

# PATIENT INFORMATION 2023

(PLEASE PRINT ALL INFORMATION)

LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_ MIDDLE INIT \_\_\_\_\_

WHAT FIRST NAME DO YOU PREFER? \_\_\_\_\_ RACE \_\_\_\_\_ MARITAL STATUS: S M D W

SS # \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_ AGE: \_\_\_\_\_

ADDRESS \_\_\_\_\_ SEX M \_\_\_\_\_ F \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

HOME # (\_\_\_\_\_) \_\_\_\_\_ CELL # (\_\_\_\_\_) \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

EMPLOYER \_\_\_\_\_ WORK # (\_\_\_\_\_) \_\_\_\_\_

SPOUSE'S NAME \_\_\_\_\_ EMPLOYER \_\_\_\_\_

PRIMARY CARE PHYSICIAN \_\_\_\_\_ PHONE # \_\_\_\_\_

REFERRING PHYSICIAN \_\_\_\_\_ PHONE # \_\_\_\_\_

PHARMACY \_\_\_\_\_ PHONE # \_\_\_\_\_

MAIL OFF PHARMANCY \_\_\_\_\_ PHONE # \_\_\_\_\_

**PRIMARY INSURANCE:** \_\_\_\_\_ FAX # \_\_\_\_\_

NAME \_\_\_\_\_ GROUP NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_ POLICY # \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ GROUP # \_\_\_\_\_

PHONE # (\_\_\_\_\_) \_\_\_\_\_ FAX # (\_\_\_\_\_) \_\_\_\_\_

POLICY HOLDER \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_

EMPLOYER \_\_\_\_\_ ADDRESS \_\_\_\_\_

**SECONDARY INSURANCE:**

NAME \_\_\_\_\_ GROUP NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_ POLICY # \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ GROUP# \_\_\_\_\_

POLICY HOLDER \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

**CONTACT IN CASE OF EMERGENCY:**

NAME \_\_\_\_\_ HOME # \_\_\_\_\_

RELATIONSHIP \_\_\_\_\_ WORK # \_\_\_\_\_

## ASSIGNMENT OF BENEFITS

I authorize payment of medical benefits to myself  
or the providers of Arthritis & Rheumatic Diseases, P.C.  
for professional services rendered.

## RELEASE OF INFORMATION

I authorize the release of any medical information  
necessary to process this claim.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

# ARTHRITIS & RHEUMATIC DISEASES, P.C.

## Financial Policy

I hereby acknowledge financial responsibility for costs of services rendered for me or for the person whose account I am acting as guarantor. I am responsible for any non-covered services, supplies, co-payments or deductibles. I am responsible for knowing how my plan works, and I request medical services at this office. This acceptance will be in force for all future services by practitioners from this office.

- Arthritis & Rheumatic Diseases will file both your primary insurance and secondary insurance.
- All co-payments, non-covered services and deductibles are due at the time of service.
- Please notify us immediately of any changes in your insurance coverage.
- If your insurance company requires a referral, it is your responsibility to obtain that referral from your primary care physician prior to receiving treatment.
- Any problems that are anticipated should be discussed with our billing staff in advance.
- Accounts more than 90 days overdue are considered delinquent. Arthritis & Rheumatic Diseases retains the services of a collection attorney, and in the event your account becomes delinquent, you will be responsible for all costs of collections, including reasonable attorney collection fees, collection warrant service fee, and a filing fee.

***I understand that I am financially responsible for all charges whether or not paid by my insurance company. I hereby authorize Arthritis & Rheumatic Diseases to release all information necessary to secure payment, and agree that a photocopy of my signature is as valid as the original.***

Patient Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name of Patient: \_\_\_\_\_ DOB: \_\_\_\_\_

## Office Visit No Show Policy

We believe that follow up care is an important part of maintaining your health and have established a missed appointment policy of which you need to be aware. It is essential that our appointment schedules run efficiently to provide maximum opportunity to see patients needing medical care in a timely manner. You will be notified 2 days in advance of your appointment by our automated phone service. Please press 1 to confirm your appointment.

If you are unable to make a scheduled appointment, please call our office at 757-220-8579 a **minimum of 24 hours in advance**. If you are unable to contact us during business hours, you may call our office after hours and leave a message on the voice mail system.

If you no show for your first consultation appointment without proper notice, you will be charged **\$100.00**. This must be paid before the consultation will be rescheduled. If you do not show up or give proper cancellation notice for follow up care with any of our practitioners, you will be charged a **\$50.00** no show fee which must be paid before the next visit. Multiple no shows will result in discharge from our practice.

***I have read the above policy and agree to comply with the appointment policies of Arthritis & Rheumatic Diseases. I understand that if I do not give proper cancellation notice, I will be charged a fee as stated above.***

Patient Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# No-Show, Late, & Cancellation Policy

Thank you for trusting your medical care to Arthritis & Rheumatic Diseases, P.C. When you schedule an appointment with Arthritis & Rheumatic Diseases, P.C., we set aside enough time to provide you with the highest quality care. We believe that follow up care is an important part of maintaining your health and have established a missed appointment policy of when you need to be aware. It is essential that our appointment schedules run efficiently to provide maximum opportunity to see patients needing medical care in a timely manner. You will be notified 2 days in advance of your appointment by our automated phone service. **You must press 1 to confirm your appointment, or you will receive a phone call the day prior to your appointment, from one of our receptionists confirming your appointment via phone.**

- Any established patient who fails to show or cancels/reschedules an appointment and has not contacted our office with at least 24 hours' notice will be considered a No Show and charged a \$50 fee.
- In the event that a patient arrives late to their appointment (greater than 10-15 minutes after expected arrival time), the possibility arises that a patient may not be able to be seen by the provider on that day, patients would then be rescheduled for a future follow up visit, if available.
- Any new patients who fail to show for their initial visit will not be rescheduled without paying a \$100 no-show fee prior to being rescheduled.
- In the event a patient has incurred three (3) documented "no-shows" and /or "same day cancellations," that patient may be subject to dismissal from Arthritis & Rheumatic Diseases. The patient's chart is reviewed and dismissals are determined by management and physicians.

We understand there may be times when an unforeseen emergency occurs and you may not be able to keep your scheduled appointment. If you are unable to make a scheduled appointment, please call our office as 757-220-8579 **a minimum of 24 hours in advance**. If you are unable to contact us during business hours, you may call our office after hours and leave a message on the voicemail system.

I have read and understand the No-Show, Late, & Cancellation Policy of Arthritis & Rheumatic Diseases and agree to it terms.

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Printed Name (Patient)

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Signature

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Date

# ARTHRITIS & RHEUMATIC DISEASES, P.C.

## Acknowledgement of Notice of Privacy Policies

I understand that as part of my healthcare, Arthritis & Rheumatic Diseases originates and maintains paper and/or electronic records describing my health history, symptoms, examination, test results, diagnoses, treatment, and any plans for future care or treatment. I understand that this information serves as:

- A basis for planning my care and treatment,
- A means of communication among the many health professionals who contribute to my care,
- A source of information for applying my diagnosis and surgical information to my bill,
- A means by which a third-party payer can verify that services billed were provided, and
- A tool for routine healthcare operations such as assessing quality.

I understand that Arthritis & Rheumatic Diseases maintains a Notice of Privacy Practices that provides a more complete description of information uses and disclosures. The most recent version of this Notice is displayed in the waiting room area. I understand that Arthritis & Rheumatic Diseases reserves the right to change this notice and its practices as needed and will make a reasonable attempt to inform me of any changes. I understand that I can request an additional written copy of this Notice at any time. I understand that I have the following rights and privileges:

- The right to review the Notice prior to signing this consent, and
- The right to request restriction as to how my health information may be used or disclosed.

I give my permission to talk to and release information to the following individuals regarding my healthcare:

Spouse

**(Check ALL that Apply)**

Children

Other (Please List)

Relationship:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Patient Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name of Patient: \_\_\_\_\_

## Notice of Deemed Consent for HIV Testing

As a health care provider, we are required by State Law 32.1-45 of the Code of Virginia (1950), as amended, to give you the following notice:

1. If one of our health care professionals, workers, or employees should be directly exposed to your blood or body fluids, in a way that may transmit disease, your blood will be tested for infection with HIV (the AIDS virus). A physician or other health care provider will tell you the results of the test.
2. If you should be exposed to blood or body fluids of one of our professional workers or employees, in a way that may transmit disease, that person's blood will be tested for the HIV virus (AIDS). A physician or other health care provider will tell you the results of the test.

Patient Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# ARTHRITIS & RHEUMATIC DISEASES, P.C.

## Medication Refill Policy

Advance Notification: We ask that you phone the pharmacy that filled the original prescription first, as they have orders for refills. Reasonable time must be provided to permit nursing staff to call in medication refills. **A minimum of 48 hours is required during regular business hours.** Please call between 9:00 am & 4:00 pm.

Follow Up: Refills will ONLY be permitted if follow ups and lab work are current.

After Hours & Weekends: Please anticipate your need for medication refills during regular office hours when your medical record is available. After normal office hours and on weekends, routine refill requests will not be accepted. **PAIN MEDICATION REQUESTS WILL BE ACCEPTED ON AN EMERGENCY BASIS ONLY.**

I have read the above policy and agree to comply with the medication refill policies of Arthritis & Rheumatic Diseases.

Patient Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Physician/Nurse Practitioner Office Appointment Policy

Arthritis & Rheumatic Diseases, P.C. has agreed to become part of your healthcare team therefore, it is important that you understand how our practice functions. Our staff is comprised of Rheumatologists and Nurse Practitioners working together in a team approach in the diagnosis and decision-making of your care. Both during your initial consultation or follow up visit, your doctor will discuss with you their findings and a treatment plan will be established. Based upon your diagnosis our doctors may ask you to follow up with their nurse practitioner. Regardless of who sees you, your physician will be kept abreast of your medical progress and will be available to confer with their nurse practitioner, as necessary. You should know that your level of care will not decrease. Rather, this arrangement will allow us to improve your care by reducing wait times for appointments, improving your access to our providers, while allowing us to better serve all our patients' rheumatologic needs.

Many of you are already seeing our nurse practitioners and have found them to be capable, thorough, and compassionate. For those who have not yet had the opportunity, we are confident that you will form similarly strong relationships. Thank you for your understanding as we continue to find ways to best meet your medical needs. We look forward to working together with you as we all adjust to the changing face of healthcare.

I have read the above policy and agree to comply with the appointment policies of Arthritis & Rheumatic Diseases.

Patient Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Arthritis & Rheumatic Diseases, P.C.

## PRIVACY POLICY ACKNOWLEDGEMENT/RELEASE

I, \_\_\_\_\_, have received a copy of Arthritis & Rheumatic Diseases Notice of Privacy Policies and understand that my protected health information may be released to other healthcare providers, insurance companies, etc. As outlined in the Privacy Policy, I also agree that a photocopy of my signature is as valid as the original.

\_\_\_\_\_  
*Signature of Patient*

\_\_\_\_\_  
*Date*

In general, the HIPAA privacy rule gives individuals the right to request a restriction on uses and disclosures of their protected health information (PHI). The individual is also provided the right to request confidential communications or that a communication of PHI be made by alternative means, such as sending correspondence to the individual's office instead of the individual's home.

**I wish to be contacted in the following manner *(check all that apply)***

- |  |  |
|--|--|
| <p><input type="checkbox"/> Home Telephone _____<br/>    <input type="checkbox"/> O.K. to leave message<br/>    <input type="checkbox"/> Leave message with callback number only</p> <p><input type="checkbox"/> Work Number _____</p> <p><input type="checkbox"/> Cell Number _____<br/>    <input type="checkbox"/> O.K. to leave message<br/>    <input type="checkbox"/> Leave message with callback number only</p> | <p><input type="checkbox"/> Written Communication<br/><br/><input type="checkbox"/> O.K. to mail to my home address<br/><input type="checkbox"/> O.K. to mail to my work/office address</p> <p><input type="checkbox"/> O.K. to fax to this number<br/>_____</p> |
|--|--|

**I give my permission to talk to and release information to the following individuals regarding my healthcare *(check all that apply)***

- |  |  |
|--|--|
| <p><input type="checkbox"/> Spouse<br/><input type="checkbox"/> Children<br/><input type="checkbox"/> Other (Please List)</p> <p>_____<br/>_____<br/>_____</p> | <p>Relationship</p> <p>_____<br/>_____<br/>_____</p> |
|--|--|

# ARTHRITIS & RHEUMATIC DISEASES, P.C.

329/331 McLaws Circle

Williamsburg, VA 23185

(P) 757-220-8579

(F) 757-345-0936

## AUTHORIZATION TO RELEASE RECORDS

Patients Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ SS#: \_\_\_\_\_

***I hereby authorize release of my medical records to the person or persons listed below:***

Arthritis & Rheumatic Diseases, P.C.

329 McLaws Circle

Williamsburg, VA 23185

(P) 757-220-8579

(F) 757-345-0936

*I have given my consent freely, voluntarily, and without coercion. I may revoke the authorization at any time provided I notify the requesting physician in writing to that effect. I understand that a photocopy of this authorization is considered acceptable in lieu of the original.*

**Term: I understand that this Authorization will remain in effect and will allow Arthritis & Rheumatic Diseases the ability to request medical records on my behalf for the following period of time:**

**(Check One)**

From the date of this Authorization until the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

All past, present, and future time periods.

Patient Signature: \_\_\_\_\_ Date: \_\_\_\_\_