NORTHWEST
Family Practice

Gail Giltner, FNP-C
1619 NW Hawthorne Ave., Suite 101
Grants Pass, OR 97526
Phone: (541) 916-5500
Fax: (541) 916-5010
NorthwestFamilyPractice.com

Patient Registration

Please Print Clearly

First & Last Name:_____ Maiden Name:_____

Date of Birth:_____ Gender: Male_____ Female_____ SS#:_____

Mailing Address:_____

Physical Address:_____

Home Phone:_____ Cell Phone:_____

Email Address:_____ Preferred Pharmacy:_____

Please mark which methods of contact is your preferred contact for appointment reminders?

☐ Home phone ☐ Cell phone ☐ Email ☐ Decline to have reminders

If Patient is a Minor

Father's Name:_____ DOB:_____ Phone:_____

Address:_____

Mother's Name:_____ DOB:_____ Phone _____

Address:_____

Government regulations require us to ask the following question (please check)

☐ Patient Declined

Race:

☐ American Indian or Alaska Native ☐ Asian ☐ African American

☐ Native Hawaiian/Other Pacific Islander ☐ White ☐ Decline to answer

Ethnicity:

☐ Hispanic or Latino ☐ Not Hispanic or Latino ☐ Decline to answer

Emergency Contact

Name:_____ Phone:_____ Relationship:_____

Guarantor Information

Name:_____ Phone:_____ Relationship:_____

Address:_____

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Insurance Information

Primary Insurance

Insurance Company:_____ Policy #:_____

Claims Address:_____ Group #:_____

Policy Holder Name:_____ Policy Holder DOB:_____

Relationship to Patient:_____ SS#:_____

Secondary Insurance

Insurance Company:_____ Policy #:_____

Claims Address:_____ Group #:_____

Policy Holder Name:_____ Policy Holder DOB:_____

Relationship to Patient:_____ SS#:_____

Consent for Medical Treatment

With the signature below, I authorize NorthWest Family Practice to perform the medical treatment deemed necessary by the medical provider(s) and their assistants. I also authorize NorthWest Family Practice to obtain all medical and prescription history through the electronic medical records system in place. I understand my health information may include information both created and received by the practice, may be in the form of written, electronic records, or spoken words. This may include information about my health history, health status, symptoms, examinations, test results, diagnoses, treatments, procedures, prescriptions and similar types of health-related information.

_____ _____

Signature (Patient/Parent/Legal Guardian) Date

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Health History

Name_____ Date of birth_____ Sexual orientation_____

Male___Female____Other____Marital status_____ Phone_____ Cell_____

Street address_____ City_____ State_____Zip_____

Email_____ Insurance_____

Do you need an interpreter for your office visits: Yes____No___Pharmacy_____

Medical History (circle below if you have had any of the following):

Abnormal Periods	Bipolar Disorder	Edema	High Blood Pressure	Sciatic Pain
ADHD	Bladder/Kidney Infection	Epilepsy	High Cholesterol	Skin Cancer
Allergies/Hay Fever	Breast Cancer	Fatigue	HIV/AIDS	Skin Problems
Anemia	Breast Lump	Fibromyalgia	Joint Pain	Spastic Colon
Anxiety	COPD/Emphysema	Glaucoma	Meningitis	Stroke
Arrhythmia	Depression	Hearing Loss	Migraine	Thyroid Problems
Artery Blockage	Diabetes	Heart Attack	Palpitations	Tuberculosis
Arthritis	Diverticulitis	Heart Murmur	Pneumonia	Ulcer
Asthma	DVT	Hepatitis	Reflux	Vascular Disease
Back Pain	Eczema	Hernia	Rhinitis	Visual Loss

Other problems not listed_____

_____

Have you had cancer (list type and treatment)_____

_____

Have you had any of the tests below:

	Date	Reason	Where was the test done?
Heart Test			
Ultrasound			
CT Scan			
MRI			
Bone Density			
Colonoscopy			
Sigmoidoscopy			
Mammogram			

Past surgical history (include date or age you had the surgery):

Date	Surgery	Surgeon

List all medications, vitamins, supplements, over the counter medications (with dosage):

☐ I don't take medication

Name of Medication	Dosage	Directions

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List all allergies (medications, environmental, and food):

Medication	Reaction	Environmental or food	Reaction

Vaccinations (date of last):

Tetanus/Tdap_____Flu_____Pneumonia_____Shingles_____

Family medical history:

	Medical problems	Living or deceased	Age at death
Father			
Mother			
Sibling			
Sibling			
Other			

Social history:

Present occupation_____Past occupation_____Highest level of education_____
Have you served in the military_____Places you have lived_____
Religious preference_____Is faith important to your health_____
Do you consume alcohol_____Last drink_____
How many drinks a week_____
Do you or have you use(d) recreational drugs_____What drugs_____
Do you or have you smoke(d)_____Age started_____Age quit_____Packs per day_____
Do you exercise_____How often_____What type of exercise_____

Do you have any of the following symptoms (circle all that apply if you have any of the following):

Abdominal Pain	Cough	Hallucinations	Painful Urination	Swallowing Issues
Allergies	Deafness	Headaches	Palpitations	Swollen Glands
Anemia	Depression	Heartburn	Paralysis	Thoughts of Suicide
Anxiety	Diarrhea/Constipation	Impotence	Past-Sexual Abuse	Too Thirsty
Back Pain	Dizzy/Vertigo	Joint Pain/Swelling	Poor Appetite	Tremors
Bleeding Gums	Earache	Leg Swelling	Rash	Trouble Sleeping
Bloody Nose	Easy Bleeding	Memory Problems	Ringing in Ears	Visual Changes
Bloody Stools	Easy Bruising	Nail Changes	Seizures	Voice Change
Bloody Urine	Fainting	Nausea/Vomiting	Sexual Problems	Weight Gain
Breast Lumps	Fever/Chills	Night Sweats	Short of Breath	Weight Loss
Change in Energy	Frequent Urination	Nipple Discharge	Sinus Problems	Wheezing
Chest Pain	Genital Sores	Numbness	Skin Changes	

Women:

Number of pregnancies_____Deliveries_____Miscarriages_____Abortions_____Ectopic pregnancies_____
Age menses started_____Age menses stopped_____Last period_____Last PAP smear_____

Do you have:

Painful periods_____Pain with sex_____Irregular periods_____Problems getting pregnant_____
Are you sexually active_____Using any type of birth control_____
What birth control have you used in the past_____

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Appointment Cancellation and No-Show Policy

Should you need to cancel or reschedule an appointment please contact our office as soon as possible, and no later than 24 hours prior to your scheduled appointment. This gives us time to schedule other patients who may be waiting for an appointment. Please see our Appointment Cancellation/No Show Policy below:

- If you are a new patient and fail to show for your **first** appointment, we will not reschedule you.
- Any patient who fails to show or cancel/reschedule an appointment and has not contacted our office with **at least 24-hour notice** will be considered a NO SHOW and charged a **$25.00** fee.
- Any patient who fails to show or cancel/reschedule an appointment and has not contacted our office with **at least 24-hour notice** a second time will be charged a **$50.00** fee.
- If a third No Show or cancellation/reschedule with no **24-hour notice** should occur the patient may be **dismissed** from our practice.
- The fee is charged to the patient, not the insurance company, and is due at the time of the patient's next office visit.
- If you are late for an appointment you may have to reschedule your appointment. Please be 15 minutes early for your appointment so we can take care of administration tasks.
- **As a courtesy, when time allows, we make reminder calls for appointments.**

We understand there may be times when an unforeseen emergency occurs and you may not be able to keep your scheduled appointment. If you should experience extenuating circumstances please contact our office immediately. Our provider will be notified and we might be able to waive the No Show fee. You can leave a message on our answering machine 24 hours a day, 7 days a week.

I have read and understand the Appointment Cancellation/No Show Policy and agree to its terms.

Signature (Patient/Parent/Legal Guardian)	Relationship to Patient (self, parent, etc.)
Print Name (Patient/Parent/Legal Guardian	Date

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Acknowledgment of Receipt of Notice of Privacy Practices

I,_____(print patient name), acknowledge and agree that I have received a copy of NorthWest Family Practice's Notice of Privacy Practices.

Patient signature_____Date_____

Patient legal representative signature_____Date_____

Print name of legal representative_____

Relationship to patient_____

FOR CLINIC USE ONLY

NorthWest Family Practice made the following good faith efforts to obtain the above referenced individual's written acknowledgment of receipt of the Notice of Privacy Practices.

_____ Date_____

_____ Date_____

_____ Date_____

_____ Date_____

_____ Date_____

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Office and Financial Policies

Item #	Policy
1	**Prescription refills:** You are responsible to know when your medications must be refilled and to notify the office at least 48 hours before running out. Medications are refilled only at the patient visit or when requested in advance through your pharmacy. This includes all mail-order prescriptions. We cannot take weekend, walk-in, after hours, or phone call refill requests.
2	**Information:** You are responsible for providing current information such as: name, address, cellular or other phone number, email address, and insurance information. Social Security number, driver's license, or picture identification must be provided at the time of registration or as requested by the practice at any time.
3	**Financial responsibility:** You accept financial responsibility for all charges for services rendered to you. If you are the parent or guardian accompanying the patient, you assume this liability. The office will not be involved in mediating financial arrangements between parents or guardians and are not a party in any divorce decree.
4	**Payment methods:** We accept cash, check, MasterCard, and Visa. Checks will be processed electronically unless otherwise stated. In the future, we may ask to keep your credit card number on file with your consent.
5	**Appointments:** Minors under age 15 must be accompanied by a parent or guardian to be seen unless special arrangements have been made with the office. We require a minimum of 24 hours (or the Thursday before a Monday appointment) notice of cancellation as a courtesy to other patients seeking services. A pattern of missed appointments may result in discharge from the practice.
6	**Form fees:** Our practice may charge for additional paperwork outside of the completion of the medical records. Many times we need to see patients to make diagnosis prior to filling out paperwork for medical accuracy. These appointments are subject to a charge.
7	**Medical records:** The medical chart is the property of the practice. However, a CD of your pertinent medical information is available upon request and is subject to a $30 fee. Records will be made available within 30 days of your request.
8	**Insurance co-payments, deductibles, and coinsurance:** Insurance companies do not always pay fees and may exclude certain services from coverage. It is your responsibility to understand your insurance plan. Deductibles, co-insurance, or non-covered services are to be paid in a timely fashion according to office policies. **Copays are due at the time of your appointment** and we are obligated to collect per our contract with your insurance. If they are not paid within 24 hours after the appointment time a $10 charge will be assessed. If requested, and as a condition of service, you agree to sign an "advanced beneficiary notice" if we determine or question your insurance coverage. You accept responsibility for all such expenses even if your insurance company is billed as a courtesy.
9	**Usual and customary:** Some insurance plans may indicate that our fees are above "usual and customary." As a result your plan may reduce our fee to an "allowed amount" before calculating payment. This practice does not recognize a specific carrier's use of these terms. As such, unless we are specifically contracted with the carrier, it is expected that you will be liable for any fees.
10	**Slow insurance response:** You agree that if your insurance company takes more than 60 days to respond to your insurance claim, we shall consider the charges your financial responsibility and it will be your responsibility to seek reimbursement from your insurance company.
11	**Statement policy:** Patient statements are mailed every 28 days. Payments are due by the statement due date. You understand that if we participate with your insurance company the sending of a statement may be delayed until your insurance responds to a claim for services. Such a delay can take months. You understand that such a delay does not alter our policy of patient financial responsibility and you will be liable for all service fees. An interest charge of 1.5% per month will be assessed on balances 90 days or older as allowed by Oregon law.
12	**Collection and bank fees:** Accounts more than 90 days old are subject to transfer to an outside collection agency unless payment arrangements have been made through the billing department. Fees may be assessed by the collection agency and by banks for checks that do not clear. A $35 fee will be assessed by the office for any returned checks.
13	**Patient discharge:** The practice reserves the right to discharge a patient for any reason. Please note that discharges may occur for failure to meet your obligations under this document. In addition, because of care quality considerations, the practice may discharge you for failure to comply with a treatment plan(s) as outlined by your practitioner, repeated missed appointments, and failure to comply with a medication contract.
14	**Insurance claims:** If applicable, our office will submit insurance claims. You agree to allow our practice to "accept assignment" of benefits and receive payment directly from your insurance company. In the event your insurer sends payment for a claim from our office to you directly, you agree to endorse the payment to our practice in fulfillment of any amounts due within 10 days of postmark.

I have read and understand all the terms of this policy. By signing below, I attest that I fully understand each item and agree to the terms above.

Signature_____ Date_____

Patient name _____

Document updated 12.15.20

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Consent to Release Protected Health Information

Patient Name_____Date of Birth_____

Consent

I request NorthWest Family Practice Clinic to release protected healthcare information to:

Name_____

Relationship to Patient_____Phone #_____

Name_____

Relationship to Patient_____Phone #_____

Name_____

Relationship to Patient_____Phone #_____

This request and authorization applies to: (please check below)

☐ All healthcare information (Medical and Billing)

☐ Healthcare information relating to the following treatment, condition or dates:

_____

_____

☐ Other_____

I understand that this designation applies only to NorthWest Family Practice Clinic.

Patient Signature_____ Date Signed_____

Revocation/Termination

I request to revoke/terminate the designation made above.

Patient Signature_____ Date Signed_____

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Authorization to Use and Disclose Health Information

I hereby authorize (previous healthcare provider):

Name of disclosing party

Address

City, State Zip

To disclose to:

Name of Recipient

Address

City, State Zip

Records and information pertaining to:

Patient name (list other names used) SS# Date of Birth

Address Phone number

For the purpose of: Transfer of care/Continuity of Care

Duration: This authorization shall become effective immediately and shall remain in effect for one year from the above date of signature unless a different date is specified here_____ (date).

Revocation: This authorization is subject to written revocation by the patient at any time. The written revocation will be effective upon receipt, except to the extent that the disclosing party or others have acted in reliance upon this authorization.

Re-disclosure: I understand that the recipient may not lawfully further use or disclose the health information unless another authorization is obtained from me or unless such use or disclosure is specifically required or permitted by law.

Specify Records: Check the box, initial to specify which type of information is to be disclosed, and then sign and date.

- ☐ Medical information _____ (initials)
- ☐ Psychiatric information _____ (initials)
- ☐ Drug/Alcohol Information _____ (initials)
- ☐ Results of HIV Test _____ (initials)
- ☐ Genetic Records _____ (initials)

Signature:_____ Date:_____

A copy of this authorization is as valid as the original

For NorthWest Family Practice Use Only	Date faxed:	Date received: