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Phone (208) 887-9500 Fax (208) 887-9800

www.idahoarthritis.com

Idaho Arthritis Center...where compassionate care & advanced medicine meet.

Appointment With:

- Mikael Lagwinski, MD
- Svetlana Meier, MD R. Katy Privon, APRN-CNP Camille Buchmiller, PA-C
- Eric Palfreyman, MD Kyle George, PA-C

Appointment Date: _____

Check-In Time: _____

PLEASE ARRIVE AT CHECK-IN TIME

Please note, if your paperwork is not completed by your check-in time we may have to reschedule.

PLEASE READ COMPLETELY

Welcome to Idaho Arthritis Center. Our Board-Certified Rheumatologists provide state-of-the-art care for a wide range of rheumatologic diseases such as Rheumatoid Arthritis, Lupus, Osteoporosis, Osteoarthritis, and more. We use the most advanced therapeutic and diagnostic modalities available to provide you with the very best care.

Idaho Arthritis Center has 2 locations for your convenience. We are located in Meridian off Eagle Road next to the Meridian campus of St. Luke's Regional Medical Center and in Caldwell next to West Valley Medical Center. Visit our website at www.idahoarthritis.com for more information about our physicians, staff, services, and locations.

NEW PATIENT APPOINTMENTS:

(Please advise us if you've had any insurance changes before your appointment)

When you arrive, please bring the following items:

- Completed Patient Registration Form and Patient History Form
- Current list of medications and a list of questions you may have
- Insurance Card(s)/Billing Information/Photo Identification/Prescription Card

At your initial visit your provider will review your history and discuss with you further testing that may be required to help in your diagnosis or treatment. In the specialty field of Rheumatology, blood tests, x-rays, ultrasounds, and physical therapy may be recommended and are continual throughout your care. These are all additional costs to your office visit charge. Blood tests are one of the best ways to track your condition and are ordered regularly for this specialty field. Blood tests can range from \$500 to \$1,500. Lab results will be reviewed at your follow up visit and/or can be obtained on our Patient Portal online. Results will NOT be mailed.

Please evaluate your medication supply prior to your office visit to correlate all anticipated refills.

CALLS TO OFFICE/PRESCRIPTION REFILLS

Questions or concerns for our physicians will be submitted through the Medical Assistant that works directly with your physician. If we can't answer your call immediately, our goal is to return calls the same day or within one business day. Any message left after 4:00 p.m. will be returned the following business day. Secure messages may also be sent via our Patient Portal on our website.

Routine refill requests must be received at least 2 business days in advance so that your chart may be reviewed by your provider. It is best to have your pharmacy fax us directly a refill request several days before you are out of medication. All prescription refills will be sent electronically to your pharmacy. We will only call you back if there is a problem with refilling your request. Please allow an extra two weeks for medication delivery for mail order prescriptions. It is our policy that we do not provide refills on some medications without physician approval, which may require an office visit.

APPOINTMENTS/ARRIVING LATE/CANCELLATIONS

Our goal is for you to be seen at your scheduled appointment time, but sometimes delays are unavoidable. We utilize an automatic phone reminder system that will call and text you 48 hours in advance of your appointment, and if you are registered in our patient portal, you will receive an email reminder as well. It is your responsibility to update us of any changes in phone numbers, emails, insurance, etc. ***We kindly ask that you provide a 24-hour notice if you are unable to keep your appointment. A \$50 fee will be charged to you for any no show appointments or any appointments that are rescheduled or cancelled within 24 hours of the appointment.***

Patients who arrive 10 minutes past their appointment time will need to reschedule.

HEALTH INSURANCE

For the benefit of our patients, we are contracted with several insurance carriers. It is patient responsibility to know your insurance policy and be familiar with your coverage. Each insurance company has its own rules for determining how much they will pay on each item. Your policy is a contract between **you** and **your insurance company**. You should contact your insurance company immediately if you have any questions regarding coverage or payment of your services. In the event your health plan determines a service or supply "not covered," the patient will be responsible for the complete charge for that particular service. If your insurance company denies your claim, you are responsible for payment in full. It is patient responsibility to know which procedures may require pre-authorization or a second opinion.

With this agreement, you authorize the payment of insurance benefits to IAC, and understand that you are financially responsible for all charges whether or not they are paid by insurance. In addition, you authorize the release of any information acquired in the course of your examination or treatment, to and from any medical facilities, physicians, and/or your insurance company.

FINANCIAL OBLIGATION/PAYMENT TERMS/OPTIONS

YOU'RE REQUIRED TO PAY ANY CO-PAYMENTS/CO-INSURANCE/DEDUCTIBLES AT THE TIME OF SERVICE. IF PROOF OF INSURANCE IS NOT PROVIDED, YOU WILL BE EXPECTED TO MAKE PAYMENT IN FULL AT THE TIME OF SERVICE.

To avoid incurring additional charges; account balances must be paid in full or with no more than 3 equal payments within 90 days from the date of service. There will be a \$25.00 charge for any checks returned to us for non-payment.

Failure to pay for medical services delivered in good faith within 90 days will cause a patient's account to be turned over to collections. Upon failure to pay your balance, your account will be transferred to States Recovery Systems, Inc (SRS). If your account is turned to collections you will have to pay SRS in full before we can schedule another appointment. **We will also require you to pay all services rendered in full at the time of your appointment, regardless of insurance coverage.** If you should ever decide to file for bankruptcy proceedings against an outstanding debt to Idaho Arthritis Center, it is the policy of our practice to withdraw as a health care provider. All refunds go through our business office and require on average three weeks.

FMLA FORMS/DISABILITY FORMS/MEDICAL RECORDS

You will be charged for the processing of forms, including Family Medical Leave Act (FMLA) forms, at a \$30 flat fee. This amount is due when the forms are picked up at our office. Please allow 5-7 working days for the completion of any forms, prior authorizations, or letters. Processing of disability or life insurance forms will not be done by our office.

Your medical records are strictly confidential. The Health Information Portability and Accountability Act (HIPAA) restricts us from releasing any information without your written consent. You may choose to fill out an Authorization to Release Medical Records at one of your visits to keep on file in case an urgent need arises for such records.

We do ask for your feedback regarding our services in the form of Patient Satisfaction Surveys. You will receive surveys via email and text. By signing this agreement, you consent to have Patient Satisfaction Surveys sent to you. You may opt out at any time.

Thank you for allowing us to assist you with rheumatologic care.

This is an agreement between Idaho Arthritis Center (IAC) and patient named below. By signing this agreement you are acknowledging that you understand our policies and are agreeing to all policies.

I have read, understand, and agree to comply with these policies. A photocopy of this agreement shall be as valid as the original. I acknowledge that I have been offered a copy of the Notice of Privacy Practices for IAC, and have been given a copy if requested.

Date: _____ Signature: _____

Printed Name of Patient: _____

Date of Birth: _____

**IDAHO ARTHRITIS CENTER
PATIENT REGISTRATION FORM**

TODAY'S DATE _____

Last Name _____ First Name _____ Middle Initial _____

Date of birth _____ Age _____ Gender _____ Social Security # _____

Address _____ City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____ Work Phone _____

Email _____

Is it OK if we leave a detailed voice mail regarding Appointments, Lab Results, Care Instructions, etc?: Yes No

Employer _____ Spouse _____ Spouse's employer _____

Spouse's cell phone _____ Spouse's date of birth _____ Spouse's work phone _____

RESPONSIBLE PARTY: (Person who should receive the bill)

Name _____ Relationship to patient: Self Spouse Parent Other

Address _____ City _____ State _____ Zip _____

Social Security # _____ Home phone _____ Work phone _____

PRIMARY CARE PROVIDER NAME _____

REFERRING PROVIDER NAME _____

INSURANCE **PLEASE BRING YOUR INSURANCE CARD(S) TO APPOINTMENT**

POLICY HOLDER (NAME) _____ **RELATIONSHIP:**

DOB: _____

OPTIONAL:

RACE: Decline to Specify White Black/African American Asian American Indian/Alaskan Native Other

ETHNICITY: Decline to Specify Hispanic/Latino Not Hispanic/Latino Unknown Other

NOTIFY IN CASE OF EMERGENCY

Name _____ Relationship _____

Home/Cell phone _____ Work phone _____

PLEASE READ AND SIGN THE FOLLOWING:

I authorize the payment of insurance benefits to Idaho Arthritis Center, and understand that I am financially responsible for all charges, whether or not they are paid by insurance. I authorize the release of any information, acquired in the course of my examination or treatment, to and from any medical facilities, physicians, and/or my insurance company. I further agree that a photocopy of this agreement shall be as valid as the original. I hereby consent to examination and the performance of all treatments that may be considered medically necessary or advisable. I acknowledge that I have been offered a copy of the **Notice of Privacy Practices** for Idaho Arthritis Center, and have been given a copy if requested. I agree to notify the office of any changes to my address, phone number, employment, and insurance. I understand that as a courtesy to all of the patients in the clinic, if I am more than 10 minutes late for my appointment it will be rescheduled. I understand that multiple no-show or rescheduled appointments may be grounds for dismissal from the practice. Thank you for your cooperation.

I HAVE READ AND AGREE TO THE ABOVE INFORMATION.

SIGN HERE _____ **DATE** _____

Idaho Arthritis Center

Patient History Form

Date: _____

NAME: _____ Birthdate: _____
Last Middle First

Age: _____ Gender: F M

Who do we thank for referring you here: _____

Name of your Primary Care Physician: _____

Name of your preferred Pharmacy: _____

What are your symptoms: _____

When did your symptoms start: _____

What makes your symptoms worse: _____

better: _____

Describe your pain in words (eg. Sharp, dull, burning, etc): _____

On a scale of 1 (no pain) to 10 (worst pain) how bad is your pain: _____

What medications/therapies have been tried so far: _____

Past Medical History: (check if "yes")

Cancer: _____	Asthma _____	Bad headaches _____	Jaundice _____	Colitis _____	Anemia _____	
Type: _____	Goiter _____	Leukemia _____	Stroke _____	Pneumonia _____	Bleeding tendency _____	
Heart Problems _____	Diabetes _____	Seizures _____	High Blood pressure _____	HIV/AIDS _____		
Type: _____	Stomach ulcers _____	Emphysema _____	Rheumatic fever _____	Glaucoma _____		
Kidney disease _____	DVT _____	Depression _____	Pulmonary embolism _____	Hypothyroid _____		
Type: _____	Cataracts _____	Psoriasis _____	Nervous breakdown _____	Tuberculosis _____		

Arthritis History:

Osteoarthritis _____ Rheumatoid Arthritis _____ Gout _____ Lupus or "SLE" _____ Osteoporosis _____
Childhood arthritis _____ Ankylosing spondylitis _____ Fibromyalgia _____ Sjogren's Syndrome _____ Raynaud's _____

Other Significant illnesses or unknown arthritis (please list): _____

Family Medical History: (check and give relationship)

Cancer _____	Heart Disease _____	Rheumatic fever _____	Tuberculosis _____
Leukemia _____	High blood pressure _____	Seizures _____	Diabetes _____
Stroke _____	Bleeding tendency _____	Asthma _____	Goiter _____
Colitis _____	Alcoholism _____	Psoriasis _____	Osteoarthritis _____
Gout _____	Rheumatoid Arthritis _____	Osteoporosis _____	Lupus/SLE _____
Ankylosing spondylitis _____			

Patient's Name: _____ Date: _____ Physician Signature: _____

Social History:

Do you smoke? Yes No Past - How long ago? _____

Do you drink caffeinated beverages? Yes No

Do you drink alcohol? Yes No Number per week _____

Do you exercise regularly? Yes No

Do you get enough sleep at night? Yes No

How many hours of sleep do you get nightly? _____

Do you wake up feeling rested? Yes No

Surgical History: (Please state Type, Year and Reason)

DRUG ALLERGIES: Yes No To what and what was the reaction? _____

Present Medications: (please include any over-the-counter, herbal supplements, alternative treatments)

Medication:	Dose:	How long:	Did it help:
_____	_____	_____	Yes No
_____	_____	_____	Yes No
_____	_____	_____	Yes No
_____	_____	_____	Yes No
_____	_____	_____	Yes No
_____	_____	_____	Yes No
_____	_____	_____	Yes No
_____	_____	_____	Yes No
_____	_____	_____	Yes No
_____	_____	_____	Yes No

Past Arthritis Medications:

_____	_____	_____	Yes No
_____	_____	_____	Yes No
_____	_____	_____	Yes No
_____	_____	_____	Yes No
_____	_____	_____	Yes No

Patient's Name: _____ Date: _____ Physician Signature: _____

Systems Review: (As you review the following, please check any of those problems which have significantly affected you)

Constitutional

Recent weight gain, amount: _____

Gastrointestinal

Nausea

Integumentary (skin ± breast)

Easy bruising

Recent weight loss, amount: _____	Vomiting of blood/"coffee grounds"	Redness
Fatigue	Stomach pain relieved by food/milk	Rash
Weakness	Jaundice	Hives
Fever	Worsening constipation	Sun sensitivity (sun allergy)
Eyes	Persistent diarrhea	Tightness
Pain	Blood in stools	Nodules/bumps
Redness	Black stools	Hair loss in patches
Loss of vision	Heartburn	Color changes of hands or feet
Double or blurred vision	Genitourinary	in the cold
Dryness	Difficult urination	Neurological system
Feels like something in eye	Pain/burning on urination	Headaches
Itching eyes	Blood in urine	Dizziness
Ears-Nose-Mouth-Throat	Cloudy, "smoky" urine	Fainting
Ringing in ears	Pus in urine	Muscle spasm
Loss of hearing	Discharge from penis/vagina	Loss of consciousness
Nosebleeds	Getting up at night to pass urine	Numbness or tingling
Loss of smell	Vaginal dryness	Memory loss
Dryness in nose	Rash/ulcers	Night sweats
Runny nose	Sexual difficulties	Psychiatric
Sore tongue	Prostate trouble	Excessive worries
Bleeding gums	<i>For Women Only:</i>	Anxiety
Sores in mouth	Age when periods began: _____	Easily losing temper
Loss of taste	Periods regular? Yes No	Agitation
Dryness of mouth	How many days apart? _____	Depression
Frequent sore throats	Date of last period? ___ / ___ / _____	Difficulty falling asleep
Hoarseness	Date of last pap? ___ / ___ / _____	Difficulty staying asleep
Difficulty in swallowing	Number of pregnancies? _____	Endocrine
Cardiovascular	Number of miscarriages? _____	Excessive thirst
Pain in chest	Musculoskeletal	Hematologic/Lymphatic
Irregular heart beat	Morning stiffness, lasting how long	Swollen glands
Sudden changes in heart beat	_____ Minutes _____ Hours	Tender glands
High blood pressure	Joint pain	Anemia
Heart murmurs	Muscle weakness	Bleeding tendency
Respiratory	Muscle tenderness	Transfusion/when _____
Shortness of breath	Joint swelling	Allergic/Immunologic
Difficulty in breathing at night	List joints affected in the last 6 months	Frequent sneezing
Swollen legs or feet	_____	Increased susceptibility to
Cough	_____	infection
Coughing of blood	_____	
Wheezing (asthma)	_____	

Date of last Bone Density (DXA scan): ___ / ___ / _____

Date of last Mammogram: ___ / ___ / _____

Patient's Name: _____ Date: _____ Physician Signature: _____