

Dear Patient:

We appreciate having you as a patient of Scott C. Kutz, MD. As physician, nurses, and office personnel, it is our desire to provide you the best possible medical care. You may have questions regarding our clinic policies, and this letter is designed to answer some of your questions.

APPOINTMENTS: To facilitate your appointment process, please make sure you bring the following items:

- 1. All pages of paperwork completely filled out.
- 2. Driver's license and insurance card.
- 3. All radiological CD/films and reports (i.e. MRI, CT, X-Ray). Failure to have these will result in rescheduling your appointment.
- 4. Referrals if required by your insurance company. (Contact your primary care physician if unsure)

PLEASE ARRIVE 20 MINUTES PRIOR TO YOUR APPOINTMENT TIME.

OFFICE HOURS: Our regular office hours are 8 a.m. to 5:00 p.m., Monday through Friday. Patient appointments are available Monday through Friday from 8:00 a.m. to 4:30 p.m. We know your time is valuable, as is ours, and we do our best to see you at your scheduled time. If you find it necessary to cancel an appointment with us, please give us a 24-hour notice so that we can open that time slot for another patient. **Failure to do so may result in a \$50.00 charge.**

TELEPHONE CALLS: We answer our telephones from 8 a.m. to 4:30 p.m. When you call with a question regarding your medical care, the office staff may find it necessary to take a telephone message as the doctor and nurse practitioner may be with other patients. The message will be given to either the doctor or nurse practitioner, and one of them will return your call as soon as possible. Please notify the office staff if your call is an emergency.

If your call is regarding insurance or billing information, your call will be directed to billing personnel who can help you with this need. If you want to make an appointment, the office staff will help you.

Should you find it necessary to contact the doctor other than during our regular office hours, the answering service will forward the message to the physician on call.

PRESCRIPTION REFILLS: Prescription refills will be done during regular office hours only. You will need to have your pharmacy send a refill request by fax to (972) 535-2180. If the physician approves the refill, it will be returned by fax to the pharmacy as soon as possible. Please allow 1-3 business days for all medication refills. We do not do refill requests after 2:00 p.m.

RELEASE OF MEDICAL RECORDS: To protect your privacy, we require an authorized signature from you to release your medical records. In some instances where an attorney is involved, the attorney will need to obtain your authorized signature, which must be notarized, and the attorney's office will need to request the release of your medical records.

DISABILITY/FMLA PAPERWORK: Disability paperwork will be filled out after your surgery is complete. **There is a \$25.00 fee for each set of paperwork. Please allow 7-10 business days after your surgery to complete your paperwork.**

Please feel free to call the office at (972) 244-3491 regarding any questions you may have. We look forward to meeting you and caring for your medical needs.

Sincerely,

Scott C. Kutz, MD

Scott C. Kutz



PATIENT OFFICE INFORMATION

PATIENT'S NAME:		DATE OF BIRT	H:/	/
ADDRESS:		SOCIAL SECURITY #:		
CITY:	STATE:	ZIP CO	DE:	
HOME #: ()CELL #: (_		WORK #: ()		xt
EMAIL ADDRESS:		OTHER #: ()	
EMPLOYER:	ADDRESS:			
EMERGENCY CONTACT/RELATION:		PHONE #: ()	
WHO OR HOW REFERRED:		PHONE #: ()	
PRIMARY CARE PHYSICIAN:		PHONE #: ()	
MEDICATION ALLERGIES:				
INSURANCE INFORMATION:				
PRIMARY INSURANCE CO. NAME:		PHONE #: ()	-
CLAIMS ADDRESS:				
INSURANCE POLICY HOLDER:		RELATION:		
POLICY HOLDER'S SOCIAL SECURITY #: _		DATE OF BIRTH:	/	_/
SECONDARY INSURANCE CO. NAME:		PHONE #: ()	-
CLAIMS ADDRESS:				
INSURANCE POLICY HOLDER:		RELATION:		
POLICY HOLDER'S SOCIAL SECURITY #: _				
The above information is true to the best understand them fully. I authorize my insur am financially responsible for any balance. I information required to process my claims.	ance benefits be paid	d directly to the physician	. I under	rstand that I
SIGNATURE	PRINTED NAME		DATE	

Medical History Questionnaire

Thank you in	advance for t	taking the time	to complete the	detailed confide	ential question	naire.		
Name:				Referring Phys	ician:			
Date:	F	Height:	Weight:	Age:	Hand	dedness:	Right	Left
Chief Compl	aint (reason	for visit):						
Past Medica	l History (check all prev	ious or current	t medical proble	ems)			
Diabetes	Heart	Cancer	Arthritis	Liver	Lung	High I	Blood Pre	essure
Strok	e Sei	zure B	lood Clot	Stomach Uld	cer Th	yroid Prol	blem	
Previous Sur	geries (list o	dates):						
Family M Mother Father Sibling Sibling M. Grand P. Grand P. Grand	Imother Ifather mother father	Diabetes Hig	h BP Heart		ke Cancer	Deceas	sed	
Social Histor Marital Stat Stresses (che Do you live i Do you smol Do you chew	ry rus (check of eck one): in a: Hou ke? No v tobacco?_	one): Sing Home use Apartme Yes If Yes Recre	gle Partne Relationship ent Other: _ s, how many peational drug	ered Marrie Work packs/day? use: No Ye much per day?	ed Divo School Are les If yes, las	there sta Date Quit t date of t	t: use:	

Health Questionnaire for Scott C Kutz, MD
Check yes for items you have had / no for items you have not had. Unknown items leave blank

			blank					
Childhood Disease						-		
Measles	yes	no	Mumps	yes	no	Rubella	yes	no
Diphtheria	yes	no	Tetanus	yes	no	Polio	yes	no
Smallpox	yes	no	Rheumatic Fever	yes	no	Whooping Cough	yes	no
Tuberculosis	yes	no	Scarlet Fever	yes	no	Chickenpox	yes	no
<u>Neurological</u>								
Blackouts	yes	no	Seizures	yes	no	Migraine Headaches	yes	no
Concussions	yes	no	Hit in Head	yes	no	Lyme Disease	yes	no
Brain Surgery	yes	no	Unconscious	yes	no	Epilepsy	yes	no
Dizziness	yes	no	Stroke	yes	no	Difficulty Walking	yes	no
Blurred vision	yes	no	Double Vision	yes	no	Difficulty Hearing	yes	no
Cardiovascular								
Angina	yes	no	Palpitations	yes	no	Arrhythmia	yes	no
Lightheaded	yes	no	Fainting	yes	no	Bypass Surgery	yes	no
Hypertension	yes	no	Low BP	yes	no	Anemia	yes	no
Heart Disease	yes	no	Pacemaker	yes	no	AICD	yes	no
Mononucleosis	yes	no	Bleeding Tendency	yes	no	Mitral Valve Prolapse	yes	no
Respiratory								
Hay Fever	yes	no	Bronchitis	yes	no	Lung Surgery	yes	no
Allergies	yes	no	Emphysema	yes	no	Pulmonary Edema	yes	no
Asthma	yes	no	Wheezing	yes	no	Pneumonia	yes	no
Short of Breath	yes	no						
Tuberculosis	yes	no	If yes, date of + ppd		or (date of last chest x-ray		
Gastrointestinal								
Reflux	yes	no	Nausea	yes	no	Persistent vomiting	yes	no
Diarrhea	yes	no	Hiatal Hernia	yes	no	Lactose Intolerance	yes	no
Constipation	yes	no	Peptic Ulcer	yes	no	Vomiting blood	yes	no
Genitourinary								
Incontinence	yes	no	Discharge	yes	no	Painful Urination	yes	no
Frequency	yes	no	Bladder Infection	yes	no	Venereal Disease	yes	no
Kidney Disease	yes	no	Blood in urine	yes	no			
<u>Other</u>								
Cataracts	yes	no	Thyroid Disease	yes	no	Glaucoma	yes	no
Arthritis	yes	no	Atherosclerosis	yes	no	Poor blood circulation	yes	no
Sinus trouble	yes	no	Cancer	yes	no	Organ Transplant	yes	no
HIV/AIDS	yes	no	Hernia R or L	yes	no	Hemorrhoids	yes	no
Hives or Eczema	yes	no	Weight loss unexplained	yes	no	Weight gain unexplained	yes	no
Blood Transfusion	yes	no	If yes, when			Back Trouble	yes	no
Diabetes	yes	no	Unexplained rash	yes	no	Hepatitis A B C D E	yes	no
Type of birth contr	rol:		Are	you cl	aust	rophobic? Yes No		
Explain any Yes a	nswer	s:						_
								-
								-
								_

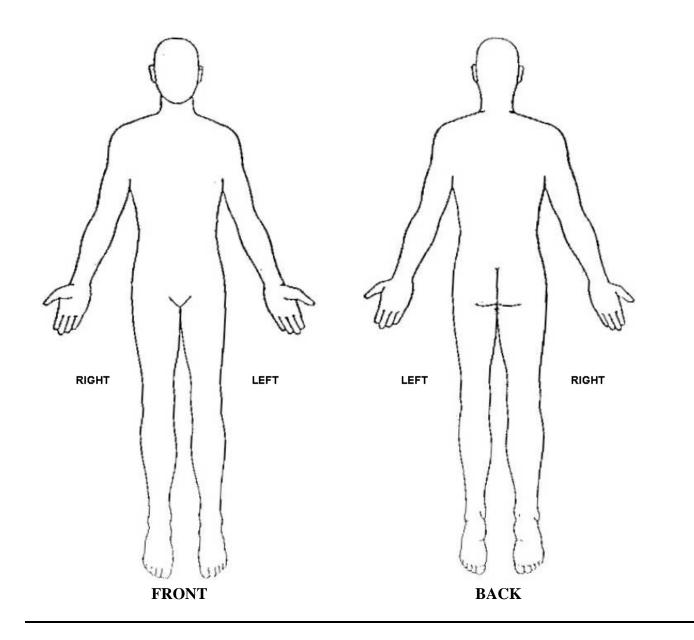
HISTORY OF PRESENT ILLNESS

What caused your illness/pain? Disease Accident Surgery Other Describe what happened
Pain onset: Sudden Gradual The pain is: Constant Intermittent Occasional Pain radiates/shoots: Yes No Where?
How many hours per day do you have pain?
Is the pain disturbing your sleep? Yes No How many hours per night do you sleep?
What relieves your pain?
What aggravates your pain?
What activities are most affected by the pain?
Rate your pain: (no pain) 0 1 2 3 4 5 6 7 8 9 10 (severe pain)
Today Average day Good day Bad day
What diagnostic test have you had? Xray CT Scan MRI EMG Other
What treatments have you received? Physical Therapy TENS Surgery
Acupuncture Steroid Injections Manipulation Other:
Have you had any previous work related injuries? No Yes Explain
Is there a lawyer involved in your case? No Yes Name:
ON THE JOB OR IN AN ACCIDENT Is this a work related injury? No Yes Is this an accident injury? No Yes Date of injury/accident When did you first notice pain?
When did you first seek medical help? Where?
Are you currently working? No Yes Full duty Light duty
IF YES, how many hours/day Describe your job duties :
, <u> </u>
Sitting hours Standing hours Lifting hours
Overhead work?
Climbing? No Yes Repetitive upper extremity use? No Yes
IF NO, how long have you been out of work? Why did you stop? Job satisfaction? No Yes Why?
Have you tried to return to work? No Yes
How long did you work at this job before this injury?
If you were injured in a car accident, were you? Driver Passenger Rear-ended
Side-swiped Broad-sided
Was seat belt on? No Yes

WHERE IS YOUR PAIN NOW?

Mark the areas on your body where you feel the described sensations. Please use the appropriate symbols. Include all affected areas.

ACHES	^^^^	NUMBNESS	0 0 0 0 0 0 0 0	PINS &	 BURNING	XXXX	STABBING	////////
	^^^^		0 00 0	NEEDLES		XXXX		/ // /
	^^^^					XXXX		





NOTICE OF PRIVACY PRACTICES

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

Protecting your privacy

Protecting your privacy and your medical information is at the core of our business. We recognize our obligation to keep your information secure and confidential whether on paper or the Internet. At MINT, Inc. (hereinafter referred to as "the Practice"), privacy is one of our highest priorities.

Keeping your information

Keeping the medical and health information we have about you secure is one of our most important responsibilities. We value your trust and will handle your information with care. Our employees access information about you only when necessary to provide treatment, verify eligibility, obtain authorization, process claims and otherwise meet your needs. We may also access information about you when considering a request from you or when exercising our rights under the law or any agreement with you.

We safeguard information during all business practices according to established security standards and procedures and we continually assess new technology for protecting information. Our employees are trained to understand and comply with these information principles.

Working to meet your needs through information

In the course of doing business, we collect and use various types of information, like name, address and claims information. We use this information to provide service to you, to process your claims and to bring you health information that might be of interest to you.

Keeping information accurate

Keeping your health information accurate and up-to-date is very important. If you believe the health information we have about you is incomplete, inaccurate or not current, please call or write us at the telephone number or address listed below. We will take appropriate action to correct any erroneous information as quickly as possible through a standard set of practices and procedures.

How - and why - information is shared

We limit who receives information and what type of information is shared.

* Sharing *information within the Practice*. We share information within our company to deliver you the health care services and the related information and education programs specified in your plan.

- * sharing information with companies that work for us. To help us offer you our services, we may share information with companies that work for us, such as claim processing and mailing companies and companies that deliver health education and information directly to you. These companies act on our behalf and are obligated contractually to keep the information that we provide them confidential.
- * Other. Patient-specific personally identifiable data is released only when required to provide a service for you and only to those with a need to know, or with your consent. Data is released with the condition that the person receiving the data will not release it further, unless you give permission.

If we receive a subpoena or similar legal process demanding release of any information about you, we will attempt to notify you (unless we are prohibited from doing so). Except as required by law or as described above, we do not share information with other parties, including government agencies.

The Practice does not share any customer information with third-party marketers who offer their products and services to our patients.

Count on our commitment to your privacy

You can count on us to keep you informed about how we protect your privacy and limit the sharing of information you provide to us – whether it's at our office, over the phone or through the Internet.

Scott C Kutz, MD 5425 Spring Creek Pkwy. Ste. 133 Plano, TX 75024 972-244-3491

CONSENT AND ACKNOWLEDGEMENT OF RECEIPT OF PRIVACY NOTICE FORM INSTRUCTIONS

A physician with a direct patient relationship with an individual is not required to obtain the consent of the patient prior to using protected health information (or disclosing it to third parties) for purposes of carrying out treatment, payment or health care operations. While the modifications to the final Privacy Rule reduced the necessity for a mandatory consent form, it provided for an acknowledgement of receipt of a Notice of Privacy Practices. This consent form accomplishes that purpose. A consent form should be signed prior to or during initial paperwork for each new patient and as soon as possible for existing patients. This form does not require a witness; however, we recommend that the form be witnessed whenever possible as it may help prevent misunderstandings at a future date.

REFERENCE

Policies & Procedures: Permitted Uses and Disclosures without Authorization

Minimum Necessary Use and Disclosure of Protected Health Information Uses and Disclosures of PHI by and for Personal Representatives, Minors and

Deceased

Incidental Uses and Disclosures



Patient Consent and Acknowledgement of Receipt of Privacy Notice

I understand that as part of the provision of healthcare services, MINT, creates and maintains health records and other information describing among other things, my health history, symptoms, examination and test results, diagnoses, treatment and any plans for future care or treatment.

I have been provided with a Notice of Privacy Practices that provides a more complete description of the uses and disclosures of certain health information. I understand that I have the right to review the notice prior to signing this consent. I understand that the organization reserves the right to change their Notice and practices and prior to implementation will mail a copy of any revised notice to the address I have provided. I understand that I have the right to object to the use of my health information for directory purposes. I understand that I have the right to request restrictions as to how my health information may be used or disclosed to carry out treatment, payment, or healthcare operations (quality assessment and improvement activities, underwriting, premium rating, conducting or arranging for medical review, legal services, and auditing functions, etc.) and that the organization is not required to agree to the restrictions requested.

By signing this form, I consent to the use and disclosure of protected health information about me for the purposes of treatment, payment and health care operations. I have the right to revoke this consent, in writing, except where disclosures have already been made in reliance on my prior consent.

This consent is given freely with the understanding that:

- 1. Any and all records, whether written or oral or in electronic format, are confidential and cannot be disclosed for reasons outside of treatment, payment or health care operations without my prior written authorization, except as otherwise provided by law.
- 2. A photocopy or fax of this consent is as valid as this original.
- 3. I have the right to request that the use of my Protected Health Information, which is used or disclosed for the purposes of treatment, payment or health care operations, be restricted. I also understand that the Practice and I must: agree to any restriction in writing that I request on the use and disclosure of my Protected Health Information; and agree to terminate any restrictions in writing on the use and disclosure of my Protected Health Information which have been previously agreed upon.

PATIENT'S NAME PRINTED	DATE
PATIENT'S SIGNATURE (OR GUARDIAN, IF A MINOR)	SOCIAL SECURITY # (FOR ID PURPOSES ONLY)
WITNESS (Ontional)	DATE



FINANCIAL POLICY ACKNOWLEDGEMENT

I understand and agree that I will be charged \$50.00 for any missed office appointments, not rescheduled or cancelled with a 24-hour notice.

Furthermore, I understand that I am responsible for any/all surgical deductibles and co-insurances. All surgical fee estimates are due and payable prior to the patients' surgical pre-operative appointment. An estimate of surgical fees will be presented to the patient at the time of scheduling.

I have read and understood the financial policy for the office of MINT, Inc and agree to adhere to the terms of this policy. I also understand that such terms may be amended by the practice from time to time. I understand that a written copy of the financial policy will be provided to me upon request.

Signature	Printed Name	 Date



ACKNOWLEDGEMENT FOR COMPONENTS TO SURGERY

When treating our patients and surgery is suggested, we want to make sure that they are treated with the most recent technology for the best results and prognosis. Most all of the components to your surgery should be covered by insurance, but some insurance companies do not give benefits for some of the requirements for your procedure. Some of the components to your procedure may include but not limited to; Inter-operative monitoring, anesthesia, B.M.A (bone marrow aspirate), P.R.P (plasma rich protein) and D.M.E's (durable medical equipment) such as cervical and lumbar braces as well as both growth stimulators. We will authorize and file all of these components with your insurance. If there is not any coverage or if there is a remainder after your insurance benefits, you will be responsible for the balance.

 Printed Name	 Date



Authorized Representative

I,	am the ,
Patient name	insured name (in the case of minor)
have health insurance benefits, three	ough,
that are provided to me by the	Name of Insurance Company e following named employer
	nd Plans Administrator name (Human Resources) e, as defined in 29 USC 18,§ 1003(a).
associates, to be my authoriz 29 CFR 2560-503-1, to fully a benefits payments, to obtain a company,	Inc. and provider's directly employed business red representative as defined in Federal Regulation act on my behalf to submit my claim(s) for healthcare any and all information from my health insurance
that may be used in an appear CFR 2560-503-1, and to reprall adverse benefit determinate	of insurance company all of an adverse benefit determination, as defined in 29 esent me in a Federal Court of law, to appeal any and tions and any and all actions to ensure that my nefit payments are correctly paid.
requests for the discovery of	y is to provide myself and my provider with any and all any and all documents used by: to deny my health benefit payment when
Name of insurance company not paid in full. If any outside adverse benefit determination	policies or consultants were used to perform the
the name and specialty of the	Name of insurance company norized representative with a legible copy of said policy person who performed the adverse benefit credentials of any consultants, and any and all consultant.
applicable State or Federal re	is authorized to file grievances with any and all egulatory agencies and to represent me in any legal aw. Copies of this authorization are to be treated as if it
Signature of Insured	Date



Assignment of Benefit Form

Ι, Π	ereby assign my nealincare benefit payments,
Name of patient/insured	
to which I am entitled through	
to .	Name of insurance company
to:	ring Crook Digury quite 422 Digna TV 75024
	ring Creek Pkwy suite 133 Plano TX 75024
	oyee Retirement Income Security Act (ERISA) as defined in te law, and it will remain in effect until revoked by me in
writing.	•
	sible for all charges not paid by my insurance. I hereby ormation necessary to secure the payment of said benefits
benefit payments or adverse benefit dete State Insurance Commissioner for a pos	e on my behalf any complaints regarding my healthcare erminations as defined in 29 CFR 2560-503-1, with the sible violation of State Insurance Laws or the Employee Secretary of Labor as it pertains to ERISA, specifically 29
	y and all information, documentation, policies, procedures to perform an adverse benefit
determination, Name of Insurance C as defined in 29 CFR 2560-503-1 of my	ompany
MINT, Inc. is authorized to represent me company,	in any and all Federal Lawsuits against my insurance, pursuant to the ERISA.
A copy of this document is as valid as th	e original.
Signature of Patient/Insured	Date
Printed Name of Patient/Insured	
Signature of Witness	Date
Printed Name of Witness	_



AUTHORIZATION FOR DISCLOSURE OF PROTECTED HEALTH INFORAMTION

Patient Information:		
Name:	SS#	DOB
I, the above mentioned person. Cattorini's office.	on, release that the followi	ng medical information be sent from
All Medical Records		All Billing Records
·	mentioned records. <u>Inforr</u>	tz, MINT, Inc and their staff from any nation can be released and sent to:
Name:	Name: _	
By signing this form, I the about liability concerning my medical	•	e the physician and his staff from any
Printed Name	Signature	 Date



Pain Medication Notice

Since the pain drug Hydrocodone became a Schedule II drug on October 6, 2014, prescriptions for this medication have been limited.

This office <u>does not</u> prescribe hydrocodone on initial visit for pain control or prior to any planned or scheduled surgical procedures.

Patients, who are undergoing surgery, <u>will</u> be limited to 2(two) 30-day prescriptions after their surgical procedure, then the patient will be switched to another medication if needed for pain control. Patients will not receive this medication in the office prior to a surgical procedure or for pain management.

If you are already on hydrocodone from another physician, you will be changed to another pain medication. If you cannot tolerate this new medication, or it does not control your pain, you may be referred to pain management for medication management.

Update, Effective 04/01/2016

- Lost or misplaced medication or their prescriptions will not be refilled at any early date.
- Do not drink alcohol while on narcotics.
- Pain medication prescriptions should be obtained only from one physician' office, if you currently have a pain management doctor you may be referred back to them for current medication management.
- Fill your prescription medication at only one pharmacy.
- Early medication: We will not refill medications prior to their scheduled due date. If you run out of medication for any reason prior to scheduled due date, they will not be refilled.

Patient signature	Date



DISCLOSURE OF PHYSICIAN FINANCIAL INTEREST

This document is to disclose that either the Minimally Invasive Neurosurgery of Texas or one or more of its affiliates, physicians, or owners have a financial interest in one or more of the following organizations:

Wellness Ambulatory Surgery Center, PLLC

Minimally Invasive Neurosurgery of Texas: Invested in Your Future Industry Relationships

Minimally Invasive Neurosurgery of Texas is frequently sought out by medical device manufacturers to participate in product development, research, and education. Manufacturers and research organizations realize that surgeons are necessary contributors to the development and improvement of devices and instruments used in the treatment of many orthopedic and spinal conditions. Without contributions by surgeons, engineers working in the medical device industry would lack the real-life experience necessary to fully develop and improve their inventions and advancements in spine care.

Surgeons at the Minimally Invasive Neurosurgery of Texas work with many companies, both large and small, to help create and improve products for patient care. As such, they are compensated for their intellectual efforts and for their time. This is a standard industry practice. They participate as Consultants, on Scientific Advisory Boards, and even on Boards of Directors. Compensation for such services may come in various forms including, but not limited to: (1) consulting fees for services provided by the orthopedic surgeons, (2) royalty fees for patents based on the sale of products for which the surgeons made important contributions, and (3) equity interests in the manufacturers or distributors of medical products. Some of the products or devices made or distributed by these companies may be used in your medical treatment. However, a doctor's decision as to which, if any, products or devices to be used in your care and treatment is made based upon what is in your best medical interest.

The following is a current list of companies with whom Minimally Invasive Neurosurgery of Texas may have financial relationships. Please feel free to learn more about these companies from their websites, and to ask your surgeon any specific questions or concerns you may have about a company, product, or your doctor's relationships with the company.

Company Name	Website/Product
Excelsius Angel Partners, LLC	
Globus/Excelcius	
Globus Spine	
Tenon, INC	
Indius Medical, INC	

We hope this helps clarify the nature of our involvement in research and development leading to advances in neck and back care. We are very proud to be leaders in technological innovation that results in better patient care.

Minimally Invasive Neurosurgery of Texas: Invested in Your Care

Facility Relationships

The physicians Minimally Invasive Neurosurgery of Texas may have financial interests in facilities and providers in North Texas. These facilities and our physicians are committed to providing clinical excellence to our patients in a safe, high-quality environment. Their financial interest in these facilities often provides them a voice in administration and in clinical and operational policies. This involvement helps to ensure the highest level of patient care and customer service. Patients of the Minimally Invasive Neurosurgery of Texas always have the option of utilizing an alternate health care facility or provider. Please ask one of our representatives for a list of alternate facilities. Minimally Invasive Neurosurgery of Texas physicians welcome any questions regarding this aspect of their patient's care. The following is a list of providers with whom Minimally Invasive Neurosurgery of Texas, a Minimally Invasive Neurosurgery of Texas affiliate, or one or more Minimally Invasive Neurosurgery of Texas physicians have a financial interest:

 Texas Health Presbyterian Plano Center for Diagnostics & Surgery (same as Plano Medical Center)

Minimally Invasive Neurosurgery of Texas: Invested in Your Future

Patients of the Minimally Invasive Neurosurgery of Texas always have the option of utilizing an alternate health care facility or provider. Minimally Invasive Neurosurgery of Texas physicians welcome any questions regarding this aspect of their patient's care.

Minimally Invasive Neurosurgery of	Texas wants you to	know that you do hav	e the option to use an
alternative health care provider.			

alternative health care prov	der.	
Please sign below acknowle	edging receipt of this disclosure:	
Printed Name	Signature	Date