	<input type="checkbox"/> Speech difficulty
<input type="checkbox"/> Swelling of feet	SKIN	PSYCHIATRIC
RESPIRATORY	<input type="checkbox"/> Rashes	<input type="checkbox"/> Anxiety/nervousness
<input type="checkbox"/> Shortness of breath	<input type="checkbox"/> Dryness	<input type="checkbox"/> Depression
<input type="checkbox"/> Cough		<input type="checkbox"/> Hallucinations
<input type="checkbox"/> Wheezing		

DEMOGRAPHICS Please check all that apply.

Race: American Indian Asian Hawaiian or Pacific Islander
 Hispanic White Black or African American
 Other Race: _____ Refuse to Report

Ethnicity: Not Hispanic or Latino Hispanic or Latino Refuse to Report

Language: English Spanish Other: _____



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MEDICAL RECORDS RELEASE AUTHORIZATION

To: _____

Kindly release a copy of my medical records, lab reports, and/or diagnostic test results to Todd J. Maltese, D.O., P.C. I have been advised and I understand that my medical records and information are protected under the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

I hereby authorize the release of the above requested medical records.

Signature

Date

Print Name

Date of Birth



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Health Insurance Portability and Accountability Act (HIPAA)

This consent is given to the office of Todd J. Maltese, DO, PC, to use and disclose my individually identifiable health information for the specific purposes of obtaining payment from my health plan, providing appropriate treatment, and performing permissible healthcare medical procedures.

These specific uses and disclosures are permitted under the Administrative Simplification provisions of the Health Insurance Portability and Accountability Act (HIPAA).

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 health care operations. I also understand that you are not required to agree to my requested restrictions, but if you do agree that you are bound to abide to such restrictions.

I have the right to revoke this consent in writing at any time, except to the extent that you have taken actions relying on this consent.

I hereby grant permission that phone calls for the purpose of confirming or canceling appointments may be made to my home phone number, and messages may be left on answering machines.

My contact for emergencies is listed below. In addition, I DO DO NOT give you permission to speak with him/her in regards to my routine healthcare matters or concerns:

Name of emergency contact

Phone Number

Relationship

I consent to the above privacy practices of the office of Todd J. Maltese, D.O., P.C.

Patient Signature

Date

Patient Name (printed)

Do you have (check all that apply)?: DNR
 Advanced Directive Healthcare Proxy None



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OFFICE POLICIES

Insurance/Referral Policy:

- It is the responsibility of the patient to ensure that his or her insurance information is up-to-date. If a claim is denied due to a change in insurance, and our office was not notified of this change prior to your office visit, you may be responsible for the cost of the entire medical bill. ALWAYS keep us updated with any changes in insurance.
- A copy of your valid insurance card must always be on file in our office.
- If your insurance company requires a referral, it is your responsibility to obtain one from your primary care physician (PCP) and bring it with you to your visit. You cannot be seen if you require a referral and you do not have one at the time of your visit.

Copay/Balance and Cancellation/No-Show Policy:

- All copayments and/or outstanding balances are due IN FULL at the time of your visit, or you might not be able to be seen. If you do not pay your copay at the time of your visit, there will be a \$15 administrative fee added onto your bill.
- We appreciate 24-hour advanced notice for cancellations. If you do not provide notice of cancellation prior to your scheduled visit, you will be charged:

\$25 for an office visit or \$100 for a testing visit

Prescription Medication Policy:

- Schedule your follow-up appointments to coincide with renewal of your medications. Please note that if needed, renewing non-controlled medications by phone may take up to 3 business days to be processed, so please plan accordingly.
- Controlled substances CANNOT be refilled by telephone.
- Any changes to medications will require an office visit.

I have read and agree to the above office policies for the practice of Todd J. Maltese, D.O., P.C.

Patient Signature

Date

Patient Name (printed)



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Patient Name: _____

Statement of Patient Financial Responsibility

Our office appreciates the confidence you have shown in choosing us to provide for your healthcare needs. The services you have elected to participate in imply a financial responsibility on your part. The responsibility obligates you to ensure payment in full of our fees. As a courtesy, we will bill your insurance carrier/s on your behalf. However, you are ultimately responsible for payment in full of your bill.

Many insurance companies have additional stipulations that may affect your coverage. It is ultimately your responsibility to know your coverage and benefits. You authorize Todd J. Maltese, DO, PC, to furnish information to insurance carriers concerning your care. You are responsible for any amounts not covered by your insurance. If your insurance carrier denies any part of your claim, or if you elect to continue services past your coverage/policy period, you will be responsible for your balance in full. It is also your responsibility to obtain referrals or authorizations required by the insurance carrier in order to be seen at our practice. Full payment for services provided is due at the time of services rendered, otherwise late fees or administrative fees may be charged.

You are responsible for payment of any deductible and copayment/coinsurance as determined by your contract with your insurance carrier. We expect these payments at the time of service. Some health insurance carriers require the patient to pay a co-pay for services rendered, and this is a contract between you and your insurance carrier.

“I understand that I am responsible for copayments and deductible/coinsurance as dictated by my insurance carrier.”

Initial: _____

*“I fully understand that I am ultimately responsible for any and all charges associated with my account and that if I fail to pay any amount due, **I will also be responsible for additional collection fees of 30% and any other charges incurred in the collection of any balance due that is placed for collection.**”*

Initial: _____

Co-Pay/Cancellation/No-Show Policy

All copayments and/or outstanding balances are due IN FULL at the time of your visit, or you might not be able to be seen. If you do not pay your copay at the time of your visit, there will be a \$15 administrative fee added onto your bill.

We appreciate 24-hour advanced notice for cancellations. **If you do not provide notice of cancellation prior to your scheduled visit, you will be charged \$25 for an office visit or \$100 for a testing visit.**

Initial: _____

Late Fees/Returned Check Fees

If you have a balance and a statement is generated, you will have 30 days to arrange payment with our office. If no payment is made within 30 days, a \$5 late charge will be added each month until a payment is made (\$5 for the first month, \$10 for the second month, and \$15 for the third month). If no payment is arranged with our office by the fourth month, your balance will be referred to a collections agency and you will incur additional fees as outlined above under “Statement of Patient Financial Responsibility.”

If a check is returned for insufficient funds, you will be charged an additional fee of \$25 for the returned check.

Initial: _____

“I have read the above policy regarding my financial responsibility to Todd J. Maltese, DO, PC, for providing medical services to me or the above-named patient. I certify that the information is, to the best of my knowledge, true and accurate. I authorize my insurer to pay any benefits directly to Todd J. Maltese, DO, PC. I understand that any amount remaining after such payment has been made by my insurance carrier becomes my responsibility (or the guarantor’s if the patient is a minor).”

Signature of patient OR parent/guardian (if under the age of 18) _____
Date

Print Name