

CONTRACT-AGREEMENT TO JOIN MEDICAL PRACTICE MEMBERSHIP

Thank you for confirming your membership with our practice. This document verifies your intent to apply to our Internal medicine/Neurology practice and agree/understand the following:

1. I understand that Dr. Stephen M. Beene is a board-certified Internal medicine Specialist. This basically means that Dr. Beene treats adults using medical management and minor surgery where indicated. Dr. Karen Beene is a neurologist and restricts her practice to the specialty.

2. Generally this type of Internal medicine/Neurology practice is referred to as “boutique/VIP” medical care. This involves the specific care of a patient by one physician, in almost all aspects of medicine. It is preferred, but not required, that the patient first consult with Dr. Beene prior to seeing any other medical specialist. This often saves the patient time and money and provides the patient with the appropriate selection of a specialist, when indicated, without the burden of the patient trying to “self diagnose” himself/herself. I understand that Dr. Beene's practice is geared to provide the patient with almost all aspects of medicine, primarily preventative healthcare but, also emergency or acute healthcare on a case-by-case basis and our ability to deliver such care. This includes, but is not limited to, appropriate and indicated diagnostic testing as well as minor surgical procedures when indicated. Accidents requiring minor surgical management are also managed within the accepted standard of care and as already stated, on a case-by-case basis, based on our ability to provide/deliver such care. This approach is an attempt to eliminate most of the patient's emergency room visits.

4. All medication requests as well as all medications provided by other physicians should be managed by, or at least known about, by Dr. Beene's practice. It is our policy to review medications and determine if there is any contraindication or conflict with the patient's other listed medications. This provides a safe atmosphere for the patient in coordinating medication management and preventing harmful side effects. Medications will not be refilled if appointments are missed or the appropriate follow-up is not done for the specific medication prescribed. Controlled substances in the State of Louisiana require reevaluation of the patient every 90 days and a new prescription each time it is filled. The number of pills dispensed, per prescription, is made by the attending physician at the time the prescription is written for controlled substances. This policy will not be amended under any circumstances.

5. Laboratory and other diagnostic equipment are provided on sight. All personnel have been appropriately trained for the duties they have been assigned. Laboratory results will be available by mail or on the website with a secure password as arranged by the office manager. The patient can make either arrangement. A letter describing the test results will also be provided with the actual test results. Laboratory or x-ray reports that contain serious medical issues or requiring immediate action will be handled by telephone as per the direction of the attending physician. All laboratory data is confidential and will remain so as per currently prescribed HIPPA regulations. All HIPAA regulations will be followed strictly.

6. All insurance companies are accepted by Dr. Beene's medical practice. Medical insurance companies that do not list Dr. Beene as a preferred provider are either not accepting any new internist/neurologist to their company or we have not made application as yet. Payment is required at the time services are rendered. We provide insurance filing services and accept co-pay as per insurance company contractual agreements. The patient upon the approval of the office manager can arrange payment arrangements, under specific circumstances. Annual membership fees of \$200 per patient or \$200 per family apply beginning 1/1/2009. Payment not received by 1/15/2009 of each year will be treated as if the patient automatically has terminated their membership.

7. All patient visits are provided by appointments. If there is an urgent need for services without an appointment, we request that the patient try to phone ahead with the specific problem the patient would like to be seen for urgently. Again, treatment of the patient acutely/emergently/urgently depends upon our ability and capability to provide such services on a case-by-case basis.

8. General office hours are 8:00 a.m. to 5:00 p.m. Monday through Thursday and 8:00 a.m. to 4:00 p.m. on Friday. The office is not open on Saturday or Sunday but services can be provided on an "as needed" basis by contacting the on-call person. Also, services are available after hours or on holidays as well.

9. If the patient is unable to make his/her appointment we request that the patient please call and cancel his/her appointment so that we can provide another appointment and also provide someone else with an appointment who may want to be seen at that specific time.

10. Our goal is to provide quality medical care at all hours. If at anytime this care cannot be provided, depending on the circumstances as determined by Dr. Beene, we will arrange for the appropriate and timely evaluation by another physician and/or facility.

11. Dr. Karen Beene is a neurologist who has a limited practice and works for Dr. Stephen M. Beene, APMC. General rules of this practice also apply to Dr. Karen Beene. Arrangements to see Dr. Karen Beene can be made by contacting the office staff.

12. Complaints and comments are welcomed. These may be submitted by either our email/website at www.BeeneMD.com, or by contacting our office manager. All complaints are considered as serious issues in providing quality care to our patients. All efforts to provide resolution and adequate remedy will be made upon each complaint.

13. By signing this document you are agreeing to the terms and understand the modality of practice by which medical management/care will be rendered. Signing of this document does not guarantee acceptance to this practice until approved by Dr. Stephen M. Beene. Patients are accepted only if Dr. Beene believes the patient may benefit from our particular services and if there is available space in our practice. Patients may not be accepted immediately but put on a waiting list. These patients are reviewed when space becomes available.

14. This agreement can be terminated with a 30-day written notice by Dr. Stephen M. Beene or Dr. Karen Beene. This agreement can be terminated by the patient immediately either verbally or in writing. This agreement is not valid if the patient does not return to clinic as scheduled or has not been seen in our clinic in more than one year and/or made appropriate annual membership fee payment. Under these circumstances reapplication may be required. Generally, patients terminated, for almost any reason, are almost never readmitted to this practice.

Patient Signature

Patient (Print)

Witness

Date

Approval MD