



Charles F. Gordon III, MD, Medical Director
Quentin S. Phung, M.D.

WELCOME TO NEW YORK PAIN MANAGEMENT. The following questionnaire needs to be completed and returned **before** your initial appointment can be scheduled. This appointment will be an evaluation. **No injections** will be given at this visit.

Also enclosed are directions to our office and some information about the practice. Please note that many of the pages are two-sided.

ALL PATIENTS WILL NEED TO PROVIDE THE FOLLOWING BEFORE THE INITIAL EVALUATION (this includes Worker's Comp and No Fault patients):

Copy of medical insurance card, front and back.

A referral from your Primary Care Doctor if required by your health insurance policy.

WORKER'S COMP PATIENTS WILL NEED TO PROVIDE THE FOLLOWING BEFORE THE INITIAL EVALUATION:

Insurance card and referral if required by said insurance.

Completed Worker's Comp information form (enclosed).

NO FAULT PATIENTS WILL NEED TO PROVIDE THE FOLLOWING BEFORE THE INITIAL EVALUATION:

Medical insurance card and referral if required by said insurance.

Completed No Fault forms (enclosed, 2 sided).

Copy of driver's license and car insurance.

Completed forms can be faxed or mailed to New York Pain Management. If faxing, please bring the originals with you to the appointment. If mailing, it is highly recommended that you take a copy of the completed forms before mailing them.

Please bring MRI and X-Ray films and their written reports to your initial visit.

If you should need to change your appointment, a 48-hour notice is required or a cancellation fee may apply. We accept cash or check only for all payments.

Thank you. We look forward to seeing you.

**NEW YORK PAIN MANAGEMENT, PLLC.
9 OLD PLANK ROAD, SUITE 100
CLIFTON PARK, NY 12065
518-371-0777**

WELCOME TO NEW YORK PAIN MANAGEMENT, PLLC, the office of Dr. Charles F. Gordon III, specializing in Interventional Pain Management.

Decreasing your pain and its impact on your personal and professional life is our first and foremost concern. We deliver a complete program of unique, state-of-the-art pain control techniques to help you:

- Advance your functional ability
- Improve your emotional well-being
- Optimize your quality of life

Our team employs a caring and responsive attitude at all times. All patients are treated with dignity and respect for privacy, and we will not release any information about you unless we have a signed release to do so. We are committed to providing you with quality pain management services and the highest standards of medical care in a cost-effective manner.

A THOROUGH APPROACH FOR THE BEST RESULTS

We work closely with your referring and primary care doctors. We continuously monitor and measure the effectiveness of your therapies and, on a regular basis, deliver telephone and written updates of your progress to your referring physician and all others that you request.

Optimum pain management begins with an accurate diagnosis of the origin of your pain. We request that referring physicians send us a complete medical history, including results of radiology and laboratory tests, and any previous approaches to pain management that have been taken. Before we can develop a comprehensive, individualized treatment plan for you, you must receive a thorough medical evaluation.

Your first visit includes:

- A detailed medical history and physical examination
- Review of all past diagnostic and treatment data
 - Medication History
 - Radiologic Tests: X-ray, CT, MRI, and Bone Scans (Bring pertinent x-rays or MRIs)
 - Neurologic Tests: EMG, NCV, and QST
 - Laboratory Tests
 - Surgical Reports

TREATMENT OPTIONS

These established and innovative therapies provide a significant reduction or complete elimination of pain in most patients. Your individualized treatment plan may include one or more of the following:

- Nerve Blocks and Nerve Lesioning
- Physical Therapy
- Spinal Cord Stimulation
- Referrals for Psychological Intervention
- We are currently not admitting new patients for medication management, but if requested, will perform a consultation for ongoing medication management by the referring doctor. Nor do we handle the implanted pumps.

APPOINTMENTS – please bring any MRI or X-rays with you to your first appointment.

Our office hours are from **7:00 am to 3:30 PM Monday-Friday**. Appointments are scheduled from 7:30 am to 3:00 PM. When you call us at **518-371-0777**, we will schedule you an appointment.

Every effort is made to meet with patients on time. To help us, we ask that you arrive approximately 15-20 minutes early to fill out any necessary paperwork and expect you to reschedule your appointment should you arrive 15 or more minutes late.

When unexpected events prevent you from keeping an appointment, we ask that you give us 48 hours advance notice. If you forget to cancel within the 48-hour period and do not show up for an evaluation appointment, there is a **\$50 charge** which must be paid prior to your next appointment. Should the appointment be for a procedure, the charge **is \$100**.

If you forget to cancel or do not arrive for your appointment on three occasions, we reserve the privilege of excusing you from the practice with a 30-day notice and a referral to other practitioners in the area.

MESSAGE CENTER

For medical emergencies we advise you to go the nearest emergency room or to call 911. For non-emergency questions, clinical information, or prescription refills, please call us during office hours. Urgent messages will be relayed to the physician on call. *As a reminder, there are no medication refills after office hours or on Fridays.*

PRESCRIPTION REFILLS

We are currently not accepting new patients for medication management.

FINANCIAL INFORMATION

An “initial registration” phone call will provide information that allows us to verify your coverage and benefits with your insurance carrier. On the day of your appointment—and at each visit that follows—we will expect you to bring your referral document and a means of payment for any co-payments due as well as your insurance card. We accept cash and check. Co-payments are due prior to check-in. **A \$10 billing fee** will be added to those not received at that time.

Note that checks that are returned due to insufficient funds will be subject to a *\$15 charge, plus any bank charges, and all subsequent visits will be on a cash only basis.*

REFERRALS

Many insurance companies require Referrals from your Primary Care Doctor. We will attempt to track your referrals, but they are ultimately your responsibility. With regard to referrals, any charge not paid by your insurance company due to an outdated referral, a lack of referral, or visits above the number allowed on your referral, is your responsibility.

**Dr. Charles F. Gordon, III
New York Pain Management, PLLC
9 Old Plank Road, Suite 100
Clifton Park, NY 12065
518-371-0777 518-371-0366**

COMING FROM THE NORTH: Allow at least 15 minutes extra driving time due to heavy traffic in the morning.

Take I- 87 Southbound, merge on to NY-146 E via EXIT 9E toward Halfmoon. You are now on Rte 146 heading eastbound. At the next light turn LEFT on to Fire Road. Stay straight and you will pass a Comfort Inn Hotel on your left hand side; take the first left onto **Clifton Park Village Road**. Continue to veer to your left before the Church. This will put you on **OLD PLANK ROAD**. The green building on the left is G6 Medical & New York Pain Management.

COMING FROM THE SOUTH:

Take I-87 Northbound, merge on to Rte 146 via Exit 9. At the end of the ramp stay straight thru the light. You are now on Fire Road. Stay straight and you will pass a Comfort Inn Hotel; take the first left onto **Clifton Park Village Road**. Continue to veer to your left before the Church. This will put you on **OLD PLANK ROAD**. The green building on the left is G6 Medical & New York Pain Management.

COMING FROM THE EAST:

Take Route 146 Westbound. Pass thru the intersection of Rte 146 and Rte 9. At the next light turn RIGHT on to Fire Road. Stay straight and you will pass a Comfort Inn Hotel; take the first left onto **Clifton Park Village Road**. Continue to veer to your left before the Church. This will put you on **OLD PLANK ROAD**. The green building on the left is G6 Medical & New York Pain Management.

COMING FROM THE WEST:

Take Route 146 Eastbound. Pass UNDER THE NORTHWAY. At the next light turn LEFT on to Fire Road. Stay straight and you will pass a Comfort Inn Hotel; take the first left onto **Clifton Park Village Road**. Continue to veer to your left before the Church. This will put you on **OLD PLANK ROAD**. The green building on the left is G6 Medical & New York Pain Management.