6133 POPLAR PIKE AT RIDGEWAY
MEMPHIS, TN 38119

Tel: (901) 761-9720 **Toll Free: (800) 477-SHEA** **Email: Chris.Hall@sheaclinic.com**

Thank you for entrusting us with your medical care. Your child's appointment is with **Dr. Chris Hall**.

First, please fill out the accompanying forms before arriving. This will enable us to key your information into the computer upon your arrival. Please arrive 30-45 minutes early in order to give us time to do this before your child's appointment.

Here is a checklist of things to do before your visit:

- Please fill out any relevant questionnaires included in this packet.
- Please get the phone and fax numbers of your primary care physicians, your referring physicians and any other physicians with whom you will want us to communicate (see form).
- We would like to have the phone number of your pharmacy (see form). This may be easily found on any bottle of medicine from that pharmacy.
- Please read any information brochures / handouts accompanying this letter if they are relevant.
- If your child has had a CT scan (usually of your sinuses), it is best to bring a copy of the scan (not just the report) with you. (They never seem to arrive if you just call and have them sent).
- If your child has had a sleep study, either bring a copy with you or fax us back the name and number of the sleep lab, along with a signed authorization to obtain the results.
- If your child's appointment is for allergy testing, please STOP using ALL antihistamines (such as Claritin, Allegra, Zyrtec or Benadryl) for one (1) week prior to your appointment.

Once the paperwork is done, I will talk with you about your child's symptoms and perform different tests or examinations as indicated. These tests may include a head and neck examination. First, I will spray some medicine (Afrin® and lidocaine) in the nose to shrink and numb the membranes. Then, I will look in their ears, mouth and throat. I may use a small mirror in the back of their throat to look at their vocal cords. I will examine their neck to see if there are any masses. Finally, I will examine their nose and sinuses. If they need it, I will pass a small telescope into their nose to examine the internal structures, as well as the openings to the sinuses. If they have a throat or voice problem, and I cannot perform an adequate examination with a mirror, then I will pass a small flexible telescope through their nose and into their throat. These examinations do not hurt.

After the examination, we will discuss my initial diagnosis, and the various options we have for treatment.

The physicians of Shea Clinic participate in Medicare, Blue Cross/Blue Shield and most other Commercial Insurance plans. **Shea Clinic does NOT participate in any MEDICAID plans, and is NOT accepting any new MEDICAID patients. Shea Clinic does NOT participate with TENNCARE or most HMO Plans.** You are responsible for paying any co-pays, coinsurance and/or deductibles based on your insurance's contracted rates. Please check with your insurance company to learn if Shea Clinic participates in your plan. **If Shea Clinic is not a participating provider in your insurance plan, you may or may not have out-of-network benefits**. Regardless, you will be responsible for paying any deductibles and/or coinsurance at the time of service. If you do not have any out-of-network benefits, you will be considered a "self-pay" guarantor. **Self-pay guarantors are required to pay a $500.00 deposit before services are rendered**. **If your insurance plan requires a referral, you must obtain this referral prior to your appointment date.**

Most Shea Clinic patients stay at the Sonesta Suites connected to the Shea Clinic by a walkway. The telephone number is (800) 766-3782 and be sure to ask for the special discount rate for Shea Clinic patients. A listing of additional nearby hotels is listed on our website (www.SheaClinic.com). These hotels may or may not offer a special "Shea" rate. Also, for your convenience, there is also a map with directions posted on our website.

Education and Training

Post Graduate:
Yale University New Haven Hospital, New Haven, CT 1998-1999: Surgical Internship University of Tennessee, College of Medicine, Department of Otolaryngology, Memphis, TN 1999-2004: Otolaryngology Residency

Graduate:
University of Memphis, Memphis, TN 1993 Degree Sought: Masters Health Administration, unfinished
University of Tennessee, College of Medicine, Memphis, TN 1994-1998: Medical Doctorate

Undergraduate:
Memphis State University, Memphis, TN 1988-1993 Bachelor of Fine Arts, summa cum laude, Cumulative GPA: 4.0
Major: Music: Concentration in Music Composition & Saxophone Performance
Minor: Physical Science

Board Certification:
American Board of Otolaryngology-Head and Neck Surgery June 1, 2005)
Certificate number: 18823
American Board of Facial Plastic and Reconstructive Surgery, 2008

Medical Licensure:
Tennessee: 38419 (Issue Date: 2-9-04)
Arkansas: E-4088 (Issue Date: 6-4-2004)

Academic Appointment:
University of Tennessee, Department of Otolaryngology- Head and Neck Surgery Part-Time Instructor, 2006 - Present

Research Interests/ Presentations/ Publications:
Mirvis, David M.; Chang, CF; Hall, Christopher; Zaar, GT; Applegate, WB, "TennCare- Health System Reform in Tennessee," JAMA, Oct 18, 1995, 274(15) p1235-41 Cost Shifting Under Managed Competition- A Study of Cost Shifting in Tennessee Hospitals Before and After Implementation of TennCare. Dept. of Preventative Medicine, University of Tennessee College of Medicine. (Unpublished)

Development of a capitation rate for Radplat: an organ preserving alternative to surgical management of head and neck cancers. (Unpublished) The Impact of TennCare on Utilization and Payor Mix of Elective Pedicatric Surgery (Submitted for publication)

Aural Tuberculosis Revisited: A Case Report and Review of the Literature Presented at the Edwin Cocke Symposium, 2002. Presented at Combined Otolaryngologic Spring Meeting Trilogic Society, 2004. Pharyngeal Barotrauma: a Firework Injury and review of the literature. Presented at 2003 Edwin Cocke Symposium. Presented Combined Section Meeting Trilogic Society, 2004.

Acute Mastoiditis: Mastoidectomy vs. Conservative Management. Presented Ed Cocke Symposium, 2004.

Grand Rounds:

- Unilateral Vocal Fold Paresis
- Nasal Septal Perforations
- Laryngopharyngeal Reflux: Current Management and Controversies
- Conservative Management of Vestibular Schwannoma
- Schneiderian Papilloma
- Orbitozygomatic Fractures
- Cost-Benefit Analysis in Outcomes Research
- Primary Osseous Neoplasms in the Head and Neck
- Cleft Lip and Palate
- Embryology of the Head and Neck

Honors/Awards:

- Dean's Award for Academic Excellence, 1993 (for one graduating senior in the college)
- Dean's Award for Creative Achievement, 1993 (for one graduating senior in the college)
- Omicron Delta Kappa (leadership society), 1992
- Phi Kappa Phi, 1993
- University of Tennessee Annual Edwin Cocke Research Symposium 2nd Place Award for Research, 2000
- University of Tennessee Annual Edwin Cocke Research Symposium Award for Outstanding Case Report, 2002
- University of Tennessee Annual Edwin Cocke Research Symposium 2nd Place Award for Research, 2004

Courses

- Otoplasty. American Academy of Facial Plastic and Reconstructive Surgery, Combined Spring Meetings, Las Vegas, Nevada, May 1, 2006.
- Endoscopic Perorbital Rejuvination. American Academy of Facial Plastic and Reconstructive Surgery, Combined Spring Meetings, Las Vegas, Nevada, May 1, 2006.
- Mid-Face/Lower Lid Rejuvenation. American Academy of Facial Plastic and Reconstructive Surgery, Combined Spring Meetings, Las Vegas, Nevada, May 1, 2006.
- Anatomical Approach to Blepharoplasty. . American Academy of Facial Plastic and Reconstructive Surgery, Combined Spring Meetings, Las Vegas, Nevada, May 1, 2006.
- Rhinoplasty. American Academy of Facial Plastic and Reconstructive Surgery, Combined Spring Meetings, Las Vegas, Nevada, May 1, 2006.
- Rhinology. American Academy of Facial Plastic and Reconstructive Surgery, Combined Spring Meetings, Las Vegas, Nevada, May 1, 2006.

Reconstructive Issues. American Academy of Facial Plastic and Reconstructive Surgery, Combined Spring Meetings, Las Vegas, Nevada, May 1, 2006.

SHEA EAR CLINIC REGISTRATION FORM

PATIENT INFORMATION: Date: ____________________

Pharmacy: ____
Name Address Phone

Child's Name: ____
Last Middle First

Date of Birth: _____________________ Sex: _______________ SSN: ____

Race: ______________________ Ethnicity: __________________________ Language: ______________________

Address: ____
Street City State Zip

Home # (_____) ___________________Fax#(_______) ____________________ Email: __________________________________

School: ____ Address: ____

PARENTS and/or GUARDIANS:

MOTHER:____Social Security No.____________________________

Street Address ____City/State/Zip _______________________________

Telephone No.(______)____________________ D.O.B.______________________ E-Mail ____________________________________

Occupation ____Employer ____

Employer's Street Address ____Telephone No. (______)_________________

Employer's City/State/Zip ____

FATHER: ____Social Security No.____________________________

Street Address ____City/State/Zip _______________________________

Telephone No.(______)____________________ D.O.B.______________________ E-Mail ____________________________________

Occupation ____Employer ____

Employer's Street Address ____Telephone No. (______)_________________

Employer's City/State/Zip ____

PRIMARY INSURANCE INFORMATION:

Name of Insurance Co.	Individual Policy No.	Name of Insured
Street Address	Group Policy No.	Relationship to Patient
City, State, Zip	Insured's Date of Birth	Insured's Soc Sec Number

SECONDARY INSURANCE INFORMATION:

Name of Insurance Co.	Individual Policy No.	Name of Insured
Street Address	Group Policy No.	Relationship to Patient
City, State, Zip	Insured's Date of Birth	Insured's Soc Sec Number

OTHER DOCTORS INFORMATION:

Referring Doctor: ____ Telephone #: (_____) ______________________

Address: ____

Local General Doctor: ____ Telephone #: (______)___________________

Address: ____

Cardiologist:____ Telephone #: (______) ___________________

Address: ____

Certain tests are often required prior to being seen by your doctor. If you are the patient or are responsible for the patient, do you consent to have these tests performed on you or any child or other adult for whom you are responsible?

_____ Yes _____ No Signature: ____

ASSIGNMENT OF BENEFITS:

I authorize the release of any medical or other information necessary to process this claim. I also request payment of government or medical benefits to the party who accepts assignment.

___________________________________ ____________________ _________________ ___________________________________

Guarantor's Signature Relationship to Patient Date Witness

PATIENT RESPONSIBILITIES

1. Provide accurate and complete information about the present complaint, past illnesses, hospitalizations, medications, and other matters which relate to their health.
2. Report their level of pain or unexpected changes in their condition.
3. Report whether they clearly understand plans for their care and what is expected of them.
4. Follow both the treatment plan recommended by the physician and the Shea Clinic rules and regulations affecting their care and conduct, including the instructions of nurses and other health professionals.
5. Accept the outcome of their actions should they refuse treatment or choose not to follow the physician's order.
6. Be considerate of the rights of other patients and Shea Clinic staff and for assisting with the control of noise.
7. Be respectful of the property of other persons and of the Shea Clinic.
8. Meet all of the financial obligations of their health care.

PHYSICIAN REFERRAL POLICY

If the patient's insurance requires a physical referral, the referring physician must call your insurance company and obtain a referral authorization prior to your appointment. It is the patient's responsibility to bring their referral information with them, or have their referring physicians send the referral letter by mail or fax to:

SHEA CLINIC
6133 POPLAR PIKE
MEMPHIS, TN 38119
FAX: (901) 683-8440

PRE-CERTIFICATION POLICY

Shea Clinic has adopted the following policy for pre-certification on all insurance plans, health maintenance organizations and other reimbursement plans excluding Medicare:

1. When provided with complete insurance carrier information at admission, we will assist patients in pre-certifying their admission and stay as directed by their insurance company. Patients should contact their employer if they are unsure of their policy requirements regarding pre-certification.
2. Regardless of the outcome of pre-certification efforts, Shea Clinic will NOT be financially responsible for any reduction in payment or any penalty sustained by the patient or the guarantor. Nor will Shea Clinic accept responsibility for pre-certification. Any failure of Shea Clinic personnel to assist in this process will NOT make the Shea Clinic financially liable.
3. Shea Clinic will hold the patient, or guarantor, responsible for all balances not paid by the patient's insurance company, HMO or other insurance reimbursement plan, regardless of the conditions of pre-certification, or the outcome of the process.
4. Shea Clinic acknowledges the pre-certification process may often be a complex and labor intensive exercise. With a vast multitude of insurance companies, insurance plans within the insurance companies, and other less traditional reimbursement plans, it is the patient's and/or the guarantor's responsibility to know the requirements of their policy. As the owner of the policy, it is imperative the guarantor understand all of the parameters of the plan they own. Accordingly, Shea Clinic will not be held financially responsible when the plan requirements are not fulfilled to the satisfaction of ANY third party payor.

SHEAEARCLINIC
EAR, NOSE AND THROAT

6133 POPLAR PIKE
MEMPHIS, TN 38119
PHONE: (901) 761-9720 / FAX: (901) 680-1992

PARENTAL CONSENT FORM

Child's Name ____________________________ Date of Birth ____________________

The undersigned does hereby give permission for the above named child to be examined and treatment rendered in the offices of Shea Clinic.

I authorize the listed adults, in whose care the minor will be entrusted, to consent to any medical treatment, surgical treatment, and/or hospital care, to be rendered to the minor, based on the advice of any Shea Clinic physician licensed under the state medical board and the medical staff of a licensed hospital, whether such diagnosis or treatment is rendered at the Shea Clinic or the hospital.

Authorized Persons:____

____

____

____

I understand that I will be liable and agree to pay expenses incurred in connection with medical services rendered to the aforementioned child pursuant to this authorization.

____
Parent or Guardian (Print)

_______________________________________ _____________________
Signature Date

_______________________________________ _____________________
Witness Date

SHEAEARCLINIC
EAR, NOSE AND THROAT

PATIENT FINANCIAL POLICY

The Shea Clinic is a participating provider with many managed health care insurers to accommodate the needs of our patients.

We are committed to building a successful physician-patient relationship with you. Your clear understanding of our Patient Financial Policy is important to our professional relationship. Please understand that payment of services is a part of the relationship. Please ask if you have any questions about our fees, our policies, or your responsibilities. It is your responsibility to notify our office of any patient information changes (i.e. address, name, phone number, insurance information, etc.).

Insurance Claims & Co-Pays
The patient must present an insurance card at each visit. All co-payments, co-insurance, deductibles and past due balances are due at the time of checkout. Insurance is a contract between you and your insurance company. Insurance programs have many individual requirements and the same insurance company may have different benefits based upon the employer group or individual policy.

If your insurance company has special requirements for your services, such as a special lab requirement, a limitation on the number of times a service can be performed, limitations on where outpatient services may be performed, or requirements for primary care referrals, you must advise our office of these provisions or you may be responsible for additional charges. The Shea Clinic makes every attempt to minimize your out-of-pocket costs by following any provisions of which you make us aware.

Although we may estimate what your insurance company will pay, the insurance company makes the final determination of your eligibility and benefits. If your insurance company is not contracted with us, it is your responsibility to pay any portion of the charges not covered by insurance, including but not limited to those charges above the usual and customary allowance.

Referrals and Prior Authorizations
If your insurance company requires a referral and/or prior authorization, you are responsible for obtaining it. Failure to obtain the referral and/or prior authorization may result in a lower or no payment from insurance, and the balance will be your responsibility.

Self-Pay Accounts
Self-Pay accounts are patients without insurance coverage or patients without any out-of-network benefits. Self-pay patients are required to pay a $500.00 deposit before services are rendered. All guarantors are required to provide proof of their social security number or provide the Shea Ear Clinic with a $500.00 deposit before services are rendered.

Missed Appointments
The Shea Clinic requires a 24-hour notice of appointment cancellation. Appointments missed and are not previously cancelled may be charged a fee of $25.00 in which case this fee must be paid prior to scheduling additional appointments.

Returned Checks
The charge for a returned check is $40.00, payable by cash or money order. This will be applied to your account in addition to the insufficient funds amount. You may be placed on a "cash-only" payment basis following any returned check.

Outstanding Balance Policy
It is our office policy that all past due accounts be sent two statements. In the event an account is turned over for collection, the person financially responsible for the account will be responsible for all collection costs, including attorney fees and court costs.

Medical Records Policy
The Shea Clinic will provide your medical records to a referred physician as a courtesy. Any other requests will require the prepayment of a $20.00 retrieval fee plus $.40 per copied page. This fee is subject to change without notice at any time.

Forms Completion Policy
Requests for the Shea Clinic, our physicians or members of our staff to complete forms will require the prepayment of a $20.00 retrieval fee plus $25.00 per page. This fee applies to all requests for the completion of any disability papers or consultation forms.

I accept and understand the Shea Clinic Financial Policy.

_______________________________________ _______________________________
Guarantor Signature Date

_______________________________________ _______________________________
Printed Name of Guarantor Witness

SHEA EAR CLINIC

EAR, NOSE AND THROAT

NEW PATIENT VISIT/CONSULTATION

First Name: ________________________ Middle Name: ______________ Last Name: ______________

What do you call your child? ____

Who referred you to Shea Clinic? ____

Reason for today's visit? ____

Has your child ever been diagnosed with any of the following diseases?

	Yes	No		Yes	No
Asthma	___	___	Diabetes	___	___
Kidney Disease	___	___	Thyroid Disease	___	___
Lupus	___	___	Lung Disease	___	___
Bleeding Tendencies	___	___	Nervous System Problems	___	___
Heart Disease	___	___	Tuberculosis	___	___
Epilepsy	___	___	Osteoarthritis	___	___
High Blood Pressure	___	___	Alcoholism	___	___
Hepatitis	___	___	Sickle Cell Disease	___	___
Rheumatoid Arthritis	___	___	Colitis	___	___
Anemia	___	___	Stomach Ulcers ___	___	
Cancer	___	___	Sarcoidosis	___	___
High Cholesterol	___	___	Depression/Anxiety	___	___
Gastric Reflux	___	___	Obstructive Sleep Apnea	___	___ Are you on CPAP?______

Other medical conditions? ____

List all operations that your child has had: (i.e. ear surgery, tonsils, hernias, appendix, gallbladder, etc.)

Procedure	Date	Complications
____________	________	____________________
____________	________	____________________
____________	________	____________________
____________	________	____________________

Please list all current medications, dosages, and how many times per day.

______________________________ ______________________________

______________________________ ______________________________

______________________________ ______________________________

Is your child allergic to any medications/drugs? Yes ______ No ______

List all drug allergies below and your child's reaction to each.

____________________ ____________________ ____________________

____________________ ____________________ ____________________

Height___________ Weight___________

Has anyone in your family had:

High Blood Pressure ________________________ Heart Disease ___________ Diabetes ______________
Bleeding Problems _________________________ Lung Disease ___________ Stroke ________________
Cancer (explain who and what type): ____

Are both parents living? _________What at are their ages now, or when they died? _____________________

Has your child recently had the following:

	Yes	No		Yes	No
Chest Pain	___	___	Nausea/Vomiting	___	___
Breathing Difficulties	___	___	Loss of Control of Bowels	___	___
Numbness/Tingling	___	___	Blood in Urine	___	___
Vision Changes	___	___	Fainting Spells	___	___
Abdominal Pain	___	___	Cough with Blood	___	___
Bloody/Tarry Stools	___	___	Headaches or Migraines	___	___
Pain/Burning Urination	___	___	Unexpected Weight Loss	___	___
Irregular Heartbeat	___	___	Diarrhea	___	___
Cough	___	___	Difficulty Starting Urination	___	___
Dizziness	___	___	Loss of Bladder Control	___	___
Fever or Chills	___	___	Sinus Disease	___	___

Please explain further any "YES" answers. ____

____

Has your child had a CT scan of the head? Yes ___ No ___ Approx. Date: ____________________

Result: ______________________________

Has your child had an MRI of the head? Yes ___ No ___ Approx. Date: ____________________

Result: ______________________________

The above information is accurate to the best of my knowledge.

___________________________________ ___________________________________
Patient/Guardian Signature Date

I have reviewed the above information with the patient.

___________________________________ ___________________________________
Physician Signature Date

Medical Information Release Form
(HIPAA Release Form)

Patient Name:___________________________________ Date of Birth:_____/______/______

Representative Name:____________________________ Relationship:_________________

Yes____ No____ I hereby authorize the Shea Clinic to communicate my child's medical information including the diagnosis, records; examination rendered and billing information. This information may be released to the following individuals:

1. Name ________________________________ Phone #________________________
   Relationship____________________________ Alternate #______________________

2. Name ________________________________ Phone #________________________
   Relationship____________________________ Alternate #______________________

Messages

Yes____ No____ I give permission to leave messages on my answering machine/voice mail (Test Results or Appointment information). Phone #__________________________ Alternate #__________________________

Yes____ No____ I give permission to communicate with me via texting and email (Test Results or Appointment information). Cell #____________________________________ Email____

Yes____ No____ I give permission to call my place of employment. Phone #_________________

Yes____ No____ I give permission to leave messages on my voice mail at work (Test Results or Appointment information). Phone #__________________________________

Yes____ No____ I give permission to release information to my child's employer or my child's school regarding absences. Employer___________________ School______________________

Rights of Patient

I understand that I have the right to revoke this authorization at any time and that I have the right to inspect or copy the protected health information to be disclosed as described in this document by sending written notification to the Privacy Officer or Administrator . I understand that revocation is not effective in cases where the information has already been disclosed but will be effective going forward. I understand that the information used or disclosed as a result of this authorization may be subject to re-disclosure by the recipient and may no longer be protected by federal or state law. I understand I have the right to refuse to sign this authorization and that my child's treatment will not be conditional on signing. The Release of Information will remain in effect until terminated by me in writing.

Signature of patient or representative__________________________Date____________________

Signature of Shea Clinic representative_________________________ Date____________________

6133 POPLAR PIKE
MEMPHIS, TN 38119
PHONE: (901) 761-9720 / FAX: (901) 680-1992

AUTHORIZATION TO RELEASE MEDICAL INFORMATION

I AUTHORIZE THE RELEASE OF ALL OF MY CHILD'S MEDICAL RECORDS INCLUDING ANY APPLICABLE BILLING RECORDS:

FROM: ______________________________
Name of Doctor or Hospital

____
Mailing Address

____
City/State/Zip

TO BE FORWARDED TO:______________________________
Name of Doctor

Shea Clinic
6133 Poplar Pike
Memphis, TN 38119

____
Patient's Name (Please Print)

____
Street Address

____
City/State/Zip

____
Date of Birth | Date of Last Office Visit

____
Signature of Patient (Parent or Guardian) | Date Signed

____
Signature of Witness | Date Signed