



Appointment Information

Date: _____
Time: _____
Physician: _____

Please arrive 30 minutes prior to your appt. time

Patient Information

Name: First _____ MI _____ Last _____

Street Address _____ Apt. or Post Office Box _____

City _____ State _____ Zip _____

Telephone Primary: (_____) _____ Home ___ Work ___ Cell

Work: (_____) _____ Cell: (_____) _____

Date of Birth _____ / _____ / _____ Social Security # _____ - _____ - _____

Marital Status (Please Circle) Married Single Divorced Widowed

Employer: _____ Occupation _____

Email address _____

Who referred you to our practice? _____

Primary Care Physician _____ PCP Phone _____

Preferred Pharmacy and Location: _____ Pharmacy Phone: _____

Emergency Contact Information

Contact #1:

Name First _____ MI _____ Last _____

Street Address _____ Apt. or Post Office Box _____

City _____ State _____ Zip _____

Telephone:

Primary: (_____) _____ Home ___ Work ___ Cell

Secondary: (_____) _____ Home ___ Work ___ Cell

Relationship to Patient (Please Circle) Spouse Parent Child Friend Other

Contact #2:

Name First _____ MI _____ Last _____

Street Address _____ Apt. or Post Office Box _____

City _____ State _____ Zip _____

Telephone:

Primary: (_____) _____ Home ___ Work ___ Cell

Secondary: (_____) _____ Home ___ Work ___ Cell

Relationship to Patient (Please Circle) Spouse Parent Child Friend Other

Insurance Company Information

Please fill out all information below. Refer to your insurance cards. Please be advised that Premier HealthCare Associates, Inc. will file **Primary** and **Secondary** Insurance claims for you. If you have another insurance carrier, you are responsible for filing to that carrier.

Primary Insurance Company _____ Effective Date _____

ID #: _____ Employer /Group # _____

Subscriber: First _____ MI _____ Last _____

Subscriber Date of Birth ____ / ____ / ____ Social Security # ____ - ____ - ____

Patient Relationship to Subscriber (Please Circle) Self Spouse Child Other

Subscriber Address (if different from the patient)

Street Address _____ Apt. or Post Office Box _____

City _____ State _____ Zip _____

Secondary Insurance Company _____ Effective Date _____

Subscriber ID # _____ Employer/Group # _____

Subscriber: First _____ MI _____ Last _____

Subscriber Date of Birth ____ / ____ / ____ Social Security # ____ - ____ - ____

Patient Relationship to Subscriber (Please Circle) Self Spouse Child Other

Subscriber Address (if different from the patient)

Street Address _____ Apt. or Post Office Box _____

City _____ State _____ Zip _____



Financial Policy

Thank you for choosing Premier HealthCare Associates as your health care provider. We are committed to building a successful physician-patient relationship with you. Your clear understanding of our Financial Policy is important to our professional relationship. Please understand that payment for services is a part of that relationship. It is your responsibility to notify our office of any patient information changes (i.e. address, name, insurance information, etc).

Co-pays/High-Deductibles/Account Balances/Returned Checks

All co-payments, patient responsibility of deductibles not met, and account balances are due at time of check-in unless previous arrangements have been made prior to your appointment with a Patient Account Representative. Upon arrival for an appointment and you are unable to pay your co-payment, you will be asked to reschedule your appointment for a later date. For your convenience, we accept cash, check, VISA, MasterCard or Discover. Post-dated checks are not accepted.

A service fee of \$25 will be charged to your account for all returned checks which is payable by cash or credit card. This fee is applied to your account in addition to the original check amount. You are placed on a cash or credit only basis following any returned check.

Insurance Claims

There is no doubt that health insurance benefits are confusing. Most plans do not provide 100% coverage for medical expenses. Each plan has its own set of rules, exclusions and benefit structures. **It is your responsibility to be familiar with your insurance policy's requirements.** If you are unsure of your coverage as it relates to services rendered at our office, you should call the customer service telephone number on your insurance card before receiving services.

Insurance is a contract between you and your insurance company. We will submit a claim to your insurance company as a courtesy to you. In order to properly file a claim with your insurance company, we require that you disclose all insurance information including primary and secondary insurance, as well as, any change of insurance information at the time of each visit. Failure to provide complete insurance information may result in patient responsibility for the entire bill. Although we may estimate what your insurance company may pay, it is the insurance company that makes the final determination of your eligibility and benefits. If your insurance company is not contracted with us, you agree to pay any portion of the charges not covered by insurance, including but not limited to those charges above the usual and customary allowance. If we are out of network for your insurance company and your insurance pays you directly, you are responsible for payment and agree to forward the payment to us immediately.

In the event your claim is denied for a date of service, by your insurance company, due to non-payment of health insurance premiums, you will be responsible for payment in full for the services rendered. Proof of premium payment for Exchange products will be requested at time of appointments.

Participating Insurances

Aetna	Medicare Advantage (Part C)
AARP	Medicare Supplemental Plans (Medigap)
Anthem Blue Cross Blue Shield (WellPoint)	MultiPlan
Blue Cross Blue Shield Association	Optima Health
	Optima Family Plan (for established patient's only)
Cigna	Principal Financial Group
Coventry Healthcare of VA	PHCS
Golden Rule	Tricare (Prime, Standard & Tricare for Life)
Humana	UnitedHealthcare
Medicare (Part B)	Virginia Health Network

We accept regular Medicaid and Optima Family Plan Medicaid for our **established** patients only.

Referrals

If you have an HMO or POS plan with which we participate, you may need a referral from your Primary Care Physician (PCP) to see a Specialist. Check your insurance card or call your insurance carrier to determine if your plan requires you to have a referral to see a Specialist. We must have the referral in the office before you are seen by the Specialist. We will ask you to reschedule your appointment in the event that your referral is not received at the time of your appointment. For this reason, it is important that you make

sure that your Primary Care Physician has sent the referral and that we have received it before you come in to the office. Another option is to bring the referral with you at the time of your appointment.

Self-pay Patients

Self-pay patients are patients without insurance coverage, patients covered by insurance plans in which the office does not participate, or patients without an insurance card on file with us. It is always the patient's responsibility to know if our office is participating with their plan. If there is a discrepancy with our information, the patient is considered self-pay. Self-pay new patients are required to bring \$200 at the initial appointment and are billed for the remaining balance due after the visit is complete. For all subsequent visits, payment is due in full at time of service. Established patients are eligible to receive a same day 40% cash discount for services rendered if they pay in cash. Patients paying with check or credit card are required to pay for services rendered in full; no discount will apply. Please ask to speak with a Patient Account Representative to discuss a mutually agreeable payment plan. It is never our intention to cause hardship to our patients, only to provide them with the best care possible and the least amount of stress.

Missed Appointments

Premier HealthCare Associates requires 24-hour notice of appointment cancellation. Any appointments not canceled are subject to a "No Show" fee of \$60. Any infusion center appointments not canceled are subject to a "No Show" fee of \$100.

Outstanding Balance Policy

It is our office policy that all account balances be sent two statements. If payment is not made on this account, a notice of collections is sent asking you to contact our business office to pay your account in full or make payment arrangements. If no resolution can be made, the account is sent to the collection agency, or attorney, in which you are responsible for all fees incurred. You may also be subject to possible discharge from the practice.

Payment plans are available for account balances in excess of \$50 in the event of a financial hardship. Payment terms are as follows: 50% of the total balance must be paid at inception of the payment plan agreement. The remaining balance is due within 6 months. A bill is sent to your mailing address each month for the amount agreed upon. If you are delinquent on a payment, your account is turned over to the collection agency where you will incur collection agency fees. All charges incurred after the inception of the payment plan are due with 30 days of receipt of the statement. Please note you may receive two separate bills from our office, one for your payment plan and one for other services rendered outside the terms of your payment plan.

Failure to comply with these payment terms may result in a dismissal from the practice.

Should the account become delinquent and collection becomes necessary, the undersigned agrees to be responsible for attorney's fees of 33 1/3%, interest at 18% per annum from the last date of payment and any and all applicable court costs.

Regardless of any personal arrangements that a patient might have outside of our office, if you are over 18 years of age and receiving treatment, you are ultimately responsible for payment of the service. Our office will not bill any other personal party.

This financial policy helps the office provide quality care to our valued patients. If you have any questions or need clarification of any of the above policies, please feel free to contact *Pamela West*, our Business Office Manager, Monday through Friday, 8:30 am to 5:00 pm. Please call 804-288-7901, extension 398.

Authorization

Authorization to Release Information:

I authorize Premier HealthCare Associates, Inc. (PHA) to release information to my healthcare insurer, the Center for Medicare and Medicaid Services (CMS), or any other entity necessary to determine benefits and process claims related to medical services that have been provided to me. An electronic copy of this authorization will be deemed as valid as the original.

Assignment of Benefits:

I authorize payment of insurance benefits, including CMS benefits, for medical services provided to me directly to Premier HealthCare Associates, Inc. An electronic copy of this authorization will be deemed as valid as the original.

Financial Responsibility:

I have read the Premier HealthCare Associates Inc. Financial Policy and understand that I am responsible for all fees for medical services rendered to me by the physicians and nurses of PHA. Any fees deemed patient responsibility or are not covered by my insurance company will be due on the day of service or upon resolution of my insurance claim. PHA reserves the right to request payment of these fees before my insurance company has completed the processing of my claim (s) or if my claims are denied. It is my responsibility to notify PHA of any changes in my health care coverage before services are rendered. I understand that by signing this form that I am accepting financial responsibility as explained above for payment for medical services rendered to me. An electronic copy of this authorization will be deemed as valid as the original.

Patient Signature: _____ Date: _____

Please print your name: _____



Written Acknowledgement Form

Our Notice of Privacy Practices provides information about how we may use and disclose medical information about you. As provided in our notice, the terms of our notice may change. If we change our notice, you may obtain a revised copy.

I, _____ have received a copy of the Premier HealthCare Associates' Notice of Privacy Practices dated September 23, 2013.

I understand that I may ask questions to the Privacy Officer if I do not understand any information contained in the Notice of Privacy Practices.

Patient Signature

Date

Authorized Representative of Patient

Relationship to Patient

Date



Authorization to Disclose Patient Information

Patient Name: _____

Date of Birth: _____ SSN: _____

Your Premier HealthCare Associates Physican(s) (Please circle) **Dr. Bailey, Dr. Crognale, Dr. Moroianu, Dr. Mueller, Dr. Spring, Dr. Strachan**

I authorize the Physicians and staff of **Premier HealthCare Associates** to discuss (as indicated) with the below listed individuals.

Please enter full name and date of birth and relationship to the patient for each individual.

Full Name	Date of Birth	Relationship to Patient	Contact Telephone Number	Healthcare, treatment, Billing Issues Please circle all that apply.
				Healthcare Treatment Billing
				Healthcare Treatment Billing
				Healthcare Treatment Billing
				Healthcare Treatment Billing

I request that Premier HealthCare Associates, Inc. not discuss my healthcare treatment and/or billing issues with:

*** Please note - This authorization is optional and **does not** grant access to the patient's medical records. All requests for medical records must be authorized by the patient in writing. This allows our staff to speak to these individuals regarding your current healthcare, treatment or billing issues.

Please note that this authorization revokes previous authorizations.

I understand this authorization may be revoked by me at any time and must be done so in writing.

Signature of Patient: _____ Date: _____

Patient Representative: _____ Date: _____ Relationship: _____



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I understand that if I have a high deductible insurance plan and if the deductible is not met, I will be required to pay a \$150.00 deposit at the time of service. Once my insurance has been billed and the claim adjudicated, any balance will be my responsibility.

A service fee of \$25 will be charged to your account for all returned checks which is payable by cash or credit card. This fee is applied to your account in addition to the original check amount. You are placed on a cash or credit only basis following any returned check.

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Patient Signature: _____

Date: _____

Please print your name: _____



AMERICAN COLLEGE OF RHEUMATOLOGY

EDUCATION • TREATMENT • RESEARCH

Patient History Form

Date of first appointment: / / Time of appointment: Birthplace:
MONTH DAY YEAR

Name: Birthdate: / /
LAST FIRST MIDDLE INITIAL MAIDEN MONTH DAY YEAR

Address: Age: Sex: F M
STREET APT#

 Telephone: Home ()
CITY STATE ZIP Work ()

MARITAL STATUS: Never Married Married Divorced Separated Widowed

Spouse/Significant Other: Alive/Age Deceased/Age Major Illnesses

EDUCATION (circle highest level attended):

Grade School 7 8 9 10 11 12 College 1 2 3 4 Graduate School

Occupation Number of hours worked/average per week

Referred here by: (check one) Self Family Friend Doctor Other Health Professional

Name of person making referral:

The name of the physician providing your primary medical care:

Do you have an orthopedic surgeon? Yes No If yes, Name:

Describe briefly your present symptoms:

Date symptoms began (approximate): **Example**

Diagnosis:

Previous treatment for this problem (include physical therapy, surgery and injections; medications to be listed later)

Please list the names of other practitioners you have seen for this problem:

Please shade all the locations of your pain over the past week on the body figures and hands.

Example:

LEFT RIGHT LEFT RIGHT

LEFT RIGHT

Adapted from CLINHAQ, Wolfe F and Pincus T. Current Comment – Listening to the patient – A practical guide to self report questionnaires in clinical care. Arthritis Rheum. 1999;42 (9):1797-808. Used by permission.

RHEUMATOLOGIC (ARTHRITIS) HISTORY

At any time have you or a blood relative had any of the following? (check if "yes")

Yourselves	Relative Name/Relationship	Yourselves	Relative Name/Relationship
<input type="checkbox"/>	Arthritis (unknown type)	<input type="checkbox"/>	Lupus or "SLE"
<input type="checkbox"/>	Osteoarthritis	<input type="checkbox"/>	Rheumatoid Arthritis
<input type="checkbox"/>	Gout	<input type="checkbox"/>	Ankylosing Spondylitis
<input type="checkbox"/>	Childhood arthritis	<input type="checkbox"/>	Osteoporosis

Other arthritis conditions:

Patient's Name Date Physician Initials

SOCIAL HISTORY

Do you drink caffeinated beverages?
 Cups/glasses per day? _____

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

Do you drink alcohol? Yes No Number per week _____

Has anyone ever told you to cut down on your drinking?
 Yes No

Do you use drugs for reasons that are not medical? Yes No
 If yes, please list: _____

Do you exercise regularly? Yes No
 Type _____

Amount per week _____

How many hours of sleep do you get at night? _____

Do you get enough sleep at night? Yes No

Do you wake up feeling rested? Yes No

PAST MEDICAL HISTORY

Do you now or have you ever had: (check if "yes")

Cancer Heart problems Asthma
 Goiter Leukemia Stroke
 Cataracts Diabetes Epilepsy
 Nervous breakdown Stomach ulcers Rheumatic fever
 Bad headaches Jaundice Colitis
 Kidney disease Pneumonia Psoriasis
 Anemia HIV/AIDS High Blood Pressure
 Emphysema Glaucoma Tuberculosis

Other significant illness (please list) _____

Natural or Alternative Therapies (chiropractic, magnets, massage, over-the-counter preparations, etc.)

Previous Operations

Type	Year	Reason
1.		
2.		
3.		
4.		
5.		
6.		
7.		

Any previous fractures? No Yes Describe: _____

Any other serious injuries? No Yes Describe: _____

FAMILY HISTORY:

	IF LIVING		IF DECEASED	
	Age	Health	Age at Death	Cause
Father				
Mother				

Number of siblings _____ Number living _____ Number deceased _____

Number of children _____ Number living _____ Number deceased _____ List ages of each _____

Health of children: _____

Do you know of any blood relative who has or had: (check and give relationship)

Cancer _____ Heart disease _____ Rheumatic fever _____ Tuberculosis _____
 Leukemia _____ High blood pressure _____ Epilepsy _____ Diabetes _____
 Stroke _____ Bleeding tendency _____ Asthma _____ Goiter _____
 Colitis _____ Alcoholism _____ Psoriasis _____

Patient's Name _____ Date _____ Physician Initials _____

SYSTEMS REVIEW

As you review the following list, please check any of those problems, which have significantly affected you.

Date of last mammogram ____/____/____ Date of last eye exam ____/____/____ Date of last chest x-ray ____/____/____

Date of last Tuberculosis Test ____/____/____ Date of last bone densitometry ____/____/____

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 or coffee ground material
- Stomach pain relieved by food or milk
- Jaundice
- Increasing constipation
- Persistent diarrhea
- Blood in stools
- Black stools
- Heartburn

Genitourinary

- Difficult urination
- Pain or 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? ____/____/____
- Bleeding after menopause? Yes No
- 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 mos.

Integumentary (skin and/or breast)

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

Neurological System

- Headaches
- Dizziness
- Fainting
- Muscle spasm
- Loss of consciousness
- Sensitivity or pain of hands and/or feet
- Memory loss
- Night sweats

Psychiatric

- Excessive worries
- Anxiety
- Easily losing temper
- Depression
- Agitation
- 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

Patient's Name _____ Date _____ Physician Initials _____

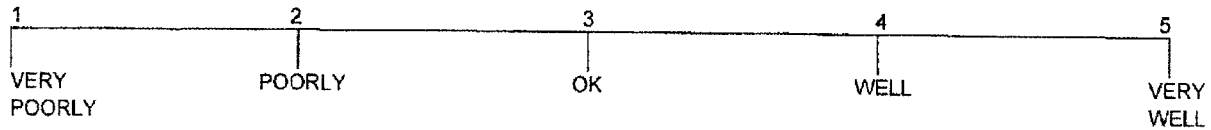
ACTIVITIES OF DAILY LIVING

Do you have stairs to climb? Yes No If yes, how many? _____

How many people in household? _____ Relationship and age of each _____

Who does most of the housework? _____ Who does most of the shopping? _____ Who does most of the yard work? _____

On the scale below, circle a number which best describes your situation; *Most of the time, I function...*



Because of health problems, do you have difficulty:
(Please check the appropriate response for each question.)

	Usually	Sometimes	No
Using your hands to grasp small objects? (buttons, toothbrush, pencil, etc.).....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing stairs?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Descending stairs?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sitting down?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Getting up from chair?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Touching your feet while seated?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching behind your back?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching behind your head?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dressing yourself?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Going to sleep?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staying asleep due to pain?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Obtaining restful sleep?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bathing?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Eating?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Getting along with family members?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In your sexual relationship?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Engaging in leisure time activities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
With morning stiffness?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you use a cane, crutches, as walker or a wheelchair? (circle one).....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
What is the hardest thing for you to do? _____			
Are you receiving disability?.....	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Are you applying for disability?.....	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Do you have a medically related lawsuit pending?.....	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

Patient's Name _____ Date _____ Physician Initials _____

Full Name: _____
 Date of Birth: _____

PERSONAL MEDICATION REGISTRY



PLEASE LIST ANY ALLERGIES: _____

Please include all prescription and over the counter medication. PLEASE PRINT

MEDICATION NAME	DOSE (mg, units, mcg, etc.)	INSTRUCTIONS	FOR TREATMENT OF	PRESCRIBING Dr.
Example: DIOVAN	160mg	1 tablet by mouth once a day	high blood pressure	Dr. John Doe
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				

APPOINTMENT DATE _____
PHYSICIAN NAME _____