

Phone: (770) 284 3150 | Medical Record Fax: 404-905-5424 |Fax: (770) 284 3170 | Email: info@arcenterpc.com

Patient Intake Form

	Last Name		First Name			Middle Initial	Preferr	ed name	
	Street Address			Appt#	:	City		State	Zip
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.0								1	
nformation	Home Phone	Cell Phor	ne	SSN#		Date of Birth		Sex	Marital status
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ē				~~~	~~~~			1	
lu	Employed by				Spouse's	Name			
ts									
-U2	Employer's Address				Spouse E	mployed by			
Patients									
P									
	Occupation		Business Phone &	ı Ext	Spouse's	Occupation		Spouse's Bu	isiness Phone & Ext
								I	
ľ	Nearest friend or relative NOT	living with	you		Relations	hip to Insured		Spouse's Ph	ione#
		5							
	1								

Policy Holder's Insurance Information

	Last Name	First Name		Relati	onship to Patient
	*****	XXXXX	*****	xxx	xxxxxxxxxxxxxxxxxxxxxx
ary	Insurance provider's name		Policy/Subscriber ID:		Group#
rim	*****	XXXXXX	*****	xx	xxxxxxxxxxxxxxxxxxxxxx
Ъ	Insurance Providers complete mailing address	(See back of t	he card)		Insurance Providers Phone#
	xxxxxxxxxxxxxxxxxxxxxxxxx	xxxxxxx	*****		xxxxxxxxxxxxxxxxxxxxx
2	Insurance provider's name		Policy/Subscriber ID:		Group#

ndary	*****	*****	*****
cor	Insurance Providers complete mailing address (See back of t	ne card)	Insurance Providers Phone#
Se	******	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXX

Referring and Primary Provider's Information

Referring Provider's Name		Phone#
Address		
Primary Care Provider's Name		Phone#
Address		
	Referral Source (Doctors office, Insurance network, Family Member, Internet, etc.) P	lease list below.

ARTHRITIS & RHEUMATOLOGY — CENTER PC —

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Receipt of Notice of Privacy Practices

This is to acknowledge that I have reviewed and/or have access to a copy of Arthritis and Rheumatology Center, PC's Notice of Privacy Practices. This information is located at the front office or on Arthritis and Rheumatology Center PC's website, www.arcenterpc.com

Medicare Insurance Records Authorization

I REQUEST THAT PAYMENT OF AUTHORIZED benefits be made to Arthritis and Rheumatology Center, PC. I authorize any holder of medical information about me to release to the Center of Medicare and Medicaid Services and its agents any information needed to determine these benefits or the benefits payable to related services in reference to Medicare. (NOTE: This office does not accept MEDICAID.)

Out of Network Insurance Notification

This office is **out-of-network** for these Insurance Plans:

Amerigroup, Wellcare, Peachstate, Humana-X, unless considered state health benefits plan, GA Medicaid or any other type of Medicaid (Other insurances may also apply. Please contact your insurance company to find out.)

I hereby authorize the release of any medical information, including information related to psychiatric care, drug & alcohol abuse and HIV/AIDS confidential information, necessary to process insurance claims or any medical information that is required for any healthcare related utilization, review or quality assurance activities or any healthcare professional requiring this information.

I hereby assign and authorize payment to, of all medical and/or surgical benefits, including major medical policies, to which i am entitled to under any insurance policy or policies, under any self-insurance program, or under any benefit plan.

I understand and acknowledge that this assignment of benefits does not releive me of my financial responsibility for all medical fees and charges incurred by me or anyone on my behalf and I hereby accept such responsibility, including but not limited to payment of those fees and charges not directly reimbursed to by any insurance policy, selfinsurance program or other benefit plan.

This authorization shall remain in effect until revoked by me in writing. A photocopy of this authorization shall be considered as effective and valid as the original. I understand that I have the right to receive a copy of this authorization.

Person providing the authorization (Print Name): _____

Relationship to patient if not the Patient: _____

Patient Portal Information

I Do

Do Not want to be signed up for the Patient Portal. If you choose to be signed up for, then an email shall be automatically sent to you after your appointment is made.

Email ID (required to join Patient Portal): _____

I have read and understood all the about policies and agree to abide by its terms.

Date:



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General Office Policies

Please read carefully. A copy can be provided to you upon request.

- 1. We are committed to meeting your healthcare needs. Our goal is to keep your insurance or other financial arrangements as simple as possible. Arthritis & Rheumatology Center, PC participates in most major insurance plans. For a complete list of insurance participants at this practice please call the practice main line. We will file your insurance for you if we are participating provider of your plan.
- 2. All <u>**Co-Payments and Deductibles are due at the time of service</u>**. Please remember to bring your insurance card (HMO, CMO, PPO, etc.) with you to each appointment</u>
- 3. On your first visit the physician may order labs and or x-rays. These tests must be performed before your next visit in order to prevent delays in your potential treatment.
- 4. There is a **<u>\$50 No-Show fees</u>** for appointments not canceled or rescheduled within 24 hours
- 5. We have reserved your appointment time exclusively for you, if you are more than 10 minutes late to your appointment, it may need to reschedule.
- 6. Lab, X-rays and all diagnostic test <u>results are NOT given over the phone</u> but rather at your next visit. If there is an abnormal result that warrants immediate attention, the office will contact you asap.
- 7. All patients must present their insurance card at each visit. If you do not update us regarding new insurance or additional insurance, this could affect medical claims and delay authorization for medications.
- 8. Please advise our front office staff if you have a new phone number, address or email
- 9. Referrals will be processed within 72 business hours from the receipt of request. Referral request received on Fridays will be processed the following week. If you have change to pharmacies, you will need to update us at the time of the refill request. If you have not kept up with your follow-up visits, your prescriptions may not be refilled.
- 10. This practice **Does Not participate** in filling out disability claims forms. This includes short-term disability claim forms. If a case warrants an exception to this policy, it is left to the discretion of the physician.
- 11. Medical records can be printed at the patient's request with fee of <u>\$1 per page</u>, (<u>\$25 max</u>) and <u>\$10 for CD's</u>. There are no charges for sending medical records to other physician. This process can take up to 2 weeks.
- 12. **FMLA forms** can be completed under the discretion of the physician with **\$25 fees**. This office does not fill out long-term or short-term disability forms. Any exception to this policy is at the discretion of the provider(s).
- 13. Telephone messages left for our staff after 3.00 p.m. will be returned the next business day.
- 14. Arthritis and Rheumatology Center PC does not allow patients to switch physicians once seen by original provider. All our physicians are excellent in their field and have your best interest as their priority.

I have read and understood all the about policies and agree to abide by its terms.

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Pain / Narcotic Medication Policy

Please read carefully. A copy can be provided to you upon request.

- 1. I agree to take narcotic medication exactly as instructed. I am <u>NOT</u> allowed to change the dosage, amount or alter the time schedule of taking the medication without first talking to my prescribing physician.
- 2. Narcotics will **NOT** be phoned in after business hours or on weekends
- 3. Only **ONE** pharmacy will be used for filling narcotic prescription
- 4. The following are the conditions for **<u>immediate termination</u>** from the practice.
 - a. Obtaining narcotics from any other physician while under our care without our knowledge
 - b. Altering or forging of a prescription is a **felony** and will be reported.
 - c. Testing positive for illegal drugs while taking controlled substance prescribed by a physician at Arthritis and Rheumatology Center PC
- 5. Patients may be terminated from the practice with 30 days' notice for non-compliance.
- 6. We will **NOT** refill prescription that have been lost or misplaced. Please be responsible in keeping up with your narcotic prescription
- 7. Stolen medication can be replaced ONE TIME ONLY, if you have a valid police report
- 8. In the case of intolerance or ineffective narcotic medication, a different prescription may be given, provided the unused portion of the previously prescribed medication was returned
- 9. I have been informed about the use of narcotic adverse side effects such as development of intolerance, dependence, addiction, withdrawal, constipation, nausea, itching, harmful effects to an unborn child, urinary retention, impairment of reasoning & judgement and depression of breathing.
- 10. I will not combine any narcotic medication with the consumption of alcohol and / or illegal drugs.
- 11. I will not give, trade or sell pain medication
- 12. I will allow 24 hours for a prescription refill to be authorized. I also understand that request received after2 p.m. are handled on the next business day.
- 13. I understand that at any given time I may be tested by urine or blood for drug use and that a positive test will result in refusal of narcotic medication and possibly subject me to termination from the practice

I have read and understood all the above policies and agree to abide by its terms.

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Financial Policies

Please read carefully. A copy can be provided to you upon request.

- We understand how helpful it can be to know in advance how payment arrangements are handled visit to the doctor's office is necessary. Outlined below are the Arthritis & Rheumatology Center PC's basic Financial policy
- Arthritis and Rheumatology Center PC, requires you to provide a copy of your insurance card, co-payment and/or deductibles at the time of check-in. As our office often performs many procedures in house, it is your responsibility as a patient, to become familiar with your individual insurance benefits prior to accepting.
- If we participate in your insurance plan, we will file your charges with your insurance company on your behalf. if we do not participate in your insurance plan, payment for services rendered is collected at the time of service.
- Failure to provide updated insurance information in a timely manner may cause Insurance denials and non-coverage for procedures including in-office infusion therapy. Any claims denied due to the lack of updated insurance information will then become the **responsibility of the patient**. If new insurance information is provided, we will file the claim under that plan if the effective date falls within the range of the date of service. If the claim is denied by the health insurance plan for timely filing, the patient will be responsible for payment of the claim.
- After we file the claim with your insurance, we will wait 60 days for payment from your insurance company. If payment has not been received within 60 days, we will turn the account over to patient responsibility. We ask that you follow up with your insurance company to make sure your claims are processed in a timely manner. Please communicate your findings to us so that we may remain on sound financial footing. If for any reason we are not provided notification of a new insurance plan you are on and the claim is denied for timely filing, the balance will become the responsibility of the patient.
- Although we are reluctant to do so, we utilize a collection agency for accounts not paid within 90 days. Once an account
 has been sent to the collection agency, it cannot be retrieved. Prompt payment of any balances remaining after
 insurance has been paid will keep your account in good standing.
- Charges for Lab Services performed outside of our office are billed separately and are not typically included with the Physicians bill.
- Patient Portal messages related to Clinical/Radiological Diagnosis, Lab results may result in a Tele visit Claim to patient insurance.
- Our charges for copying medical records are based on the charge set forth by the Georgia office of Planning and Budget pursuant to O.C.G.A 31-33-3. In order to comply with the HIPAA regulations, a signed, written request for medical records must be received along with the payments before records can be released. Varying fees are charged for forms and letters that may be requested.
- Please let us know at least 24 hours prior do your scheduled appointment time if you will not be able to keep your appointment. Appointments not canceled in a timely manner will be assessed a No-show fee off \$50. we accept Visa, MasterCard, American Express and Discover as well as cash and personal checks drawn on a local bank with pre-printed name, address and phone number.
- Personal checks returned for insufficient funds are assessed a \$35 fee. Checks that are returned by the bank as non-paid are assessed a \$35 bad check fee. The amount of the non-paid check plus the \$35 bad check fee are due within 10 days. We reserve the right to require payment of the non-paid check and the bad check fee by a method other than check (cash, credit/debit, money order). Failure to rectify the situation within 10 days, will result in the account being sent to our collection agency

I have read and understood all the above policies and agree to abide by its terms.

Date:



Ways to Help us to help you

We are committed to high-quality healthcare for you and your family. We have compiled a list of information that will assist us in providing you with the highest level of patient care and customer service. Please familiarize yourself with this information so you would know what to expect in the event you should need our assistance.

Pharmacy Prescription Refills:

You are encouraged to have prescription refills addressed at the time of your visit with your provider. Should you need a refill during the interim, please have your pharmacy fax your request to our fax line at 770-284-3170 or send electronically. This will help expedite the refill process. Please remember that your provider reviews all prescription refill requests and must approve the refill. **The review could take up to 72 hours**. Contact your Pharmacy prior to calling our office to confirm whether your prescription refill has been approved.

Labs, X-Rays and Diagnostic Testing Results:

Labs, X-rays and all Diagnostic test results are **<u>NOT given over the phone</u>** but rather at your next visit. If there is an abnormal test result that warrants immediate attention, the office will contact you. It is most important that we have your current phone number on file so you can receive your results.

Insurance:

Please bring your insurance card with you to every visit. We will need to review it and scan the card. This will assist us in filing your claim for payment. In the event your coverage has lapsed ore expired on the date the services are rendered, all charges will be your responsibility and payable that same day. **Any Coinsurance, Deductible or Co-payments are collected upfront at the time of service.**

Phones:

To better serve you, if someone does not answer your call at our office, please leave a voicemail message. Messages left before 3p.m. will be returned to the same day. Please do not leave multiple messages as this delays our response time to your original message.

We are very pleased that you have chosen our office for your care. If you have any special needs or questions, please let our staff know or feel free to call the Office Manager at 770-284-3150. Thank you for your confidence in us

I have read and understood all the above policies and agree to abide by its terms.

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No Show Policy

- When an appointment is missed without a call from someone to cancel or reschedule your appointment, it is considered a NO-SHOW. When a patient does not appear for their appointment, the time is lost not only for the physician, but also for the patient we might have been able to schedule at that time.
- The NO-SHOW rate has steadily increased over time. Almost every day there is someone that we are not able to see because we have no remaining available appointments. Even though we try to accommodate as many of our patients as possible, there is a limit to how many patients we can book as we assume that everyone will keep that appointment. Therefore, after much consideration, and in fairness to all our patients who do keep their appointments or call at least 24 hours in advance to reschedule, we feel it is necessary to implement a NO-SHOW policy as follows
 - Patient who miss their appointments without calling at least 24 hours in advance to cancel, will receive a charge of \$50 on their account for missed appointment. At the time of the third missed appointment the patient will be advised that another no-show may result in discharge/termination from the practice.
- We value you as a patient and recognize the difficulties you face in trying to coordinate all the demands made up on your time. We know that unavoidable emergencies occur sometimes. We hope that you understand about the need to implement this policy in our attempt to accommodate all of our patient's time constraints. Thank you for your understanding and support.

Please sign below indicating that you have reviewed the **NO-SHOW** policy

I have read and understood all the above policies and agree to abide by its terms.

Date:

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Authorization for Release of Health Information Please read carefully. A copy can be provided to you upon request.	
Note: If the form is not complete, signed and dated, it becomes Invalid and cannot be accepted.	
Patients Name: DOB:	-
Consent to release your medical record information:	
In an event, Arthritis and Rheumatology Center PC may need to contact you regarding your Medical Record s or Appointment . For such events, please list the phone numbers and email at which you may be reached:	5
Home: Cell: Cell:	
Work: Email: Email:	
In the event you are not available or not reachable:	
Do you give permission for Arthritis and Rheumatology Center PC to leave a Voice Message on a voice messaging device?	
 Yes, I give permission for HOME / CELL / WORK (please circle all that apply) No, I do not give permission 	
Do you give permission for Arthritis and Rheumatology Center PC to release information verbally regarding your medical records, test results, appointment details or additional information to person(s) listed below	?
Yes, I give permission for No, I do not give my permission	
List the person(s) to release information to:	
1)	
Name Relationship Contact number	
2) Name Contact number	
Name Relationship Contact number 2)	
3) Name Relationship Contact number	
List of Person(s) to restrict from receiving information:	
\checkmark	
Name By signing the form, you verify that the information listed above is correct. If you wish to remove or add additional person(s) to this form you will need to fill out a new form and submit it to the front office.	
Patient's Signature: Date:	

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Authorization for use or Disclosure of Protected Health Information

What is this?

This form gives our practice authorization to pull as well as send your medical records from/to other healthcare institutions and/or practices to be reviewed by our/other physician(s) respectively.

	Last Name		First Name			Middle Initial
و						
Ē						
Its	Full Address					
Patients Info						
bat	Home Phone	Cell Phone	SSN#	Date of Birth	Sex	
_			XXXXXXXXXXXXXXX			
X	I authorize Arthritis and R	Rheumatology Center PC	o use or disclose my p	protected health informat	ion as	indicated
	۱۰۰۰ ۲			<u>^</u>		
	Arti	hritis & Rheumat	ology Center P	C		
		Print above the name o	f entity to receive this	information		
	300 P	arkbrooke Place	Suite 170 Woo	odstock, GA 3018	9	
		t above the full address of		,		
	1111	above the full duress (of the entity to receive			
	Authorize (Print Entity n	ame)				
t	o release my protected he	ealth information to Arthr	itis and Rheumatology	Center PC as indicated b	elow	

Please fax all medical records or record request to (404) 905-5424 (Secure Digital Fax line

Information to be released	Purpose of Disclosure
From & to dates:	Changing Physicians
History and Physical exam	Continue care
Office notes	At patients request
X-ray reports	Second opinion
Lab reports	Legal
Hospital records (OP notes, discharge summary)	Insurance/ Workers Compensation
Medication records	School
Others:	Others:

I understand that this authorization will expire on _____

(Expiration date or Defined event)

I understand that I may revoke this authorization at any time by notifying Arthritis & Rheumatology Center PC in writing. This authorization will cease to be effective on the date notified except to the extent that the practice has acted in trust upon this authorization.

Date:



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Initial Patient health Survey

Last name:	First name:	Date:	
DOB:	Age: , Sex: Male / Female,	Height:inch, Weight_	lbs.
Race: Hispanic As	ian African American White Refuse to r	eport Others:	
Language: English	Spanish Indian Korean Russian	Refuse to report Others:	
Primary care physician:	Name	_, Phone:	
	Address:		
Preferred Pharmacy:	Name	, Phone:	
	Address:		

New Patient Questionnaire

Reason for your visit (Chief Complaint): _____

Medications: Are you taking any medications (including alternative, herbal and over the counter) now? **Yes** / **No** If yes, please list name and dosage

Name of Medication	Dosage	Name of medication	Dosage

Allergies:

Do you have any allergic or adverse reaction to any medications or substance? Yes / No

Allergic Medication/Substance	Reaction to it	Allergic Medication/Substance	Reaction to it

 Full Name:
 _____DOB:
 _____Date:______Date:______DOB:



Review of systems:

(Please check if you recently have had any of the following signs and symptoms)

Constitutional:	Respiratory:	Gastrointestinal:	Musculoskeletal:	Integumentary/Skin
Sleep Problems	Shortness of breath	Intolerance to	Morning stiffness	Erythema (redness
Change in appetite	Difficulty breathing	NSAIDS (anti-	Limitation of daily	Petechial (small
Fatigue	Asthma	inflammatory medications)	activities	purple spots)
Fever	Cough	medications)	Low back pain	Ulcers
Weight gain/loss	Heavy snoring	Bloating/belching	Neck pain	Psoriasis
	Shortness of breath	Black tarry stools	Jaw pain	Hair loss
Ophthalmologic:	with exertion	GERD (Gastro	Achilles tendinitis	Cold sensitivity
Visual changes	Wheezing	Esophageal Reflux Disease)	Knee pain	Sun sensitivity
Eye inflammation		Disease)	Wrist pain	Blistering of skin
Red eyes	Breasts:	Abdominal pain	Hand pain	Dry skin
Blurred vision	Breast lumps	Blood in stools	Elbow pain	Eczema
Dry eyes	Breast pain	Changes to bowel	Ankle pain	Itching
Itchy eyes	Breast swelling	habits	Leg pain	Skin nodules
	Nipple discharge	Constipation	Feet pain	Rashes
Ear/Nose/		Decreased appetite	Hip pain	Raynaud's
Mouth/Throat:	Hematologic/Lymphatic	Diarrhea	Carpal tunnel	phenomenon
Difficulty in hearing	Bleeding tendencies	Difficulty swallowing	Joint stiffness	Skin lesions
Runny nose	Easy bruising	Nausea	Leg cramps	
Nose ulcers	Swollen lymph nodes	Vomiting	Muscle aches	Others:
Mouth sore/ulcers			Shoulder pain	Please specify below
Gum bleeding	Cardiovascular:	Genitourinary:	Joint pain	
Hoarseness	Heart murmur	Blood in urine	Sciatica	
Sinus problem	Heart attack/problems	Frequent urination	Joint swelling	
Difficulty swallowing	Leg pain while walking	Pain during urination	Weakness	
Ear pain	Leg swelling	Hesitancy	•	
Ringing in ears	Varicosities (big leg vein)	Incontinence (trouble holding	Neurologic:	
Sinus pain	High blood pressure	urine)	Sciatica pain	
Sore throat	Chest pain	Awake at night to	Balance difficulty	
Swollen glands	Chest pressure	urinate	Coordination	
	Irregular heartbeat	Menstrual problems	Dizziness	
Endocrine:		Cervicitis	Fainting	
Thyroid problems	Psychiatric:	Vaginal ulcers	Headache	
Frequent thirst	Anxiety	Abnormal vaginal	Loss of strength	
Lack of sexual desire	Feeling depressed	discharge	Seizures	
Excessive sweating	Mood swings	Problems with erection /	Tingling/ numbness	
Heat intolerance	Decreased interest in doing normal activities	impotence	Tremors	
		Prostate problems		



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Past Medical History:

Please check if you suffer from, or have been treated for any of the following medical conditions: (Please Circle)

Arthritis	YES	NO	Colitis	YES	NO	Diabetes	YES	NO
Psoriasis	YES	NO	Raynaud's	YES	NO	Heart disease	YES	NO
Uveitis	YES	NO	Cancer	YES	NO	Stroke	YES	NO
Iritis	YES	NO	Osteoporosis	YES	NO	Seizures	YES	NO
Kidney stones	YES	NO	Hypertension	YES	NO	Glaucoma	YES	NO
If yes, please explain:								
Do you suffer from		Anxiety	//Depression	Yes	1	No		
		Drug/A	lcohol Addiction	Yes	1	No		
Other known conditi	ions:							

Past Surgical history: Please list any surgeries you have had in the past:

Type of Surgeries	Year	Type of Surgeries	Year

Have you been admitted to a hospital during the past five years? Yes / No

If yes, please list the name of hospital, reason for admission and year of admission

Hospital Name	Reason for admission	Year	Hospital Name	Reason for admission	Year

Family History: Please circle if your family suffers from, or have been treated for any of the following medical conditions:

Arthritis	YES	NO	Colitis	YES	NO	Diabetes	YES	NO
Psoriasis	YES	NO	Raynaud's	YES	NO	Heart disease	YES	NO
Uveitis	YES	NO	Cancer	YES	NO	Stroke	YES	NO
lritis	YES	NO	Osteoporosis	YES	NO	Seizures	YES	NO
Kidney stones	YES	NO	Hypertension	YES	NO	Glaucoma	YES	NO
Do your family suffer from Anxiety/Depression Yes / No and/or Drug/Alcohol Addiction Yes / No								
Other known condi	tions:							

Full Name: _____Date:_____DOB: _____DOB: _____DOB: _____DAte:_____DAte:_____DAte:_____DAte:_____DAte:_____DOB: _____DOB: _____DOB: _____DAte:_____DAte:_____DAte:_____DAte:_____DOB: _____DOB: _____DOB: _____DAte:______DAte:_____DAte:_____DAte:_____DAte:______DAte:_____Ate:_____DAte:____DAte:____DAte:____AAte:____AAte:_____AAt

Social History:

	AIOLOGI					GY CENTER, PC 84 3170 Email: info@arcenterpc.com
Do you smoke?		Yes	1	No	if yes, how often?	
Ex-smol	ker / Quit Date:			-		
Do you drink Alco	ohol?	Yes	1	No	if yes, how often?	
Do you use any i	llicit (street) drugs?	Yes	1	No	if yes, how often?	
What is your occi	upation?					
Marital Status (P	lease circle one):	Married	ł	Single	Widowed	Divorced
Number of childr	en's?					
Sexual Histor	<u>v:</u>					
Are you sexually	active?	Yes	1	No		
Method of Birth o	control?	None		Others:		
History of Sexua	lly transmitted diseases?	Yes	1	No	if yes, please explain	
(For Women's on	ly)					
	Are you pregnant?	Yes	1	No	If yes, how many months?	
	Nursing?	Yes	1	No		
Total births:		Total n	Total miscarriages:		Last menstrual period:	
	Prolong or abnormal bl	eeding?	Yes	1	No	
	Pelvic pain	Yes	1	No		

I understand the above information is necessary to provide me with surgical / Medical Care in a safe and efficient manner. I have answered all questions to the best of my knowledge. should further information be needed, you have my permission to ask the respect to healthcare provider or agency, who made release such information to you. I will notify the doctor of any change in my health or medications.

Patient /	Guardian	Signature:
i adont/	Guaraian	olghatalc.

Date:

 \checkmark I have reviewed the form and discussed it with the patient:

Physicians Signature: _____ Date: _____

Physician's Assistant Signature: _____ Date: _____ Date: _____



MUTUAL AGREEMENT

Arthritis and Rheumatology Center PC & Diabetes and Endocrinology clinic of GA (collectively labeled "Practice") is committed to providing best possible medical care to our patients. Our doctors and staff work very hard to make all interactions welcoming, professional and efficient as possible.

There may be a time when the expectation of a patient is different than what is provided. We offer each patient an opportunity to provide feedback in writing during check out at each visit. All comments and concerns are reviewed promptly by our appropriate staff and, if needed, escalated to supervisor or manager to resolve any issue.

We at Arthritis and Rheumatology Center PC & Diabetes and Endocrinology clinic of GA take pride in our established reputation for outstanding medical care we provide to all our patients. We value your feedback as we strive to provide best possible medical care to our patients. However, please note that any defamatory statements published in social, print, or other media are not accepted and may be dealt through litigation.

✓ I have read and agree to the Mutual Agreement.

Х

Patient Name

Patients Signature

Date