

Integrating the best of conventional and complementary medicine

Dear Patient,

Welcome to the Center for Environmental Medicine. Your appointment is scheduled with Chris Hatlestad, MD or Ami Kapadia, MD. Attached you will find New Patient Forms. Please fill out the entire Intake Form & Extended Medical History Form. The doctor will want to discuss your history with you at the time of your appointment. Sign the Business Agreement and Registration Form. If you take supplements, please list what you take.

Please fill out all forms before your appointment time <u>assigned during our phone</u> <u>conversation</u>. Medical history forms that are complete allow the doctor to review them and form a picture of what needs to be accomplished in the new patient interview. Also, any pertinent laboratory or xray tests you can bring or release to us prior to your appointment may be helpful. Be sure to bring your insurance card. We will be happy to bill your insurance as a courtesy for you under the terms of our business agreement. Insurance co-payments are due at the time of service as well as all non-covered procedures or visits.

Attached are instructions of how to get to the Center. Allow 1.5 to 2 hours for your visit and orientation. Please call if we can answer any questions for you or can be of further assistance. Please be aware that we require a 48 hour cancellation on all patients. If you are unable to make your scheduled appointment, kindly give us adequate notice.

*Finally, for the comfort of all* <u>we ask that you not wear perfume, aftershave, or other</u> <u>scented products</u> such as strong scented detergent, or clothes dried with dryer sheets. Many of our patients are chemically sensitive and may experience allergic-type reactions including headache, flu-like symptoms, mood swings and aggressive agitation, and the inability to think and process information. We look forward to serving you.

Sincerely,

Darlene B., Medical Receptionist

Sharon J., Bookkeeper

Jami B., Medical Office Assistant



Date \_\_\_\_\_

## PATIENT REGISTRATION FORM

To provide you with the best service and to update our records, please complete **<u>both pages</u>** of this form in its entirety at the time of your visit. This information is for our use only unless released by your permission. **Thank You.** 

Patient's					
Last Name	11 10	First Name	D' I'	M.I.	
By what name do you prefer to be					
Date of Birth	Age	Gender: $\square$ M $\square$ F	SSN		
Address		Ema	ail		
City	State		Zip	_	
Phone	Work				
Home	Work	Cell	Pager		
Employer/School		Occupation		_ PT	FT
Are you:	D	<b>)</b> o you live with:			
•					
Spouse/Partner's:Last Name		First Name	N	И.I.	
Phone					
Home	Work	Cell	Pager		
Employer/School		Occupation		_ <b>P</b> T	☐ FT
Emergency Contact:		Relationship			
		-			
	Sta		Zip	_	
Phone					
Home	Work		Cell		
Financially Responsible party:	:				
•	Name		Relationship	'	
• Would you like to get personal m	nedical information, e.g. test r	result, appt. reminders	s by email?	☐ YES	□NO
Would you be interested in a clin	ic newsletter, blog or genera	l medical information	sent by email/Website	P YES	□NO
How did you hear about us?		Other / Webs	site		
Friend	Relative		Physician		
10748 NE Halsey Street			Ph	one: 503-26	I-0966

— Page 2 —

Please provide a copy of your insurance card.

Primary Insurance:					<u></u>
	Company Name		Policy #	Plan	# Group #
Address		City	State	Zip	Phone
Insured Name:		Relationship	DOB		SSN
Deductible: \$		Copay: \$			
Motor Vehicle, Wo	rk related injury or	Secondary Insurance	e: Claim #		DOI
Company Name		Policy #	Plar	n #	Group #
Address		City	State	Zip	Phone
Insured Name:		Relationship	DOB		SSN
Agent or Attorney		Phone			
	uite A, Portland, OR	97220 to bill my credit	card as listed be	low for set	tal Medicine , located at rvices or products received Code
	MasterCard Card # _			Exp date	Code
	Discover Card #			Exp date _	Code
Card Billing Informa		registering patient	Oth	er	
		City:		State	:: Zip:
		City		State	zıp
Authorization: Card I	Holder's Signature			Date	
1. Patient has m	ade a new financial arra	when the following stipulat angements to cover any service	rvices or products	s received.	P. 177 1 11. N

2. The card holder/patient has submitted to our office a written request to stop using this credit card (signed and dated).

3. Patient's account is paid in full and no further care is anticipated.

The Center for Environmental Medicine (CEM) will bill my medical or accident insurance as a courtesy. It is my responsibility to provide accurate and complete insurance information. Failure to do so will result in the inability to file a claim with my insurance carrier in a timely manner and could result in no paid benefits. This would make me entirely financially responsible for all services provided. I understand that it is my responsibility to provide payment for all copays and non-covered benefits at the time of service. I grant CEM permission to release to my insurance carriers any information necessary to pursue any medical claim for services received. I have read, understand and agree to abide by the Office Policies and Procedures document in the initial patient registration packet. I herby authorize the doctors at CEM to perform any diagnostic tests and therapeutic forms of treatment indicated and deemed necessary by mutual agreement for my care under the standards of medical and naturopathic care.

Print Name

Signature

10748 NE Halsey Street Portland, OR 97220-3961 www.cemmed.com

Phone: 503-261-0966 Fax: 503-252-2691 info@cemmed.com

NAME \_\_\_\_

DATE \_\_\_\_\_

### PATIENT MEDICAL HISTORY

This is a confidential record of your medical history and will be kept in this office. Information will be released only with your written permission. Please complete the questionnaire as thoroughly as possible. Place a question mark by anything you do not understand. If you have a complicated history, if may help to add your own time line of health problems, testing and treatments tried from earliest recollection to present and list of current symptoms on separate sheets. Please be as complete as possible.

**Primary Health Concerns:** 

When did your health concerns begin?

#### MAJOR HOSPITALIZATIONS OR ILLNESSES:

<b>Operations</b>	Year	<b>Illnesses Requiring Hospitalization</b>	Year
1		1	
2		2	
3.		3.	
4.		4	
5		5	

Description and date of any serious injuries or accidents you have had:

List the names of all medications and doses you are currently taking: (See page 2) List all vitamins, herbs or other supplements you are currently taking: (See page 2) Medications, supplements, foods or other things you are allergic to:

Please list any foods or tastes that you have particular craving or aversion to:

#### MEDICATIONS

NAME	DOSE	W/ FOOD	W/O FOOD	AM	MID	PM	BED

#### SUPPLEMENTS

NAME	DOSE	COMPANY	W/ FOOD	W/O FOOD	AM	MID	PM	BED
								<u> </u>

#### **REVIEW OF SYMPTOMS AND ILLNESSES**

Please Mark <u>C</u> for current/recent or <u>P</u> if the problem was in the past. Circle the correct option if more than one.

<u>HEENT</u>	Ulcers	<b>PSYCHOLOGICAL</b>
Bleeding gums	Gallstones	Depression / SAD
Eye infections	Hepatitis / Liver disease	Anxiety
Far / Near sighted	Hemorrhoids	Mania
Grinding teeth / Jaw pain	Bleeding from rectum	<u> </u>
<u></u> Mercury fillings / root canal	Colitis	Nightmares / Vivid dreams
Hay fever	Constipation / Diarrhea	Restless sleep / Insomnia
Sinusitis	Change in bowel habits	Sleep Apnea
Hearing loss	Belching / Flatulence (gas)	<b>DERMATOLOGIC</b>
Recurrent ear infections	<b>GENITOURINARY</b>	Brittle nails
Ringing in ears	Bladder infections	Dandruff/dry scalp
Sores in mouth / lips	Frequent urination	Eczema or rash
<u>RESPIRATORY</u>	Kidney disease / stones	Hives
Asthma	Venereal disease	Recurrent sores
Chronic cough	HORMONAL	Skin Cancer / mole change
Recurrent bronchitis	Diabetes	<b>INFECTIOUS</b>
Emphysema	Goiter / Thyroid problems	Candida
Pneumonia	Temperature sensitivity	Chickenpox / Shingles
Shortness of breath	Abnormal hair growth	Herpes I / II
CARDIAC / CIRCULATION	Reduced sex drive	Malaria
Angina / Chest Pain	<u>NEUROLOGIC</u>	Measles / Mumps
Cold hands / feet	Childhood hyperactivity	Meningitis
Edema or swelling	Dizziness / Vertigo	Mononucleosis
Fainting	Epilepsy / seizures	Polio
Leg pain with exercise	Weakness	Rheumatic / Scarlet fever
High / Low blood pressure	Memory loss	H. pylori
Palpitations	Migraines / Headaches	Tuberculosis
ABDOMINAL / DIGESTIVE	Neuralgia / Neuritis	<u>OTHER</u>
Difficulty swallowing	<u> </u>	Alcohol or drug abuse
Abdominal bloating / pain	<b>MUSCULOSKELETAL</b>	Anemia
Irritable before meals	Arthritis / Joint pain	Bed wetting
Pain before / after eating	Osteoporosis	Bruise / Bleeding tendency
Tired after eating	Sciatica / Low back pain	Cancer / Leukemia
Distress from fatty foods	Muscle pain / fibromyalgia	Weight problems / changes
(Nausea, dizziness, headaches, etc.)	Tendonitis / Bursitis	Fatigue
Food allergies	Fractures	Chemical sensitivities
Hypoglycemia		Known toxic exposures

## FEMALES ONLY

Date of your last menstrual period:		Age of menopause?
How many days do your periods las	st? Da	s in your monthly cycle?
Age you first began to menstruate?		
Did you breast feed?		
Do you perform self-breast exams?		
Date of last mammogram:		
Do you get a pap smear annually?	YES NO	Date of last exam
Number of miscarriages /	abortions / still-births _	/ children
Current Ages of your children:		
Any difficulty getting pregnant or c	complications of pregnancy (expl	ain)?
Do you currently take birth control	pills? YES NO	
Did you ever take birth control pills	S? YES NO for how	w long
Current contraception used?		
vaginal dryness / itching	abnormal Pap smears	decreased sex drive
vaginal discharge	problem periods	night sweats / hot flashes
pain with intercourse	PMS	breast discharge
breast tenderness	irregular bleeding	breast lumps or fibrocystic

## MALES ONLY

# Please check any problem that you now have or have ever had. Mark <u>C</u> for current or <u>P</u> if the problem was in the past.

Urine stream weak/slow	<u>Nocturnal urination</u>
Dribbling after urination	Premature ejaculation
Burning on urination	Swelling/lumps on testicles
Frequent or nocturnal urination	Loss of sexual interest function
Prostate problems	Loss of sexual function
Discharge from penis	Low sperm count or impotency

### SOCIAL HISTORY

<u>Do you eat:</u>	Yes	<u>No</u>	Serv./wk		Never	How Much / Often / Long	Quit
Meat				Cigarettes			
Fish				Chewing tob.			
Fowl				Cigar			
Dairy				Pipe			
Eggs				Marijuana			
<b>Refined Sugar</b>				Rec. drugs			
Margarine				Liquor			
Grains				Beer			
Veggies							
Fruit				Wine			
Water (# of glasses per day?)	Coffee						
Time of day you	eat:	Breakfast:		Soft drinks			
		Lunch:					
		Dinner:					
		Late snack:					
·· ·· ·· ··				Fravel History			
Have you travel	ad/liva	d outside the U		•			
				ILY HISTORY			
Please list	any fa	amily history	of illness:			Adopted	

Father:

Mother:

Paternal Grandfather:

Paternal Grandmother:

Maternal Grandfather:

Maternal Grandmother:

Siblings:

Aunts, Uncles, Cousins:

Children:

## EXTENDED ALLERGY HISTORY

Typical onset of symptoms: sudden progressive chronic fluctuates

#### CHECK MEDICATIONS YOU CURRENTLY TAKE

## MARK WHEN YOU HAVE SYMPTOMS:

Predi	nisone	W-Winter	S-Spring Su-Summer F-Fall			
Actif	ed or Dimetapp (brompheniramine)	EYES:	allergic shiners or lines under eyes			
Atara	ax or Vistaril (hydroxyzine)		tearing			
Bena	dryl (diphenhydramine)		swelling or angioedema			
Chlo	rtrimeton (chlorpheniramine)		redness			
Alleg	gra (fexofenadine)	NOSE:	Allergic nasal crease			
Clari	tin (loratadine)		runny nose - clear			
Clari	nex (desloratadine)		nasal congestion or chronic mouth breathing			
	ec (certirizine)		pale intranasal mucosa			
-	ergan (promethazine)		dark, blue-purple nasal mucosa			
	ulair (montelukast)		nasal polyps			
-	blate (zafirlukast)	EARS	frequent ear infections red ears			
	(zileuton)		red ears cracking of ear lobe/behind ear			
•			eczema of ear canal			
e	ment (cimetadine) or Zantac (ranitidine)	MOUTH:	inflammation of mucous membrane/tongue			
1	id (famotidine) or Axid (nizatidine)	MOOTH.	geographic tongue			
	st (clemastine)		black hairy tongue			
	Chlor, Actifed, Bromfed, Drixoral, Dura-tab,	PHARYNX	post nasal discharge or drainage			
Nova	afed-A, Ornade, Poly-Histine-D, Trinalin,	/ NECK:	vascular injection			
			itchy throat			
ANTIHIST	AMINE NOT LISTED		vocal cord swelling or inflammation			
BETA BLO	CKERS		enlarged tonsils			
	RESSANTS		enlarged lymphoid glands			
Any recent	changes at home or work or diet?	LUNGS:	coughing sneezing wheezing			
			snoring			
			hiccoughs			
		INTESTINAL:	colitis			
	SYMPTOMS EXPERIENCED	URINARY:	belching, bloating after meals frequent bladder infections			
		UKINAKI.	burning or pain with urination			
INFANTS:	eczema or dermatitis	SKIN:	our ming of pain with dimitton cracked nails - hands or feet			
	cradle cap	Sitti (	severe itching - often continuous			
	colic or always fussy		hives			
	frequent vomiting		psoriasis			
	Burned Butt Syndrome	NEURO	chronic headaches/migraines			
	frequent diaper rash	/ PSYCH:	mental confusion			
	poor sleeper		dizziness			
	does not smile	ADDITIONAL:	insomnia			
	hyperactive		chronic Fatigue			
			tired after 6-8 hours of sleep			

EXTENDED ALLE	ERGY HISTORY				
Do you have a family history of allergy? Food	Inhalant Mold/ Dust etc. Pollen				
Hives Itching Asthma Chemical Sensit	ivity Other				
Does any member of your family have celiac (gluten sensitivity) or inflammatory bowel disease?					
Are you currently receiving allergy injections?	For_How long?				
Are you under the direct care of an allergist?	Are you under the direct care of an allergist?Direct care of another provider for allergies?				
Do you have any allergies not under treatment?					
Have you suffered from asthma in the past?Do you have wheezing now?					
Do you suffer with gastro-intestinal problems?					
Do you have food allergies? Please list:					
Do you follow a special diet? Describe:					
PREVIOUS ALLERGY TESTING:	DAILY / FREQUENT EXPOSURES:				
Exposed to: Testing Method:	gas asphalt computer fluorescent lights				
foods Skin test (RAST)	auto exhaust diesel exhaust heavy equipment				
chemicals intradermal	fly frequently new building pesticides/herbicides				
mold/dust/pollen blood panel	perfumes/aftershave make-up lotions				
pets elimination diet	nail products new fabrics mold				
ther ther	<b>TRANSPORTATION:</b> Car bus walk bike				
DISCRIBE YOUR HOME ENVIRONMENT:					
$\square$ House $\square$ Residential $\square$ Clean air	DO CHEMICALS OR ODORS MAKE YOU SICK?				
Apartment Industrial Polluted air	How?				
Mobile Home Freeway Mold	Which?				
Other Busy street Central					
Urban Old construct Filter units	Have you ever had an anaphylactic reaction? yes no If yes, what where you reacting to?				
Suburban New construct Sunny	in yes, what where you reacting to:				
Rural   Insulation type   Window	POSSIBLE ALLERGY RELATED CONDITIONS				
	(Please check any that apply to you)				
HEATING/AIR CONDITIONER AT WORK AND HOME:	Unexplained fatigue or malaise				
natural gas electric solar good ventilation	Atopic Eczema				
oil heat fireplace pellet poor ventilation	Arthritis				
filters changed ducts cleaned	Ankylosing spondylitis				
PETS: dog cat bird other	Malnutrition				
Do you know if you react to animals?	Neuropsychiatric symptoms				
Which animals?	Carbohydrate Intolerance				
How?	Abdominal Pain				
	Flatulence				
HOME FURNISHINGS Upholstery cotton leather synthetic wool	Diarrhea				
<b>Flooring</b> wood linoleum carpet, kind tile	Constipation				
Bedroom Carpet natural synthetic Feather	Irritable Bowel Syndrome				
Cookware stainless enamel glass teflon	Crohn's or Ulcerative colitis				
Cookware stamess enamer gass tenon	Other inflammatory or autoimmune disorders				
Do you rotate foods: yes no	List your favorite, craved, or particularly enjoyed foods/beverage:				
Do you use dietary supplements? $\Box$ yes $\Box$ no					
bo you use dietary supprements? Uyes Uno					

List foods that disagree with you and the symptoms they cause:

SOCIAL &

 $\sqrt{}$  Check where applicable--Describe when line is present and if applicable

ENVIRONMENTAL

Onset of symptoms:  $\Box$  sudden  $\Box$  progressive  $\Box$  chronic  $\Box$  fluctuation

#### **CHECK MEDICATIONS YOU CURRENTLY TAKE**

5 Claritin (Loratadine) Prednisone Allegra (Fexafenadine) Clarinex (Desloratadine)

• 4 Actifed<sup>®</sup>, Dimetapp<sup>®</sup> (Brompheniramine)

- 4 Atarax<sup>®</sup>, Vistaril<sup>®</sup> (Hydroxyzine)
- 4 Benadryl® (Diphenhydramine)
- 4 Chlortrimeton® (Chlorpheniramine)
- 4 Phenergan® (Promethazine)
- 4 Claritin® (Loratadine)
- 4 Allegra® (Fexofenadine)
- 4 Clarinex<sup>®</sup> (Desloratadine)
- 4 Sigulair® (montelukast)
- 4 Accolate® (zafirlukast)
- AM Zyflo Tagament Zantac Pepcid Axid

(Zileuton) (cimetadine) (ranitidine) (famotidine) (nizatidine)

3 Tavist (Clemastine) Zyrtec (Certirizine) AllerChlor, Actifed, Bromfed, Drixoral, Dura-tab, Novafed-A, Ornade, Poly-Histine-D, Trinalin, PM Singulair, Accolate

#### 4 ANTIHISTAMINE NOT LISTED\_\_\_\_\_

BETA BLOCKERS

Patient Name:

#### MARK ANY ADDITIONAL SYMPTOMS:

- EYES: Lines under eyes
- NOSE: Allergic nasal crease Chronic nasal congestion Dark, blue-purple nasal mucosa
- EARS Red ears Cracking of ear lobe/behind ear Eczema of ear canal Otitis media
- MOUTH: Same as above
- PHARYNX ORO:
  - Enlarged pharyngeal bands pharynx Enlarged lymphoid glands
- PHYARNX HYPO:
  - Vocal cord edema Vocal cord inflammation

Angioedema Eczema Hives Cracked nails-hands & feet Burned Butt Syndrome Hiccough Food cravings Insomnia Chronic Fatigue Tired after 6-8 hours of sleep Fatigue after meals Chronic headaches/migraines Severe itching-often continuous Itching of palate and throat Colitis Belching, bloating after meals Dizziness Psoriasis :

#### **INFANT**

Colic Vomiting Always fussy Poor sleeper Does not smile Hyperactive

## MARK WHEN YOU HAVE SYMPTOMS:

- W-Winter S-Spring Su-Summer F-Fall
  - EYES: Allergic shiners Tearing
    - Conjunctival edema
    - Conjunctivitis
    - NOSE: Allergic nasal crease
    - Rhinorrhea-clear Nasal congestion & chronic mouth breathing Pale intranasal mucosa Nasal polyps
       EARS Otitis media frequent (ear infection)
       MOUTH: Inflammation of mucous of the tongue Geographic tongue Black hairy tongue
       PHARYNX- ORO: ADDITIONALLY Post nasal discharge Coughing Vascular injection Sneezing
  - PHYARNX- HYPO: Itchy throat Vocal cord edema eyes Vocal cord inflammation mental confusion

#### ANTIDEPRESSANTS\_

Any recent changes at home or work including diet?

HISTORY

**EXTENDED MEDICAL HISTORY- ALLERGY Pg 1** 

DATE:

SOCIAL & ENVIRONMENTAL HISTORY					
Do you have a family history of allergy?       Food       Inhalant       Mold/Dust etc.       Pollen         Hives       Itching       Asthma       Other					
PREVIOUS ALLERGY TESTING FOR:         foods       TESTING METHOD:         chemicals       SKIN TESTS         mold/dust/pollen       Prick         pets       Intradermal         other       other         DESCRIBE YOUR HOME ENVIRONMENT:       House         House       Sunny       Rural         Apartment       Moldy       Suburban         Mobile Home       Age       Residential         Other       Industrial         Clean air       Polluted air       Freeway         PETS:       dog       cat       bird	DESCRIBE YOUR DAILY ENVIRONMENT Exposed to:         gas       asphalt       computer       florescent lights         diesel       heavy equipment       fly frequently         auto exhaust       fly frequently         new building       pesticides       perfumes/aftershave         nail products       make-up       lotions       new fabrics         VENTILATION:       good       poor       newly constructed         DO CHEMICALS MAKE YOU SICK?				
Do you know if you react to your pets or other peoples?					
How? HOME FURNISHINGS Upholstery cotton leather synthetic wool Flooring hardwood linoleum carpet, kind Cookware stainless enamel glass aluminum crock pot non-stick bake wear TRANSPORTATION: car bus walk bike	POSSIBLE RELATED CONDITIONS-Please check Irritable Bowel Syndrome Inflammatory or autoimmune disorders: Crohn's, or Ulcerative colitis Atopic Eczema Unexplained fatigue or malaise				
Have you ever had an anaphylactic reaction? If yes, what where you reacting to? Do you rotate foods: yes no Do you use dietary supplements? yes no List your favorite, craved, or particularly enjoyed foods/beverage:	Arthritis Ankylosing spondyulitis Malnutrition Neuropsychiatric symptoms Carbohydrate Intolerance Abdominal Pain Flatulence Diarrhea Constipation List foods that disagree with you and the symptoms they cause:				
If yes, what where you reacting to? Do you rotate foods: □ yes □ no Do you use dietary supplements ? □ yes □ no	Ankylosing spondyulitis Malnutrition Neuropsychiatric symptoms Carbohydrate Intolerance Abdominal Pain Flatulence Diarrhea Constipation				

## FOR EXTENSIVE EVALUATION OF CHEMICALS, FILL OUT ADDITIONAL PAGE.

C: Allergy Dept\ forms\Amedhx4/5/06

#### CENTER FOR ENVIRONMENTAL MEDICINE, L.L.C. 10748 NE HALSEY PORTLAND, OREGON 97220

#### PATIENT CONSENT TO TREATMENT & OFFICE POLICIES & READ CAREFULLY OFFICE HOURS & APPOINTMENTS & FEES & PAYMENTS & BILLINGS EMERGENCIES & INSURANCE & COLLECTIONS& CONFIDENTIALITY

#### CLINIC POLICY & GENERAL INFORMATION

We share the concern of the patient regarding the increasing cost of medical care. Our financial policy is designed to meet the needs of the patient and Center. Unless prior arrangements have been made, payment is required at the time of service. This minimizes unnecessary bookkeeping, record keeping, and collection cost. WHEN A PATIENT'S INSURANCE PROVIDES ACCEPTABLE COVERAGE, WE WILL ACCEPT INSURANCE COVERAGE ON THE DATE OF SERVICE TO THE EXTENT OF THE COVERED ITEMS IN ADDITION TO ANY DEDUCTABLES OR CO-PAYMENTS. CO-PAYMENTS MUST BE THE PAID ON THE DATE OF SERVICE. Regardless of your insurance coverage and agreements, full payment is the responsibility of the patient. We will file your insurance claim usually within the week. We provide, upon request, all the necessary information for your proper filing of secondary insurance. For your convenience, we do accept cash, check, MasterCard and Visa. Any insurance payments received by this office over and above your current balance will be either refunded to you or applied as credit, however you desire. In the event your insurance company determines they have overpaid, you agree that you will be responsible for any reimbursements due. This consent serves as Advance Beneficiary Notice that your insurance company may not pay for our therapies. We do not bill for chelation and IV therapy except for denial. In cases where billing occurs, the complete procedure, chart note, is sent with the bill. We collect payment up front on all IV and non-covered procedures. In the event your insurance company does not pay for services rendered you understand and accept responsibility for the bill as well as any collections should you default.

We DO accept assignment on most BCBS products, ODS, LifeWise, Mail Handlers, Coventry, First Health, Healthnet, and other contracts for MD services. Most other insurance company's cover us or we have out-of-network status. Please check with our office for your insurance coverage concerns.

*⊷*We DO accept Medicare Assignment. We have participating status with Medicare. That means we will send Medicare a bill on your behalf and they will reimburse us directly. Your Co-Payment is due on the date of service.

We DO NOT accept Personal Injury cases unless accompanied by a referral. We limit our case load regarding Personal Injury cases. You must have an insurance primary policy in place. Providing proper insurance information in a timely manner is the patient's responsibility. Failure to do so and our inability to file a claim may result in the patient being completely responsible for all services provided to you at this clinic. The claim must be valid and open. Once you have exceeded your protection limit, payment will be due the date of service unless you have personal insurance that will pick up the difference. You must provide signature to a lien so all billings are secured.

≈We DO NOT accept Workers Compensation cases.

≈We DO NOT accept Medicaid assignment. We do not have a provider number; thus we cannot bill.

<u>Appointments</u>: To guarantee being seen, patients are given appointments. If you become ill, the doctor will see you as soon as possible if you call 503-261-0966 for an appointment.

Cancellation Policy: We require 48 hour notice for all doctor visits. Illness is not a valid reason for cancellation. If you call on a weekend to cancel a Monday appointment, you will not be allowed to reschedule on a Monday in the future. Calling in advance allows us to use the doctor's time for another patient. There is a minimum charge for any appointment not cancelled providing 48-hour advance notice.

<u>Regular Office Hours</u>: Friday afternoon is administrative only; doctors are not available for appointment. Monday through Thursday 8:00 a.m. 5:00 p.m. No clinic activity on Fridays

<u>Emergencies</u> after hours: Non-urgent situations not requiring an immediate physician contact, call our regular Portland phone number and leaving a message. For URGENT situations, call our CALL GROUP at 503-778-8530

 $\approx$  <u>I authorize Center for Environmental Medicine</u> and its personnel to provide ongoing medical care, treatment and procedures as ordered by the physicians and/or other health care providers. I acknowledge that no guarantee can or will be made as to the results of the care, treatment and medication prescribed. Insurance coverage is not guaranteed.

➢Consent to Release of Information: I authorize Center for Environmental Medicine to release to my insurance carrier information about my identity, treatment, diagnosis, prognosis and or services rendered as permitted by state and federal law which may be required or requested, thus releasing the Center for Environmental Medicine from any liability for furnishing such information. I understand information may be released through electronic or paper media. See exceptions in Notice of Information and Privacy Practices. I acknowledge that I have received Notice of Information and Privacy Practices.

≈<u>Financial Agreement</u>: I understand and agree that I (or a parent, if patient is a minor) am financially responsible for all services provided. As a courtesy, the Center for Environmental Medicine will bill my insurance carrier. Full payment of outstanding balances is due within 60 days of the date of service. If my account is referred to a collection agency, I understand that I am responsible for collection expenses (an additional 50% charge is assessed to the balance) attorney's fees and court costs. We gladly accept MasterCard or Visa. Our strength is medical advice on behalf of our clients; commercial lenders are better equipped to provide financial services. Therefore, in the event that it is necessary to finance the cost of services, we will be happy to work with your bank to arrange suitable financing. This policy constitutes a security agreement.

➢ I authorize my insurance benefits be paid directly to Center for Environmental Medicine. I agree not to bill my insurance except for services CEM cannot bill. I certify all information given in applying for payment under the Social Security Act or other health insurance is correct, and authorize verification of coverage by Center for Environmental Medicine. A photo static copy of this authorization shall be considered as effective and valid as the original. In the event the insurance company mistakenly pays me, I will direct payment immediately CEM. By signing this letter I am stating that I expect CEM to bill my insurance company for all billable services. In the event I subsequently file claims with my insurance company for which CEM has already collected, I agree that I will repay my insurance company, and CEM shall not be liable.

➢I understand that my insurance does not guarantee coverage when called regarding verification and neither does CEM. I am responsible for understanding my insurance regarding payment policy including those regarding routine tests and preauthorization. While CEM verifies insurances as a courtesy, CEM shall be held harmless regarding all information obtained by your insurance company.

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- Patients will be charged based on complexity and length of consult including coordination of care. New Patient fees are reflected in the first appointment. Without knowing the actual length of what a visit will be, the office staff can give you only an approximate cost of your visit.
- Returned checks: \$25.00 per incident; a finance charge of 1.5% per month is generally applied to any balance of 60 days with a minimum charge of \$5.00. These fees may be waived if certain conditions exist.

✤You are financially responsible for all services rendered.

Services inadvertently missed or incorrectly charged will be charged to your account.

≈Prices are subject to change without prior notice.

≫When you sign this policy you are agreeing you understand and accept the terms listed herein.

Signature of Patient, Parent or Guardian K: front office forms/BPOLICY 12-12

Date



## CONSENT TO USE AND DISCLOSE PERSONAL HEALTH INFORMATION (HIPPA)

I, \_\_\_\_\_\_ authorize the Center for Environmental Medicine and Drs. Hatlestad or Kapadia to use and disclose my personal health information (PHI) for the following limited purposes:

- > To carry out investigation, treatment, or other healthcare operations/procedures.
- > The preparation of reports to other healthcare providers or facilities involved in your care with only the minimum amount of necessary information being disclosed for this purpose.
- > The analysis of medical research projects without personal identification.
- > To assist in the payment of any of my medical care or submission for insurance claims.
- > The types of information that will be used or disclosed may include the following:
  - The health condition that I have.
  - The alternative modalities that I choose to use.
  - The types of healthcare products or prescriptions that I use.
  - The type of health insurance that I have.
  - Copies of clinic visit transcription including laboratory, pathology and/or xray results.

I understand that once the information is disclosed to others, the recipients of that information may disclose it to other individuals or organizations that are not subject to HIPAA regulations and that the information may no longer be protected.

- I have been given a copy of the Notice of Privacy Practices and have had the opportunity to review it before signing the consent to treatment. I acknowledge that the Notice of Privacy Practices may change from time to time and patients may access the updated Notice by submitting a request in writing to this office.
- I understand that I have the right to restrict how my personal health information is used and what is shared or disclosed to carry out investigation, treatment, payment or medical research and that the Center for Environmental Medicine, Dr. Hatlestad and Dr. Kapadia have the right to refuse my request. If they agrees to my request, it will be bound by that agreement. I understand that I have the right to revoke this consent in writing as long as it has not already been relied upon.
  - I understand that the Center for Environmental Medicine, Dr. Hatlestad or Dr. Kapadia will not condition treatment, payment, enrollment or eligibility based upon obtaining this authorization unless permitted by law or regulation.

signature of patient

date

Phone: 503-261-0966 Fax: 503-252-2691 info@cemmed.com



#### **Directions to the Clinic**

10748 NE Halsey Street Portland, OR 97220-3961

From I-205 North, take the Glisan exit, make a right off of the exit. Turn left at 102nd Street. Go to Halsey which is the street just beyond Fred Meyers, and turn right. Go to 107th, look for our large sign and turn into the parking area.

From I-84 East, take the Gateway-Halsey exit and continue up to 107th. Look for our large sign and turn into the parking area.

From I-205 South and I-84 South, take the Glisan-Stark exit, turn left onto Glisan. Go to 102nd and turn left again. Go to Halsey which is the street just beyond Fred Meyers and turn right. Go to 107th, look for our large sign and turn into the parking area.

TriMet stops right outside of our building. The Max Station is approximately 9 blocks away. You may easily transfer to TriMet or take a brisk walk.





Integrating the best of conventional and complementary medicine

## AUTHORIZATION TO RELEASE MEDICAL RECORDS

Patient's Name:	Date of Birth:	
This is to authorize:	Fax:	
address	phone	
To release copies my medical record to: For the purposes of continuing medical care. Limited to time period of years.	CENTER FOR ENVIRONMENTAL MEDICINE, LLC CHRIS HATLESTAD, MD, PC Ami Kapadia, MD, PC 10748 NE Halsey Street, Suite A Portland, OR 97220-3691 503–261–0966: Phone 503–252–2691: Fax	
Please send the records indicated below:		
Clinician office chart notes	Emergency & urgent care records	
Transcribed hospital records	Diagnostic imaging reports	
Most recent three year history	Laboratory reports	
Consultations	Pathology reports	
Problem list	Medication list	
Other:		

\* The following items must be initialed by patient to be included in requested chart information (federal regulations require a description of how much and what kind of information is to be disclosed).

HIV/AIDS related records	Genetic testing information
Mental health information	Drug/alcohol diagnosis, treatment or referral information
Describe:	

I agree to waive the privilege of confidentiality and privacy of my medical record in order to gain insurance reimbursement. I understand that this is not a blanket authorization to release information. It is intended for one-time use and expires \_\_\_\_\_\_ or 3 months after signing. I must re-execute it should additional requests for information occur. I understand that this authorization has been prepared in accordance with OR 433.045 and OAR 333-12-270. I also understand that Oregon Law allows HIV test information to be entered in my medical record and to be seen by or shared orally with persons who must review the record for the purpose of delivering health care to me or for routine administrative purposes. I further understand Oregon Law requires my physician to report my identity and/or HIV antibody test result to Public Health Authorities under certain circumstances without my authorization. I understand that I may revoke this release at anytime in writing.

Patient Signature	Date	
Signature of lawful representative if patient is a minor or incompetent.	(Relationship)	

Phone: 503-261-0966 Fax: 503-252-2691 info@cemmed.com