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

[www.idahoarthritis.com](http://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

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](http://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. 3 no shows in a 12-month period could result in a dismissal from the practice.***

***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 \_\_\_\_\_

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**PRIMARY CARE PROVIDER NAME** \_\_\_\_\_

**REFERRING PROVIDER NAME** \_\_\_\_\_

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**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

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**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")

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

### Arthritis History:

- |  |   |                                       |   |                                       |
|--|---|---------------------------------------|---|---------------------------------------|
| <input type="checkbox"/> Osteoarthritis      | <input type="checkbox"/> Rheumatoid Arthritis   | <input type="checkbox"/> Gout         | <input type="checkbox"/> Lupus or "SLE"     | <input type="checkbox"/> Osteoporosis |
| <input type="checkbox"/> Childhood arthritis | <input type="checkbox"/> Ankylosing spondylitis | <input type="checkbox"/> Fibromyalgia | <input type="checkbox"/> Sjogren's Syndrome | <input type="checkbox"/> Raynaud's    |

Other Significant illnesses or unknown arthritis (please list): \_\_\_\_\_

### Family Medical History: (check and give relationship)

- |   |   |  |   |
|---|---|--|---|
| <input type="checkbox"/> Cancer _____                 | <input type="checkbox"/> Heart Disease _____        | <input type="checkbox"/> Rheumatic fever _____ | <input type="checkbox"/> Tuberculosis _____   |
| <input type="checkbox"/> Leukemia _____               | <input type="checkbox"/> High blood pressure _____  | <input type="checkbox"/> Seizures _____        | <input type="checkbox"/> Diabetes _____       |
| <input type="checkbox"/> Stroke _____                 | <input type="checkbox"/> Bleeding tendency _____    | <input type="checkbox"/> Asthma _____          | <input type="checkbox"/> Goiter _____         |
| <input type="checkbox"/> Colitis _____                | <input type="checkbox"/> Alcoholism _____           | <input type="checkbox"/> Psoriasis _____       | <input type="checkbox"/> Osteoarthritis _____ |
| <input type="checkbox"/> Gout _____                   | <input type="checkbox"/> Rheumatoid Arthritis _____ | <input type="checkbox"/> Osteoporosis _____    | <input type="checkbox"/> Lupus/SLE _____      |
| <input type="checkbox"/> 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)

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**DRUG ALLERGIES:**  Yes  No To what and what was the reaction? \_\_\_\_\_

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

Medication:	Dose:	How long:	Did it help:
_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Past Arthritis Medications:**

_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> 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: \_\_\_\_\_
- Recent weight loss, amount: \_\_\_\_\_
- Fatigue
- Weakness
- Fever

**Eyes**

- Pain
- Redness
- Loss of vision
- Double or blurred vision
- Dryness
- Feels like something in eye
- Itching eyes

**Ears-Nose-Mouth-Throat**

- Ringing in ears
- Loss of hearing
- Nosebleeds
- Loss of smell
- Dryness in nose
- Runny nose
- Sore tongue
- Bleeding gums
- Sores in mouth
- Loss of taste
- Dryness of mouth
- Frequent sore throats
- Hoarseness
- Difficulty in swallowing

**Cardiovascular**

- Pain in chest
- Irregular heart beat
- Sudden changes in heart beat
- High blood pressure
- Heart murmurs

**Respiratory**

- Shortness of breath
- Difficulty in breathing at night
- Swollen legs or feet
- Cough
- Coughing of blood
- Wheezing (asthma)

**Gastrointestinal**

- Nausea
- Vomiting of blood/"coffee grounds"
- Stomach pain relieved by food/milk
- Jaundice
- Worsening constipation
- Persistent diarrhea
- Blood in stools
- Black stools
- Heartburn

**Genitourinary**

- Difficult urination
- Pain/burning on urination
- Blood in urine
- Cloudy, "smoky" urine
- Pus in urine
- Discharge from penis/vagina
- Getting up at night to pass urine
- Vaginal dryness
- Rash/ulcers
- Sexual difficulties
- Prostate trouble

*For Women Only:*

- Age when periods began: \_\_\_\_\_
- Periods regular?  Yes  No
- How many days apart? \_\_\_\_\_
- Date of last period? \_\_\_ / \_\_\_ / \_\_\_\_
- Date of last pap? \_\_\_ / \_\_\_ / \_\_\_\_
- Number of pregnancies? \_\_\_\_\_
- Number of miscarriages? \_\_\_\_\_

**Musculoskeletal**

- Morning stiffness, lasting how long  
\_\_\_\_\_ Minutes \_\_\_\_\_ Hours
- Joint pain
- Muscle weakness
- Muscle tenderness
- Joint swelling

List joints affected in the last 6 months

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Integumentary (skin ± breast)**

- Easy bruising
- Redness
- Rash
- Hives
- Sun sensitivity (sun allergy)
- Tightness
- Nodules/bumps
- Hair loss in patches
- Color changes of hands or feet  
in the cold

**Neurological system**

- Headaches
- Dizziness
- Fainting
- Muscle spasm
- Loss of consciousness
- Numbness or tingling
- Memory loss
- Night sweats

**Psychiatric**

- Excessive worries
- Anxiety
- Easily losing temper
- Agitation
- Depression
- Difficulty falling asleep
- Difficulty staying asleep

**Endocrine**

- Excessive thirst

**Hematologic/Lymphatic**

- Swollen glands
- Tender glands
- Anemia
- Bleeding tendency
- Transfusion/when \_\_\_\_\_

**Allergic/Immunologic**

- Frequent sneezing
- Increased susceptibility to  
infection

**Date of last Bone Density (DXA scan):** \_\_\_ / \_\_\_ / \_\_\_\_\_

**Date of last Mammogram:** \_\_\_ / \_\_\_ / \_\_\_\_\_

Patient's Name: \_\_\_\_\_ Date: \_\_\_\_\_ Physician Signature: \_\_\_\_\_