

RHEUMATOLOGY ASSOCIATES OF OKLAHOMA

Latisha Heinlen, M.D.

6516 N. Olie, Suite G • Oklahoma City, OK 73116 • Phone 405.608.8060 • Fax 405.608.8070

IT IS THE POLICY OF THIS OFFICE THAT ALL PAYMENTS ARE DUE AT THE TIME OF VISIT!

Today's Date : _____

PATIENT INFORMATION

Patient's Full Name _____ Social Security Number _____

Date of Birth _____ Age _____ Sex Male Female

Race _____ Ethnicity Hispanic Non - Hispanic Preferred Language _____

Marital Status Single Married Divorced Widowed

Patient's Current Address _____

City _____ State _____ Zip _____

Home Phone # _____ Cell # _____ E-mail _____

Is this Patient a Student? Yes No If Yes Full Time or Part Time

EMPLOYEE STATUS

Full Time Part Time Retired Unemployed

Patient's Employer _____ Position _____

Employer's Address _____ City _____ State _____ Zip _____

Employer's Phone # _____

EMERGENCY CONTACT INFORMATION

Spouse's Name _____ Phone # _____

Emergency Contact • Next of Kin

Name _____ Phone # _____ Relation _____

INSURANCE INFORMATION

Primary Insurance Coverage _____ Policy ID # _____

Cardholder's Name _____ D.O.B. _____ SS# _____

Cardholder's Employer _____

Is this a Primary Insurance for all family members? Yes No

If NO, Please Explain _____

Secondary Insurance Coverage _____ Policy ID # _____

Cardholder's Name _____ D.O.B. _____ SS# _____

Cardholder's Employer _____

Is this a Secondary Insurance for all family members? Yes No

If NO, Please Explain _____

THIS PAGE MUST BE SIGNED & DATED

I hereby apply for treatment by the physician of this practice and/or their assistants.

I authorize the release of any information necessary to determine liability for payment and to obtain reimbursement on any claim. I request that payment of authorized benefits be made on my behalf and I assign the benefits payable to which I am entitled to this practice. I understand that payment is due at the time of service and I am financially responsible for all charges, whether or not paid by the insurance.

Signature _____

Date _____

MEDICARE PATIENTS ONLY

I understand in Medicare assigned cases, the physician or supplier agrees to accept the charge determination of the Medicare carrier as the full charge, and the patient is responsible only for the deductible, co-insurance and the non-covered services. Co-Insurance and the deductible are based on the charge determination of the Medicare carrier.

Signature _____

Date _____

OKLAHOMA STANDARD AUTHORIZATION TO USE OR SHARE PROTECTED HEALTH INFORMATION (PHI)

Patient Name: _____

Medical Record #: _____

Date of Birth: _____

Social Security #: _____

I hereby authorize _____
Name of Person/Organization Disclosing PHI

to release the following information to Latisha Heinlen, M.D. 6516 N. Olie, Suite G Oklahoma City, OK 73116
Name and Address of Person/Organization Receiving PHI

Information to be shared:

- Psychotherapy Notes (if checking this box, no other boxes may be checked) Entire Medical Record
- Billing Information for _____ Mental Health Records
- Substance Abuse Records Medical information compiled between _____ and _____
- Other: _____

The information may be disclosed for the following purpose(s) only:

- Insurance Continued Treatment Legal At my or my representative's request
- Other: _____

I understand that by voluntarily signing this authorization:

- I authorize the use or disclosure of my PHI as described above for the purpose(s) listed.
- I have the right to withdraw permission for the release of my information. If I sign this authorization to use or disclose information, I can revoke this authorization at any time. The revocation must be made in writing to the person/organization disclosing the information and will not affect information that has already been used or disclosed.
- I have the right to receive a copy of this authorization.
- I understand that unless the purpose of this authorization is to determine payment of a claim for benefits, signing this authorization will not affect my eligibility for benefits, treatment, enrollment or payment of claims.
- My medical information may indicate that I have a communicable and/or non-communicable disease which may include, but is not limited to diseases such as hepatitis, syphilis, gonorrhea or HIV or AIDS and/or may indicate that I have or have been treated for psychological or psychiatric conditions or substance abuse.
- I understand I may change this authorization at any time by writing to the person/organization disclosing my PHI.
- I understand I cannot restrict information that may have already been shared based on this authorization.
- Information used or disclosed pursuant to the authorization may be subject to redisclosure by the recipient and no longer be protected by the Privacy Regulation.

Unless revoked or otherwise indicated, this authorization's automatic expiration date will be one year from the date of my signature or upon the occurrence of the following event: _____

Signature of Patient or Legal Representative

Date

Description of Legal Representative's Authority

Expiration date (if longer than one year from date of signature or no event is indicated)

Chart No. _____

Rheumatology Associates of Oklahoma
Authorization to Release Information via phone/Family/Friends

Patient Name: _____ DOB: _____

I hereby authorize confidential communications from the physicians or staff of Rheumatology Associates of Oklahoma regarding my health, care, treatments, appointments, prescriptions, etc... to be received at any of the numbers given below. I authorize the staff to leave messages on the voice mail or with the individual who answers the phone at any of the below numbers:

Home Phone: _____ Work Phone: _____ Cell phone: _____

Other: _____

I authorize the following individuals to call the office on my behalf to verify the status of appointments, treatment plan, medications, and account information. These individuals may also pick up prescriptions and/or samples that I have requested:

Name: _____ Relation: _____

Name: _____ Relation: _____

Name: _____ Relation: _____

Name: _____ Relation: _____

I understand this authorization will remain in effect until I revoke the authorization in writing.

Patient Signature

Date

Rheumatology Associates of Oklahoma, LLC STAFF ONLY:

Documented by:

Initials

Date

Rheumatology Associates of Oklahoma

A division of The Physicians' Group

MEDICATION REFILLS

1. Refill requests may be made Monday-Thursday, 8:00 am to 4:00 pm. Please have the pharmacy fax refill requests to 405-608-8070.
2. Refills *will not* be made after hours, at night, on weekends or holidays. On call physicians will not answer calls regarding medication refills.
3. All prescriptions require a 3-day notice to be refilled.
4. If the prescription is to be picked up, you may do so Monday-Thursday, 8:00 am to 12:00 noon or 1:00 pm to 4:00 pm.
5. Please check your bottles for refills. If you have refills you do not need to call the doctor's office, only call the pharmacy.
6. Patients are responsible for their controlled substance medication. Your doctor will closely monitor controlled substance medication.
7. Please remember to discuss any medication concerns you have with your doctor at your regular scheduled appointments.
8. Please be aware we do not always have medication samples in stock.
9. Our office hours are Monday-Thursday, 8:00 am to 12:00 noon and 1:15 pm to 5:00 pm. Friday 8:00 am - 12:00 noon.
10. After hours or in case of emergency, you may call 405-608-8060 and you will be given instructions on how to contact the doctor on call.

Patient signature: _____

Date: _____

Appointment No Show and Late Policy

APPOINTMENT NO SHOWS

A **NO SHOW** appointment is a missed appointment without notifying our office 24 hours prior to scheduled appointment. If your appointment is scheduled for a Monday, we require notification no later than Friday prior to your appointment.

- The first no show will result in a call or email reminding you that you have missed your appointment and will need to reschedule for another day.
- The second no show will result in a call or email and a \$50.00 charge to the patient, not your insurance company. This must be paid prior to scheduling your next appointment.
- The third no show will result in a dismissal from the practice.

LATE POLICY

We understand that even the most punctual person can occasionally run late. If that is the case, please call us prior to your appointment time so we can get you rescheduled. If the schedule allows, the appointment time will simply be shifted to accommodate the delay. However, if the tardiness can't be accommodated, we will reschedule your appointment time, we will then give your time away to another patient.

- Patients arriving early or on time will be seen in the order they were scheduled.
- Any patient arriving more than 15 minutes late will be asked to reschedule.

Signature of Patient

Signature of Parent or Guardian (if applicable)

Print Name of Patient

Print Name of Parent or Guardian

Dated: _____

**DISCLOSURE OF PHYSICIAN OWNERSHIP
NOTICE TO PATIENTS**

Please carefully review the information contained in this notice.

As a prospective patient of Community Hospital or Northwest Surgical Hospital, we are pleased to inform you of the following:

1. Dr. Latisha Heinlen, MD, has an ownership interest in Community Hospital and Northwest Surgical Hospital.
2. In addition, other physicians that may treat you at the hospital may have an ownership interest in the hospital.
3. You have the right to choose the provider of your health care services. Therefore, you have the option to use a healthcare facility other than Community Hospital or Northwest Surgical Hospital. You will not be treated differently by your physician if you choose to use a different facility. If desired, your physician can provide information about alternative providers.

We welcome you as a patient and value our relationship with you. If you have any questions concerning this notice, please feel free to ask your physician or any representative of Community Hospital or Northwest Surgical Hospital. For a full list of our physician owners and additional information about our healthcare facilities, please visit our website at communityhospitalokc.com or nwsurgicalokc.com.

By signing this Disclosure of Physician Ownership, you acknowledge that you have read and understand the foregoing notice and hereby understand that your physician has an ownership interest in Community Hospital and Northwest Surgical Hospital.

Signature of Patient

Signature of Parent or Guardian
(if applicable)

Print Name of Patient

Print Name of Parent or Guardian

Dated: _____

HPI _____
**COMMUNITY
HOSPITAL**

HPI _____
**NORTHWEST
SURGICAL
HOSPITAL**

HPI _____
**COMMUNITY
HOSPITAL**

IMAGING CENTER

HPI _____
**COMMUNITY
HOSPITAL**

OUTPATIENT THERAPY

HPI _____
**NORTHWEST
SURGICAL
HOSPITAL**

LAKEPOINTE IMAGING CENTER

RHEUMATOLOGY ASSOCIATES OF OKLAHOMA

NEW PATIENT SURVEY

Answer each line and question in the space provided. Check the best answer. *Fill out both sheets of this form.*

This survey will help the doctor evaluate, diagnose and treat you. Write your comments & questions on the next page.

Patient's Name _____ Age _____ D.O.B. _____ E-mail _____

Referred by _____ My Primary Care MD _____

Emergency Contact _____ Relationship _____ Phone # _____ Work # _____

ABOUT YOUR ARTHRITIS OR PROBLEM

What is your problem/concern/Any specific joints bothering you today. _____

When Did Your Symptoms First Begin? Month _____ Year _____

Initial Symptoms? _____

Where? Fingers Hands Wrist Elbow Shoulder Knee Feet Hip Back Neck

First Diagnosed as? _____ By Dr. _____ Where? _____

What Tests Were Abnormal? ANA Sed Rate RF(rheumatoid factor) Uric Acid Biopsy

This Week I am Doing... Very Good Good Fair Poor Very Poor Better Much Worse

I am Mostly Concerned About? _____

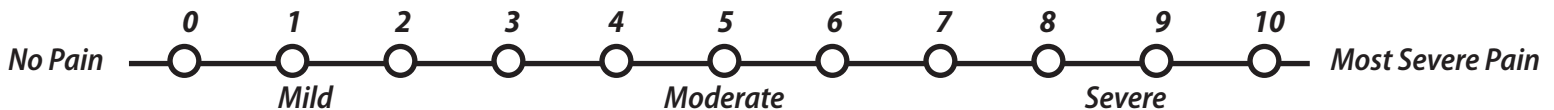
I'm Having... Pain Stiffness Aching Soreness Muscle Pain Swelling Weakness Numbness

How long is your morning stiffness? None 15 min 30 min 45 min 1 hr 2 hr 4 hr All Day

My Sleep is... Great Normal Fair Poor Very Poor Pain Sleeping Aids Used? Yes No

Can't Fall Asleep Can't Stay Asleep Early Waking Snoring Sleep Apnea Restless Legs

In the PAST WEEK, How Much Pain Have You Had?



Have You Ever Taken Any of These Medications?

<input type="checkbox"/> Antacids	<input type="checkbox"/> Bextra	<input type="checkbox"/> Orudis Etodolac	<input type="checkbox"/> Gold	<input type="checkbox"/> Cortisone	<input type="checkbox"/> Buspr Wellbutrin	<input type="checkbox"/> Vicodin
<input type="checkbox"/> Axid	<input type="checkbox"/> Celebrex	<input type="checkbox"/> Voltaren	<input type="checkbox"/> Enbrel	<input type="checkbox"/> Prednisone	<input type="checkbox"/> Effexor Pristiq	<input type="checkbox"/> Baclofen
<input type="checkbox"/> Cytotec	<input type="checkbox"/> Clinoril	<input type="checkbox"/> Colchicine	<input type="checkbox"/> Humira	<input type="checkbox"/> Ambien	<input type="checkbox"/> Lexapro	<input type="checkbox"/> Flexeril
<input type="checkbox"/> Pepcid	<input type="checkbox"/> Daypro	<input type="checkbox"/> Allopurinol	<input type="checkbox"/> Ilaris	<input type="checkbox"/> Ativan	<input type="checkbox"/> Pamelor	<input type="checkbox"/> Norflex
<input type="checkbox"/> Prevacid	<input type="checkbox"/> Disalcid	<input type="checkbox"/> Uloric Febuxostat	<input type="checkbox"/> IVIG	<input type="checkbox"/> Halcion	<input type="checkbox"/> Paxil	<input type="checkbox"/> Parafon Forte
<input type="checkbox"/> Prilosec	<input type="checkbox"/> Dolobid	<input type="checkbox"/> Krystexxa	<input type="checkbox"/> Imuran	<input type="checkbox"/> Klonopin	<input type="checkbox"/> Prozac	<input type="checkbox"/> Robaxin
<input type="checkbox"/> Protonix	<input type="checkbox"/> Ecotrin	<input type="checkbox"/> Actemra	<input type="checkbox"/> Kineret	<input type="checkbox"/> Lunesta	<input type="checkbox"/> Savella	<input type="checkbox"/> Skelaxin
<input type="checkbox"/> Nexium	<input type="checkbox"/> Feldene	<input type="checkbox"/> Arava	<input type="checkbox"/> Methotrexate	<input type="checkbox"/> Restoril	<input type="checkbox"/> Seroquel	<input type="checkbox"/> Soma
<input type="checkbox"/> Tagamet	<input type="checkbox"/> Ibuprofen	<input type="checkbox"/> Atabrine	<input type="checkbox"/> Orencia	<input type="checkbox"/> Valium	<input type="checkbox"/> Zolof	<input type="checkbox"/> Zanaflex
<input type="checkbox"/> Zantac	<input type="checkbox"/> Indocin	<input type="checkbox"/> Auranofin	<input type="checkbox"/> Otezla	<input type="checkbox"/> Xanax	<input type="checkbox"/> Codeine	<input type="checkbox"/> Cholesterol/ Statins
<input type="checkbox"/> Advil	<input type="checkbox"/> Lodine	<input type="checkbox"/> Azathioprine	<input type="checkbox"/> Penacillamine	<input type="checkbox"/> Celexa	<input type="checkbox"/> Hydrocodone	<input type="checkbox"/> Flu Vaccine
<input type="checkbox"/> Aleve	<input type="checkbox"/> Mobic	<input type="checkbox"/> Azulfidine	<input type="checkbox"/> Plaquenil	<input type="checkbox"/> Desyrel	<input type="checkbox"/> Lortab/Lorcet	<input type="checkbox"/> Hepatitis Vaccine
<input type="checkbox"/> Anacin	<input type="checkbox"/> Motrin	<input type="checkbox"/> Benjysta	<input type="checkbox"/> Remicade	<input type="checkbox"/> Elavil	<input type="checkbox"/> Oxycontin	<input type="checkbox"/> Pneumovax
<input type="checkbox"/> Anaprox	<input type="checkbox"/> Naproxen	<input type="checkbox"/> Cimzia	<input type="checkbox"/> Rituxan	<input type="checkbox"/> Trazodone	<input type="checkbox"/> Percocet/dan	<input type="checkbox"/> Shingles Vaccine
<input type="checkbox"/> Ansaid	<input type="checkbox"/> Relafen	<input type="checkbox"/> Cosentyx	<input type="checkbox"/> Simponi	<input type="checkbox"/> Cymbalta	<input type="checkbox"/> Tramadol	<input type="checkbox"/> Tetanus
<input type="checkbox"/> Arthrotec	<input type="checkbox"/> Tolectin	<input type="checkbox"/> Cyclosporine	<input type="checkbox"/> Sulfasalazine	<input type="checkbox"/> Lyrica	<input type="checkbox"/> Tylenol #3	<input type="checkbox"/> Drug Study
<input type="checkbox"/> Aspirin	<input type="checkbox"/> Vioxx	<input type="checkbox"/> Cytoxin	<input type="checkbox"/> Xeljanz	<input type="checkbox"/> Neurontin	<input type="checkbox"/> Ultram/Ultracet	<input type="checkbox"/> Injections

Have you had any side effects from any of these drugs? Yes No Which Medication? _____ What side effect? _____