ARTHRITIS & DIABETES CENTER

Endocrinology

Paul Denker, M.D.

Internal Medicine

Hans Langschwager, M.D.

Rheumatology

Karen Zagar, M.D.

Tatiana Nagibina, M.D.

E. Markus Klaus, M.D.

Welcome to Arthritis & Diabetes Center which focuses on performing to the highest standard, **YOUR SATISFACTION.** Our objective is to provide you with one of the best medical experiences that you have ever had.

Enclosed you will find our new patient required paperwork. It is very important to have these forms **filled out in full** and to bring them with you the day of your appointment. We will also need a **photo ID and your insurance card(s).** All co-pays and deductibles are due at the time of service.

We do realize that the wait to be seen in our office can be quite lengthy. We try to accommodate each person as best as we can. If for any reason you cannot make your appointment with us, please contact our office a **minimum** of 24 hours before your scheduled appointment as a courtesy to us and to others wanting to be seen.

If you have questions, please do not hesitate to contact our office at 727-789-2784 Option 0. Please arrive **15** minutes early for your first appointment, so that we can process the paperwork. If you arrive late, or without the paperwork, **your appointment will be rescheduled to another day**.

You are scheduled to see _____ on _____
(provider) (date)

at _____. You will need to arrive no later than _____with completed forms.
(time) (time)

Sincerely,

The Staff of Arthritis & Diabetes Center

32615 U.S. Highway 19 North, Suite 2, Palm Harbor, FL 34684

ARTHRITIS & DIABETES CENTER, INC.

Physician you are scheduled to see: _____

PATIENT INFORMATION **Date: _____**

Patient Name: _____

Address: _____City: _____State:_____ Zip:_____

Cell Phone: _____ Home or Alternate Phone: _____

Secondary Address: _____

DOB: _____ Social Security Number: _____

Circle One: Marital Status: S M D W Sex: M / F Ethnicity: Hispanic or Non-Hispanic

Race: American Indian Asian Black Caucasian Pacific Islander Other

---

Primary Language: _____ E Mail: _____@_____

Emergency Contact Name: _____Phone: _____

Referring Physician: _____Phone: _____ _____

Primary Care Physician: _____ Phone: _____

Your Pharmacy: _____ Phone: _____

MEDICAL INSURANCE INFORMATION REQUIRED:

PRIMARY INSURANCE COMPANY NAME: _____ POLICY#: _____

SECONDARY INSURANCE (*SUPPLEMENT*) COMPANY NAME: _____

POLICY#: _____

PHARMACY PLAN NAME: _____ POLICY#: _____

CANCELLATION / NO SHOW POLICY

NO SHOW OR SAME DAY CANCELLATIONS WILL BE ASSESSED A $50 FEE. CANCELLATIONS NEED TO BE MADE PRIOR TO 24 HOURS OF YOUR SCHEDULED APPOINTMENT TIME.

X_____

ASSIGNMENT OF BENEFITS

I REQUEST THAT PAYMENT OF AUTHORIZED INSURANCE BENEFITS, BE MADE ON MY BEHALF TO ARTHRITIS & DIABETES CENTER, INC FOR ANY EQUIPMENT OR SERVICES PROVIDED TO ME BY THAT ORGANIZATION.

X_____

I AUTHORIZE ANY HOLDER OF MEDICAL INFORMATION ABOUT ME TO RELEASE TO THE HEALTH CARE ADMINISTRATION AND ITS AGENTS, ANY INFORMATION NEEDED TO DETERMINE THESE BENEFITS PAYABLE FOR RELATED SERVICES. I HEREBY AUTHORIZE MEDICARE TO FURNISH ARTHRITIS & DIANETES CENTER, INC INFORMATION REGARDING MY MEDICARE CLAIMS UNDER TITLE XVIII OF THE SOCIAL SECURITY ACT. X_____

ARTHRITIS & DIABETES CENTER FINANCIAL POLICY

Welcome to Arthritis & Diabetes Center. Please read the following for your financial obligation. You understand and agree that you are responsible and liable for payment of all charges for professional services rendered. If our office is participating with your insurance and accepts assignment, this means that we will accept what your insurance allows for the services performed which is less than our standard billed amount. Based on your plan, our office will collect the designated copay or the co-insurance **estimated** patient responsibility amount at the time of your visit. Once your claim processes through your insurance, the patient responsibility may be more or less than the original **estimated** amount. You will receive a statement in the mail if there is a balance owed by you that will be due upon receipt. If you have a credit, our office will apply that credit to any open patient balances on your account. It is our office policy to hold all credits on your account until all open claims have been processed by your insurance company.

You authorize payment of medical benefits to the physician/care center performing the professional services. In the event your insurance company forwards payment directly to you, you will deliver such payment to the Arthritis & Diabetes Center.

PRIVATE PAY: Full payment is expected when services are rendered if patient is not using health insurance. We accept cash and most major credit/debit cards. Personal checks are not accepted for self-pay patients.

PPO's & HMO's: You are responsible for any copays, deductible, co-insurances, and non-covered services.
****It is the patient's responsibility to verify any required authorizations/referrals are in place prior to their visit****

Medicare: We are Medicare providers and accept Medicare assignment. You are responsible for the Medicare yearly deductible, co-insurance, and non-covered services. We will also file your secondary insurance as courtesy. If your secondary insurance does not make payment, you are responsible for this balance. We do not bill tertiary plans; this is the patient's responsibility.

Medicaid: We do not participate with ANY Medicaid. The patient is responsible for payment if you have Medicaid. If you have Medicaid as a SECONDARY plan, we will agree to write off the 20 % that the primary plan does not cover after completion of a hardship form with our business office.

Litigation/Attorney: Our office does NOT accept Worker's Compensation, Auto/Personal injury cases, nor do we accept Letters of Protection.

You are responsible for keeping our office informed of **any changes in your insurance company or plan**. If you fail to inform us of a change and the wrong insurance is billed, you will be responsible for the balance and billing to the new plan.

It is the policy of our office that a failure to show for a scheduled appointment or same day cancellation will be assessed a $50 fee. Cancellations need to be made prior to 24 hours of your scheduled appointment time. This is to allow us to accommodate another patient who needs to be seen.

By signing below, you are stating you understand and agree to all of the above terms and policies:

"I understand that I am ultimately responsible for all charges incurred regardless of my existing medical coverage. I accept responsibility for all patient balances due according to the above terms. Should my account become past due, the full balance is due and payable immediately. I will be responsible for all collection and legal costs incurred for collecting the delinquent on my account. "

_____ _____ _____

Patient Signature Patient Printed Name Date

HIPAA Notice of Privacy Practices

ARTHRITIS & DIABETES CENTER
32615 US HWY 19 N., SUITE 2
Palm Harbor, FL 34684
727-789-2784

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

This Notice of Privacy Practices describes how we may use and disclose your protected health information (PHI) to carry out treatment, payment or health care operations (TPO) and for other purposes that are permitted or required by law. It also describes your rights to access and control your protected health information. "Protected health information" is information about you, including demographic information, that may identify you and that relates to your past, present or future physical or mental health condition and related health care services.

USES AND DISCLOSURES OF PROTECTED HEALTH INFORMATION

Your protected health information may be used and disclosed by your physician, our office staff and others outside of our office that are involved in your care and treatment for the purpose of providing health care services to you, to pay your health care bills, to support the operation of the physician's practice, and any other use required by law.

Treatment: We will use and disclose your protected health information to provide, coordinate, or manage your health care and any related services. This includes the coordination or management of your health care with a third party. For example, your protected health information may be provided to a physician to whom you have been referred to ensure that the physician has the necessary information to diagnose or treat you.

Payment: Your protected health information will be used, as needed, to obtain payment for your health care services. For example, obtaining approval for a hospital stay may require that your relevant protected health information be disclosed to the health plan to obtain approval for the hospital admission.

Healthcare Operations: We may use or disclose, as-needed, your protected health information in order to support the business activities of your physician's practice. These activities include, but are not limited to, quality assessment, employee review, training of medical students, licensing, fundraising, and conducting or arranging for other business activities. For example, we may disclose your protected health information to medical school students that see patients at our office. In addition, we may use a sign-in sheet at the registration desk where you will be asked to sign your name and indicate your physician. We may also call you by name in the waiting room when your physician is ready to see you. We may use or disclose your protected health information, as necessary, to contact you to remind you of your appointment, and inform you about treatment alternatives or other health-related benefits and services that may be of interest to you.

We may use or disclose your protected health information in the following situations without your authorization. These situations include: as required by law, public health issues as required by law, communicable diseases, health oversight, abuse or neglect, food and drug administration requirements, legal proceedings, law enforcement, coroners, funeral directors, organ donation, research, criminal activity, military activity and national security, workers' compensation, inmates, and other required uses and disclosures. Under the law, we must make disclosures to you upon your request. Under the law, we must also disclose your protected health information when required by the Secretary of the Department of Health and Human Services to investigate or determine our compliance with the requirements under Section 164.500.

Other Permitted and Required Uses and Disclosures will be made only with your consent, **authorization** or opportunity to object unless required by law. **You may revoke the authorization**, at any time, in writing, except to the extent that your physician or the physician's practice has taken an action in reliance on the use or disclosure indicated in the authorization.

YOUR RIGHTS

The following are statements of your rights with respect to your protected health information.

You have the right to inspect and copy your protected health information (fees may apply) – Under federal law, however, you may not inspect or copy the following records: Psychotherapy notes, information compiled in reasonable anticipation of, or used in, a civil, criminal, or administrative action or proceeding, protected health information restricted by law, information that is related to medical research in which you have agreed to participate, information whose disclosure may result in harm or injury to you or to another person, or information that was obtained under a promise of confidentiality.

You have the right to request a restriction of your protected health information – This means you may ask us not to use or disclose any part of your protected health information and by law we must comply when the protected health information pertains solely to a health care item or service for which the health care provider involved has been paid out of pocket in full. You may also request that any part of your protected health information not be disclosed to family members or friends who may be involved in your care or for notification purposes as described in this Notice of Privacy Practices. Your request must state the specific restriction requested and to whom you want the restriction to apply. By law, you may not request that we restrict the disclosure of your PHI for treatment purposes.

You have the right to request to receive confidential communications – You have the right to request confidential communication from us by alternative means or at an alternative location. You have the right to obtain a paper copy of this notice from us, upon request, even if you have agreed to accept this notice alternatively i.e. electronically.

You have the right to request an amendment to your protected health information – If we deny your request for amendment, you have the right to file a statement of disagreement with us and we may prepare a rebuttal to your statement and will provide you with a copy of any such rebuttal.

You have the right to receive an accounting of certain disclosures – You have the right to receive an accounting of all disclosures except for disclosures: pursuant to an authorization, for purposes of treatment, payment, healthcare operations; required by law, that occurred prior to April 14, 2003, or six years prior to the date of this request.

You have the right to obtain a paper copy of this notice from us even if you have agreed to receive the notice electronically. We reserve the right to change the terms of this notice and we will notify you of such changes on the following appointment. We will also make available copies of our new notice if you wish to obtain one.

COMPLAINTS

You may complain to us or to the Secretary of Health and Human Services if you believe your privacy rights have been violated by us. You may file a complaint with us by notifying our Compliance Officer of your complaint. **We will not retaliate against you for filing a complaint.**

We are required by law to maintain the privacy of, and provide individuals with, this notice of our legal duties and privacy practices with respect to protected health information. We are also required to abide by the terms of the notice currently in effect. If you have any questions in reference to this form, please ask to speak with our HIPAA Compliance Officer in person or by phone at our main phone number.

Please sign the accompanying "Acknowledgment" form. Please note that by signing the Acknowledgment form you are only acknowledging that you have received or been given the opportunity to receive a copy of our Notice of Privacy Practices.

ACKNOWLEDGMENT OF OUR NOTICE OF PRIVACY PRACTICES

I hereby acknowledge that I have received or have been give the opportunity to receive a copy of the Arthritis & Diabetes Center's Notice of Privacy Practices. By signing below I am "only" giving acknowledgment that I have received or have had the opportunity to receive the Notice of our Privacy Practices.

_____ _____

Patient Name (Type or Print) Date

_____

Signature

ARTHRITIS & DIABETES CENTER

Endocrinology Patient History Form

Date of first appointment: ____/___ /___ Birthplace: _____
MONTH DA Y 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 College Graduate School Other: _____

Occupation_____ Do you work day shift or night shifts ? (Circle)

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: _____

Telephone of primary care provider: _____

Describe briefly your present symptoms: _____

_____

_____

Date symptoms began (approximate): _____

Diagnosis: _____

Previous treatment for this problem: _____

_____

_____

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

_____

_____

PAST MEDICAL HISTORY

Please list your current medical conditions: _____

_____

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

- ❑ Cancer (Type:_____)
- ❑ Heart disease (Type: _____)
- ❑ Kidney disease (Type: _____)
- ❑ Thyroid disease (Type: _____)
- ❑ High blood pressure
- ❑ Stroke
- ❑ Goiter
- ❑ Anemia
- ❑ Neuropathy
- ❑ Kidney stones
- ❑ History of blood clots

- ❑ Liver disease (Type: _____)
- ❑ Pancreatic disease (Type:_____)
- ❑ Diabetes
- ❑ High cholesterol
- ❑ Retinopathy

SYSTEMS REVIEW

As you review the following list, please check any of those problems, which are currently affecting you.

Date of last eye exam ____/____/____

Date of last bone densitometry (DEXA) ____/____/____

Constitutional

- ❑ Recent weight gain amount_____
- ❑ Recent weight loss amount_____
- ❑ Fatigue
- ❑ Weakness
- ❑ Fever

Eyes

- ❑ Pain
- ❑ Redness
- ❑ Loss of vision
- ❑ Double or blurred vision
- ❑ Tunnel vision
- ❑ Dryness
- ❑ Itching eyes

ENT

- ❑ Dryness of mouth
- ❑ Hoarseness
- ❑ Difficulty in swallowing
- ❑ Snoring

NECK

- ❑ Neck lumps or nodules
- ❑ Neck tenderness

Cardiovascular

- ❑ Pain in chest
- ❑ Irregular heart beat
- ❑ Rapid heart beat
- ❑ High blood pressure
- ❑ Heart murmurs

Respiratory

- ❑ Shortness of breath
- ❑ Swollen legs or feet
- ❑ Cough

Gastrointestinal

- ❑ Nausea
- ❑ Constipation
- ❑ Increased bowel movements
- ❑ Diarrhea
- ❑ Heartburn
- ❑ Abdominal pain

Genitourinary

- ❑ Decreased libido
- ❑ Difficult urination
- ❑ Excessive urination
- ❑ Getting up at night multiple times to pass urine

For Women Only:

Are you currently having periods? ❑ Yes ❑ No

Periods regular? ❑ Yes ❑ No

Date of last period? ____/____/____

Bleeding after menopause? ❑ Yes ❑ No

Number of pregnancies? _____

Number of miscarriages? _____

For Men Only:

- ❑ Erectile dysfunction

Musculoskeletal

- ❑ Joint pain
- ❑ Muscle weakness
- ❑ Muscle tenderness
- ❑ Increased in size of ring or show

Integumentary (skin/hair)

- ❑ Easy bruising
- ❑ Abnormal hair growth
- ❑ Rash
- ❑ Hair loss
- ❑ Facial flushing
- ❑ Thick and big stretch marks

Neurological System

- ❑ Headaches
- ❑ Dizziness
- ❑ Pain of hands and/or feet
- ❑ Tremors

Psychiatric

- ❑ Anxiety
- ❑ Depression
- ❑ Difficulty falling asleep
- ❑ Difficulty staying asleep

Endocrine

- ❑ Excessive thirst
- ❑ Night sweats
- ❑ Excessive sweats at all times
- ❑ Feeling cold
- ❑ Feeling hot
- ❑ Breast discharge
- ❑ Breast pain
- ❑ Excessive urination

If you have history of osteopenia or osteoporosis:

History of kidney stones ❑Yes ❑ No
History of parent with a fractured hip ❑Yes ❑No
History of any bone fractures ❑Yes ❑No
Active dental issues ❑Yes ❑No
History of prolonged steroid use ❑Yes ❑No
Do you take Vitamin D? ❑Yes ❑No If you do, what is formulation and dose_____
Do you take Calcium supplements? ❑Yes ❑No If you do, what is formulation and dose_____
History of stomach ulcers ❑Yes ❑No
History of sarcoma ❑Yes ❑No
History of parathyroid issues ❑Yes ❑No
History of radiation ❑Yes ❑No
Have you been on any of these medications for treatment of your bones?

Osteoporosis Medications	**Length of time**	**Helped a lot, somewhat not at all**	**Reactions**
Estrogen (Premarin, etc.)			
Alendronate (Fosamax)			
Etidronate (Didronel)			
Raloxifene (Evista)			
Zoledronic Acid (Reclast)			
Calcitonin injection or nasal (Miacalcin, Calcimar)			
Risedronate (Actonel)			
Denosumab (Prolia)			
Romosozumab (Evenity)			
Abaloparatide (Tymlos)			
Teriparatide (Forteo)			

If you have thyroid gland disease:

History of radiation to the neck ❑ Yes ❑ No
Family history of thyroid cancer ❑ Yes ❑ No
History of prior biopsies of the thyroid ❑ Yes ❑ No If yes, please provide date, place and results: _____

If you have diabetes mellitus:

Age at diagnosis: _____

Type of diabetes: _____

Medications tried in the past to treat diabetes: _____

_____

_____

Do you wear blood sugar monitoring device? ❑Yes ❑No If yes, which one? _____

What was your last HbA1c and when? _____

MEDICATIONS

Drug allergies: ❑ No ❑ Yes To what?_____

Type of reaction:_____

PRESENT MEDICATIONS (List any medications you are taking. Include such items as aspirin, vitamins, laxatives, calcium and other supplements, etc.)

Name of drug	Dose (include strength and # of pills per day)	Reason for Medication (Diagnosis)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
9.		

SOCIAL HISTORY

Do you drink caffeinated beverages? ❑ Yes ❑ No Cups/glasses per day: _____

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

Do you drink alcohol? ❑ Yes ❑ No Drinks per week:_____

Do you exercise regularly? ❑ Yes ❑ No

Type: _____Hours 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

PREVIOUS SURGERIES:

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

FAMILY HISTORY:

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

- ❑ Cancer_____
- ❑ Heart disease_____
- ❑ High blood pressure_____
- ❑ Diabetes_____
- ❑ Stroke_____
- ❑ Thyroid disease_____
- ❑ Autoimmune disease_____
- ❑ Genetic conditions _____

STANDARD AUTHORIZATION OF USE AND DISCLOSURE OF PHI

ARTHRITIS & DIABETES CENTER
32615 US HIGHWAY 19 NORTH SUITE 2
PALM HARBOR, FL 34684

** If you want us to be able to discuss your health on your behalf please complete the below information. If this isn't completed, we are not permitted to discuss any private healthcare information to anyone but you.

Information to be Used or Disclosed
The information covered by this authorization includes: (check one)

☐ All Health Information ☐ Limited to (e.g. All but my lab results) _____

Purpose of the Disclosure: **Assistance in Care**

Persons Authorized to Use or Disclose the Above Information: ARTHRITIS & DIABETES CENTER, INC

Persons to Whom Information May Be Disclosed (e.g. Caregiver, Spouse, Child) this is a person or organization that you are comfortable with us discussing your healthcare even when you are not present:
****Name of person or organization AND their phone number****

_____

_____

_____

Expiration Date of Authorization
This authorization is effective through (check one) ☐ _____/_____/_____ or ☐ NO Expiration, unless revoked or terminated by the patient or the patient's personal representative.

Right to Terminate or Revoke Authorization
You may revoke or terminate this authorization by submitting a written revocation to our office. You should contact the HIPAA Compliance Officer to terminate this authorization.

Potential for Re-disclosure
Information that is disclosed under this authorization may be re-disclosed by the person or organization to which it is sent. The privacy of this information may not be protected under the Federal Privacy Rule depending on whom the information is disclosed to.

Our practice will not condition treatment, payment, enrollment or eligibility for benefits on whether the individual signs this authorization.

_____
Name of patient (Type/Print)

_____
Signature of Patient Date

_____
Signature of Patient Representative (if applicable)

_____
Relationship of Patient Representative to Patient (if applicable)

ARTHRITIS & DIABETES CENTER

Endocrinology

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MEDICAL RELEASE OF INFORMATION **RHEUM OR ENDO** (CIRCLE ONE)

Date_____

Print Name _____ Date of Birth _____

Signature _____Social Security Number(last four) _____

TO _____

FAX _____ PHONE_____

I hereby authorize and request you to release any and all information which you may possess relating to my examination and illnesses, including psychiatric and/or psychological information which may be part of my records.

SPECIAL ATTENTION TO:

OFFICE NOTES _____

LABORATORY AND BIOPSY REPORTS _____

IMAGING : XRAY _____ MRI _____ CT _____ DEXA _____

SPECIAL NOTE:_____

Please forward <u>using this page as your coversheet</u> to:

32615 US HWY 19N
Suite 2
Palm Harbor, FL 34684
Fax (727) 785-3537
Phone (727) 789-2784 Attn: _____

CONFIDENTIAL