



# PATIENT REGISTRATION FORM

Today's Date \_\_\_\_\_

## PATIENT INFORMATION

Name:	Date of Birth:	Age:
Gender: <input type="checkbox"/> M <input type="checkbox"/> F	Marital Status:	
Address:	Phone (hm):	
City/State/Zip:	Phone (cell):	
Email:	May we leave messages at these numbers? <input type="checkbox"/> H <input type="checkbox"/> C	
Preferred method of communication:	<input type="checkbox"/> Email	<input type="checkbox"/> Home phone <input type="checkbox"/> Cell phone
Emergency Contact:	Phone:	
Their relationship to you:		
For Minors Only:	Name of Mother:	Name of Father:

### HOW DID YOU HEAR ABOUT US?

- Family/Friend     Insurance     Physician Referral  
 Internet: Specify \_\_\_\_\_     Other: \_\_\_\_\_

## BILLING FORMATION

Is patient covered by insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No	If No, Name of Person Responsible for Bill:		
Primary Insurance: <b>(PLEASE GIVE YOUR CARD TO THE RECEPTIONIST)</b>	*Address and Phone Number of Responsible Party (if different from above)		
Subscriber's Name	Employer:	Occupation:	Date of Birth:
Patient's Relationship to Subscriber:	<input type="checkbox"/> Self	<input type="checkbox"/> Spouse	<input type="checkbox"/> Child <input type="checkbox"/> Other:
Subscriber #:	Group #:		
Secondary Insurance:	Subscriber's Name	Employer:	Date of Birth:
Patient's Relationship to Subscriber:	<input type="checkbox"/> Self	<input type="checkbox"/> Spouse	<input type="checkbox"/> Child <input type="checkbox"/> Other:
Subscriber #:	Group #:		

By checking this box, I am verifying that the above is true to the best of my knowledge.

Date: \_\_\_\_\_



119 Cedar Ave, Snohomish, WA 98290

Phone: 360-863-3223 Fax: 888-875-1198

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## *Consent for Treatment*

I, the undersigned, hereby authorize the physicians listed above to perform the following specific procedures as necessary to facilitate my diagnosis and treatment:

**General Diagnostic Procedures**, which may include but is not limited to venipuncture, PAP smears, radiography, and blood and urine lab work, general physical exams, neurological and musculoskeletal assessments.

**Lifestyle Counseling and Hygiene:** diet therapy, promotion of wellness including recommendations for exercise, sleep, stress reduction, immunization, psychological counseling, and balancing of work and social activities.

**Dietary Advice and Therapeutic Nutrition:** use of foods, diet plans or nutritional supplements for treatment – may include intramuscular vitamin injections.

**Herbs/Medicines:** prescribing various therapeutic substances including plants, minerals, animal materials, and some pharmaceuticals, and non-drug contraceptive devices. Substances may be given in the form of teas, pills, powders, tinctures – may contain alcohol; topical creams, pastes, plasters, washes, suppositories or other forms.

**Soft Tissue and Osseous Manipulation:** use of massage, neuro-muscular techniques, muscle energy stretching or visceral manipulation, as well as manipulations of the extremities and spine, including traction.

**Homeopathic Remedies:** use of highly dilute quantities of naturally occurring plants, animals and minerals to gently stimulate the body's healing responses.

**Minor office procedures:** Dressing wounds, ear cleansing, care of superficial lacerations.

**Electromagnetic and Thermal Therapies:** The use of ultrasound, low and high volt electrical muscle stimulation, transcutaneous electrical stimulation, microcurrent stimulation, infrared and ultraviolet therapies, and hydrotherapy.

**I recognize the potential risks and benefits of these procedures as described below:**

**Potential risks:** Discomfort, pain, minor bruising, infection, blistering, loss of consciousness or deep tissue injury from, topical procedures, heat or frictional therapies, electromagnetic- and hydrotherapies; allergic reactions to prescribed herbs or supplements, soft tissue or bone injury from physical manipulations, temporary discoloration of the skin, temporary dizziness and lightheadedness, and aggravation of pre-existing symptoms.

**Potential benefits:** Drugless relief of presenting symptoms and improved balance of bodily energies, which may lead to prevention or elimination of the presenting problem and the strengthening of the constitution, restoration of health and the body's maximal functional capacity, relief of pain and symptoms of disease, assistance in injury and disease recovery, and prevention of disease or its progression.

*Notice to Pregnant Women:* All female patients must alert the doctor if they know or suspect that they are pregnant, since some of the therapies used could present a risk to the pregnancy. Labor-stimulating techniques or any labor-inducing substances will not be used.

With this knowledge, I voluntarily consent to the above procedures, realizing that no guarantees have been given to me regarding cure or improvement of my condition. I understand that I am free to withdraw my consent and to discontinue participation in these procedures at any time.

I understand that a record will be kept of the health services provided to me. This record will be kept confidential and will not be released to others unless so directed by myself or my representative or if it is required or permitted by applicable law. I understand that I may look at my medical record at any time and can request a copy of it by paying the appropriate fee. I understand that my medical record will be kept for a minimum of three, but no more than ten years after the date of my last treatment. I understand that information from my medical record may be analyzed for research purposes, and that my identity will be protected and kept confidential. I understand that any questions I have will be answered by my practitioner to the best of [her](#) ability.

\_\_\_\_\_  
Patient's Name (Print)

\_\_\_\_\_  
Guardian's Name (Print)

\_\_\_\_\_  
Patient's Signature

\_\_\_\_\_  
Guardian's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Relationship to Patient

\_\_\_\_\_  
Date



119 Cedar Avenue Snohomish, WA 98290

Phone: 360-863-3223 Fax: 888-875-1198

## Acknowledgement of Receipt: Financial Policy

The following outlines our financial policy. Please review carefully and sign/date it.

- Payment is due at time of service, including copays. The provider may arrange this differently under certain circumstances. Acceptable forms of payment include cash, check, Visa, & MasterCard. Insurance is also accepted.
- Patients who pay out of pocket for their visit will ONLY be given a 20% discount if they pay at time of service.
- Incurred balances are due before your visit with the provider.
- Nutritional supplements must be paid for at the time of purchase, regardless of insurance.
- Please give us 24 hours' notice if you can't make your appointment. Failure to give 24 hours advance notice for appointment cancellations may result in a fee. Patients will now be billed

**\$50.00 for appointments that are cancelled with less than 24 hours' notice.** Special circumstances may waive this fee. The front desk will now remind patients of this policy when they call for appointment reminder.

- Repeat no-show appointments may result in dismissal from clinic care at the discretion of the providers.
- May be responsible for a \$40 charge incurred by using the practitioner's pager, cell phone, or text service. We encourage all patients to call the front desk with immediate concerns during regular business hours.
- Patients are responsible for all bank charges and fees resulting from a returned check.
- Accounts more than 60 days overdue will incur financing charges of 0.75% per month on any outstanding balance.
- There may be an associated form fee at physician's discretion of \$25. Forms include but aren't limited to letters of medical necessity.

**Insurance:** Your insurance policy is a contract between you and your insurance company. We are not a party to that contract. We will bill your insurance as a courtesy for which we are contracted providers, as long as you provide us with your current and correct information.

*I authorize my insurance benefits be paid directly to the provider. I understand that I am financially responsible for any balance. I also authorize my provider or my insurance company to release any information required to process my claims. I understand that payment is dependent on my eligibility at the time of service and ALL terms and conditions of my insurance plan. I also acknowledge that certain services may not be covered by my benefit plan, or deemed medically unnecessary, and agree to pay for any Non-Covered Service, such as phone or email consultations and outside labs. This authorization shall remain valid until revoked by me in writing.*

**Payment Issues:** If financial problems arise, please contact our office ASAP. Installment or payment arrangements can be implemented. Balance will become due immediately if you break rules of the plan.

I have carefully read the Financial Policy. I understand and agree to the terms therein.

\_\_\_\_\_  
Signature of Patient or Responsible Party

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Patient Name

\_\_\_\_\_  
Date of Birth



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## Acknowledgement of Receipt:

### Notice of Privacy Practices:

- I have been offered a copy of the Notice of Privacy Practices for the Practitioner that I am seeing. For future reference, I may access a copy at the front desk or on the website.

\_\_\_\_\_  
Signature of Patient or Responsible Party

\_\_\_\_\_  
Date

### Acknowledgement of Confidentiality:

- **Voicemail (please check one circle):**

I hereby give permission for Origins Natural Health to leave the following on my voicemail:

- Detailed medical information
- Limited medical information (please specify with your provider)
- Billing and appointment information

\_\_\_\_\_  
Signature of Patient or Guardian

\_\_\_\_\_  
Date

- **Email (please check one circle):**

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- Limited medical information (please specify with your provider)
- Billing and appointment information

\_\_\_\_\_  
Signature of Patient or Guardian

\_\_\_\_\_  
Date

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Print Patient Name

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\_\_\_\_\_  
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Signature of Patient or Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Patient Name

\_\_\_\_\_  
Date of Birth



## PATIENT INFORMATION RE: CREDIT CARD ON FILE POLICY

At the time of registration, we will request your credit card information. Your credit card numbers will be encrypted and stored securely off-site. No credit card numbers will be stored at our practice. Once we receive your Explanation of Benefits (EOB) (what the insurance company will pay towards your visit), we will wait 30 days to allow you time to pay the balance on your account. If your balance is not paid, your credit card will be charged for the outstanding balance that is your responsibility. Co-pays must be paid at the time of visit. If you have any questions about this payment method, please do not hesitate to call us at **360-863-3223**.

### How does credit card on file benefit me?

Using credit card on file, you will be able to:

- Pay balances and co-pays conveniently
- Make payments automatically using your credit card of choice
- Avoid writing checks to pay bills by mail
- Receive notifications and receipts sent via email

Please note that all of your rights with respect to the use of your credit card will remain in effect. This new policy will in no way prevent you from being able to dispute a charge or question your insurance company's determination of payment.

Your credit card on file can be used for the following reasons:

- Visit payments not collected from you at the beginning of the visit
- No show or late cancellation charges
- Insurance discrepancies
- Outstanding balance greater than 31 days past due

Billing Address	City	State	Zip
Phone Number	Email		
Patient Name	DOB	Patient Name	DOB
Patient Name	DOB	Patient Name	DOB

I authorize Origins Natural Health and Midwifery to charge the credit card above per the terms of this policy. This authorization shall remain in effect until ONHM has received written notification from me of its termination.

Signature	Date
-----------	------

The credit card number will be redacted prior to scanning this form into the Electronic Medical Record.

**What is a deductible and how does it affect me?**

An annual deductible is the dollar amount you must pay out of pocket during the year for medical expenses before your insurance coverage begins to pay. For example, if your policy has a \$2,000 deductible, you must pay the first \$2,000 of medical expenses before the health insurance company begins to pay for any services. This works just like the deductible for your car or homeowner's insurance policy.

**When do I have to pay for services?**

You, the patient, are ultimately responsible for all charges any time you receive medical care. You are expected to pay in full for your services until your deductible and any applicable co-insurance is met.

**How will I know when my deductible has been met? How will I know how much you are going to charge me?**

You can call your insurance company at any time to check on how much of your deductible has been met. Some insurance companies provide this information on-line. Every time you receive medical services, you will receive notification from your insurance company with how much they paid or did not pay when they send you an Explanation of Benefits (EOB). We look at your EOB carefully to determine the amount that is to be paid by you, the patient. That is called the Balance Due.

**But I always pay my bills, why me?**

We have to be fair and apply the policy to all of our patients. Keeping a credit card on file makes the check-out process easier, faster and more efficient and helps you to take care of the amount that you may owe.

**What about identity theft and privacy?**

Under HIPAA, we are under strict rules and guidelines in terms of protecting patient privacy, and the credit card is considered protected health information. Credit card numbers are encrypted and stored securely off-site. No credit card numbers are stored at our practice.

**What if I don't have a credit card?**

You are welcome to leave a HSA (Health Savings Account), Flex Plan, or Debit card on file or pay with cash or check for our standard visit cost. We understand there are legitimate reasons you may not have a credit card. In that case, we will work out a payment plan for you. Payment for service is due upon receipt of your billing statement after your insurance plan processes your claim. If your account remains unpaid, subsequent statements will be sent to the address we have on file. When your balance is 90 days past due, your account will be turned over to a collection agency and will be assessed a \$50.00 release fee. You will be dismissed as a patient from our practice.

**When will my card be charged?**

We will submit your claim to your health insurance company if applicable. Once your insurance company processes your claim, you will have 30 days upon receipt of your billing statement to pay the amount due in any manner you wish. If you do not pay the amount due within 31 days, your credit card will be charged the Balance Due.

**What if I have two insurance plans?**

Even with two insurance plans, you may still owe a small balance that is your responsibility to pay.

**How will I know that you have charged my credit card? How do I get a receipt?**

You will receive an email receipt when your credit card is charged.

**Is this the same as "signing a blank check"?**

No. Credit card on file is similar to what a hotel or rental car company does at check-in. All credit card contracts give cardholders the right to challenge any charge against their accounts.

**Is this "Balance Billing"?**

No. "Balance Billing" is asking the patient to pay the difference between our fee and what is contracted with your insurance company. This is a breach of our contracts. The charge to your credit card is **only** the patient responsibility. For example, you see one of our providers at NW Asthma & Allergy Clinic and incur a charge fee of \$200. We have a contract with your insurance company that states we will accept a payment of \$100 for the visit. The insurance company agrees to only pay 80% of that amount. Your responsibility (as the patient) is the remaining \$20 which will be charged to your credit card. We can not charge you the difference between the charged fee and the contracted fee.

**What charges will my card be used for?**

Your credit card will be used only when a balance becomes due.

**What if my card is declined or expired?**

We will contact you to update the information. If your account becomes delinquent, you will be sent to collections.

**What if I want to change the credit card on file?**

You can give us your new credit card number at any time.

**What if I need to dispute my bill?**

We will work with you to understand if there has been a mistake. We will refund your credit card if we or your health insurance company has made a billing error.

**When do I give you my credit card?**

We ask that you complete the Credit Card Authorization Form. This agreement will apply to all family members under your account. Once we have entered your credit card information into our financial institution's encrypted system, the credit card information will be destroyed. Our staff will only be able to see the last 4 digits. You can also deliver your credit card information over the phone or by mail.

**What if I have more questions?**

Our staff is happy to speak with you about your account at any time. Please call our **Office: 360-863-3223**.

# HEALTH HISTORY QUESTIONNAIRE *Lactation*

All questions contained in this questionnaire are strictly confidential and will become part of your medical record.

<b>Mother's Name:</b> <i>(Last, First, M.I.)</i>		<b>DOB:</b>	
<b>Infant's Name:</b>		<b>DOB:</b>	
<b>PRIMARY CARE PHYSICIAN:</b>		<b>Physician Phone #:</b>	
<b>OTHER HEALTHCARE PRACTITIONERS:</b> Include midwife, OB, acupuncturist, chiropractor, massage therapist, medical doctor, nutritionist, osteopath, other specialists etc.:			
<b>Name:</b>	<b>Type of practice:</b>	<b>Phone number:</b>	
<b>Reason for Consult:</b>			
<input type="checkbox"/> Breast/Nipple Pain	<input type="checkbox"/> Suspected low milk supply		
<input type="checkbox"/> Breast Refusal	<input type="checkbox"/> Latch Issues		
<input type="checkbox"/> Poor weight gain/weight loss	<input type="checkbox"/> Pump questions/back to work		
<input type="checkbox"/> Plugged ducts/mastitis	<input type="checkbox"/> Bottle use/formula supplementation		
<b>QUESTIONNAIRE MOTHER</b>			
<b>Previous medical diagnoses</b>			
Diagnosis:	Diagnosed by:	Date of diagnosis:	
1.			
2.			
3.			
4.			
5.			
<b>Traumas, Car Accidents, Injuries:</b>			
<b>Surgeries and Hospitalizations (including breast surgery):</b>			
Year	Reason	Hospital	
<b>Have you ever had a blood transfusion?</b> ..... <input type="checkbox"/> Yes <input type="checkbox"/> No			

MEDICATIONS	
PRESCRIPTION & OTC MEDICATIONS	SUPPLEMENTS
1.	1.
2.	2.
3.	3.
4.	4.
ALLERGIES	
Drug Allergies	Reaction
1.	
2.	
Food Allergies	Reaction
1.	
2.	
Environmental Allergies	Reaction
1.	
2.	
<b>Are you in pain? If yes, describe:</b>	
<b>Do you fee like your milk has “come in” yet?</b>	
<b>Can you feel a “let down”?</b>	
<b>Are you pumping?</b>	<b># of times per day:                      Brand/model:</b>
<b>Flange size (mm):</b>	<b>How many ounces per pumping session R:    L:</b>
Have you breastfed before?	
How many weeks were you when you gave birth?	Delivery method:    NSVD    Cesarean
Reason for Cesarean:	
Complications at delivery or in the hospital? If yes, describe:	
Sleeping arrangement:	
<input type="checkbox"/> Mom and baby in the same room, but not the same bed <input type="checkbox"/> Bed sharing/co-sleeping <input type="checkbox"/> Baby in crib in separate room	
QUESTIONNAIRE BABY	
Baby’s birth weight:	Baby’s most recent weight :                      Date:
In the past 24 hours how many times has baby eaten?	<input type="checkbox"/> At breast: <input type="checkbox"/> From a bottle (type)? <input type="checkbox"/> Other feeding device:
How long (total) does a typical feeding take?	<input type="checkbox"/> 15-20 min <input type="checkbox"/> Less than 10 min <input type="checkbox"/> More than 30 min <input type="checkbox"/> Other
In the past 24 hours how many wet diapers?	
In the pat 24 hours how many poopy diapers?	
What color/consistency is baby’s poop?	
Does baby wake themselves to eat?	<input type="checkbox"/> Yes <input type="checkbox"/> Sometimes <input type="checkbox"/> No, I wake baby to eat

What positions have you tried for breastfeeding?	<input type="checkbox"/> Football <input type="checkbox"/> Side lying <input type="checkbox"/> Reclined <input type="checkbox"/> Cradle <input type="checkbox"/> Cross cradle <input type="checkbox"/> Laid-back
Is breastfeeding comfortable?	<input type="checkbox"/> Yes <input type="checkbox"/> Yes, after a few tries <input type="checkbox"/> Sometimes <input type="checkbox"/> No it's painful <input type="checkbox"/> Unable to latch
Does baby spit up after feeding?	<input type="checkbox"/> No <input type="checkbox"/> Yes, small amounts here or there <input type="checkbox"/> Yes, small amounts every feeding <input type="checkbox"/> Yes, large amounts every feeding <input type="checkbox"/> Yes, its bright green or projectile
How does baby act after feeding?	<input type="checkbox"/> Relaxed and happy <input type="checkbox"/> Upset and fussy <input type="checkbox"/> Other
Does baby take a pacifier?	
Does baby need a nipple shield to latch?	
Any current medications?	
Has baby had any illnesses?	

# Edinburgh Postnatal Depression Scale<sup>1</sup> (EPDS)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Your Date of Birth: \_\_\_\_\_

\_\_\_\_\_

Baby's Date of Birth: \_\_\_\_\_

Phone: \_\_\_\_\_

---

As you are pregnant or have recently had a baby, we would like to know how you are feeling. Please check the answer that comes closest to how you have felt **IN THE PAST 7 DAYS**, not just how you feel today.

Here is an example, already completed.

I have felt happy:

- Yes, all the time
- Yes, most of the time      This would mean: "I have felt happy most of the time" during the past week.
- No, not very often      Please complete the other questions in the same way.
- No, not at all

In the past 7 days:

- |                                                               |                                                                                   |
|---------------------------------------------------------------|-----------------------------------------------------------------------------------|
| 1. I have been able to laugh and see the funny side of things | *6. Things have been getting on top of me                                         |
| <input type="checkbox"/> As much as I always could            | <input type="checkbox"/> Yes, most of the time I haven't been able to cope at all |
| <input type="checkbox"/> Not quite so much now                | <input type="checkbox"/> Yes, sometimes I haven't been coping as well as usual    |
| <input type="checkbox"/> Definitely not so much now           | <input type="checkbox"/> No, most of the time I have coped quite well             |
| <input type="checkbox"/> Not at all                           | <input type="checkbox"/> No, I have been coping as well as ever                   |
| 2. I have looked forward with enjoyment to things             | *7. I have been so unhappy that I have had difficulty sleeping                    |
| <input type="checkbox"/> As much as I ever did                | <input type="checkbox"/> Yes, most of the time                                    |
| <input type="checkbox"/> Rather less than I used to           | <input type="checkbox"/> Yes, sometimes                                           |
| <input type="checkbox"/> Definitely less than I used to       | <input type="checkbox"/> Not very often                                           |
| <input type="checkbox"/> Hardly at all                        | <input type="checkbox"/> No, not at all                                           |
| *3. I have blamed myself unnecessarily when things went wrong | *8. I have felt sad or miserable                                                  |
| <input type="checkbox"/> Yes, most of the time                | <input type="checkbox"/> Yes, most of the time                                    |
| <input type="checkbox"/> Yes, some of the time                | <input type="checkbox"/> Yes, quite often                                         |
| <input type="checkbox"/> Not very often                       | <input type="checkbox"/> Not very often                                           |
| <input type="checkbox"/> No, never                            | <input type="checkbox"/> No, not at all                                           |
| 4. I have been anxious or worried for no good reason          | *9. I have been so unhappy that I have been crying                                |
| <input type="checkbox"/> No, not at all                       | <input type="checkbox"/> Yes, most of the time                                    |
| <input type="checkbox"/> Hardly ever                          | <input type="checkbox"/> Yes, quite often                                         |
| <input type="checkbox"/> Yes, sometimes                       | <input type="checkbox"/> Only occasionally                                        |
| <input type="checkbox"/> Yes, very often                      | <input type="checkbox"/> No, never                                                |
| *5. I have felt scared or panicky for no very good reason     | *10. The thought of harming myself has occurred to me                             |
| <input type="checkbox"/> Yes, quite a lot                     | <input type="checkbox"/> Yes, quite often                                         |
| <input type="checkbox"/> Yes, sometimes                       | <input type="checkbox"/> Sometimes                                                |
| <input type="checkbox"/> No, not much                         | <input type="checkbox"/> Hardly ever                                              |
| <input type="checkbox"/> No, not at all                       | <input type="checkbox"/> Never                                                    |

Administered/Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

<sup>1</sup>Source: Cox, J.L., Holden, J.M., and Sagovsky, R. 1987. Detection of postnatal depression: Development of the 10-item Edinburgh Postnatal Depression Scale. *British Journal of Psychiatry* 150:782-786 .

<sup>2</sup>Source: K. L. Wisner, B. L. Parry, C. M. Piontek, Postpartum Depression N Engl J Med vol. 347, No 3, July 18, 2002, 194-199

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