

APPOINTMENT SCHEDULED: _____ CHECK IN TIME: _____

WITH DOCTOR: _____ PHONE: (425) 259-3122 (For all offices)

EVERETT OFFICE

43RD & Hoyt Medical Bldg
4225 Hoyt Ave, Suite A
Everett, WA 98203

PROVIDENCE REGIONAL MEDICAL CENTER-EVERETT

Hospital Tower Admit
1700 13th St
Everett, WA 98201

In an effort to make you more at ease on your first visit to our office, we have enclosed a packet of information and forms to read, fill out at your leisure at home, and **bring to your appointment**. Here is a checklist of the forms that are enclosed and short explanation of each:

- **Blood Thinners and Cardiac Devices:** This is required for any scheduled procedure. If this does not apply to you, leave it blank.
- **Registration Form:** Please remember to bring **all of your insurance cards**. We will need to scan a copy of the front and back of the card(s). If **your insurance plan requires a copayment**, this will be collected at time of your appointment. If your **insurance plan requires a referral** it is your responsibility to obtain one from your primary care provider, prior to this office visit. If you have difficulty obtaining the referral from your primary care provider, please call our referral coordinator at (425) 259-3122 for assistance.
- **Friends and Family Release:** List the family members, friends, or caregivers that you wish to have access to your private healthcare information. We are required by law to have your signature on this disclosure form.
- **Medical History Form:** It is important to complete the form in full. This will enable us to care for you appropriately. If you require additional space, please write on a separate sheet of white paper and attach it to the history form.
- **Medications Form:** Please list all of your current prescribed medications that you are taking. Include the dosage and how often you take them. You should also list any herbal or over the counter medications, vitamins, minerals, etc. that you take on a regular basis.
- **The Financial Policy:** This is your acknowledgment that you understand our billing procedures for submitting your claims to your insurance company. It is also a reminder that ultimately you are the responsible party. Please be assured that we will do everything that we can to make sure that your insurance pays your claims, if it is within your policy limits.
- **No Show Policies:** For the office and procedures.
- **General Information:** This tells you more about our office policies and procedures.
- **Directions and Map:** Please be sure that you note the correct office location for your appointment.

It is our hope that you will find this material informative and that by completing these forms in advance of your appointment your time in our office will be efficient. Thank you for your time and attention, we look forward to participating in your medical care.

Blood Thinners and Cardiac Devices

The following information is required to schedule any procedure(s) that your GI provider may order.

For your safety, we need to get a clearance to hold your prescription blood thinner **PRIOR** to scheduling your appointment.

If you are taking any of the **following** medications please check the box below.

Name of Medications:

- Warfarin (Coumadin, Jantoven)
- Plavix (Clopidogrel)
- Pradaxa (Dabigatran)
- Eliquis (Apixaban)
- Effient (Prasugrel)
- Savaysa (Edoxaban)
- Brilinta (Ticagrelor)
- Cilostazol (Pletal)
- Other _____

Name of physician/PA-C/ARNP on your prescription bottle and their location/Medical Group:

Device Clearance

For your safety, we need to get a clearance for your Cardiac Defibrillator/Pacemaker **PRIOR** to scheduling your appointment.

We need to know

Name/Type of Cardiac Device: _____

Name of Provider/Facility who manages your device and their location/Medical Group:

Please note that if we do not receive this information, your procedure(s) may not be scheduled, or may be canceled, until correct information is received.

**WESTERN WASHINGTON MEDICAL GROUP
DEPARTMENT OF GASTROENTEROLOGY & ENDOSCOPY**

REGISTRATION FORM

ACCOUNT# _____ NEW _____ UPDATE _____

PATIENT LAST NAME		FIRST NAME (legal)		MI	PREFERRED OR NICKNAME		
DATE OF BIRTH		SEX M F	RACE		SOCIAL SECURITY #		
			ETHNICITY		PREFERRED LANGUAGE		
MAILING ADDRESS			APT #	CITY		STATE	ZIP CODE 4 DIGIT
STREET ADDRESS			APT #	CITY		STATE	ZIP CODE 4 DIGIT
HOME PHONE ()			WORK PHONE ()		EXT	CELL PHONE ()	
REFERRING DOCTOR				MARITAL STATUS			
PRIMARY CARE DOCTOR				MARRIED ____ DIVORCED ____ OTHER ____			
PHARMACY NAME/LOCATION				SINGLE ____ WIDOWED ____ SEPARATED ____			
				EMAIL ADDRESS			
PATIENT EMPLOYER (IF NOT EMPLOYED ARE YOU RETIRED _____ OR DISABLED _____)							
EMPLOYER NAME				OCCUPATION			
STREET ADDRESS			CITY		STATE	ZIP CODE	
PRIMARY INSURANCE							
INSURANCE COMPANY NAME			RELATION TO SUBSCRIBER			COPAY	
SUBSCRIBER'S NAME			SUBSCRIBER'S EMPLOYER				
SUBSCRIBER'S DATE OF BIRTH		SUBSCRIBER'S SEX MALE ____ FEMALE ____		SUBSCRIBER'S ID #		GROUP NUMBER	
SECONDARY INSURANCE							
INSURANCE COMPANY NAME			RELATION TO SUBSCRIBER			COPAY	
SUBSCRIBER'S NAME			SUBSCRIBER'S EMPLOYER				
SUBSCRIBER'S DATE OF BIRTH		SUBSCRIBER'S SEX MALE ____ FEMALE ____		SUBSCRIBER'S ID #		GROUP NUMBER	
EMERGENCY CONTACT (NOT LIVING WITH YOU)		NAME		RELATIONSHIP		PHONE NUMBER- HOME/WORK/CELL ()	
RESPONSIBLE PARTY WHO IS RESPONSIBLE FOR THE REMAINING BALANCE ON THIS ACCOUNT?							
____ SELF (* If self do not fill in right field.) ____ SPOUSE ____ PARENT ____ GUARDIAN	SOCIAL SECURITY #		LAST NAME		FIRST NAME		MI
	STREET ADDRESS			CITY	STATE	ZIP CODE	
	HOME PHONE ()		WORK OR CELL PHONE ()		EXT	DATE OF BIRTH	SEX M F
WORKERS COMP CLAIM #		DATE OF INJURY		EMPLOYER			STATE OR SELF INSURED?
I, the patient or guardian, certify that the information contained on this form is true to the best of my knowledge. I accept responsibility for the charges incurred by the patient, and agree to pay all bills at the time of service, unless prior arrangements have been made. I authorize the physician and clinic to release any information to process insurance claims. I authorize my insurance claim to be paid directly to the clinic. I authorize Western Washington Medical Group to leave messages, which may contain details of my medical condition on my voicemail box if they are unable to reach me.							
INITIALS _____				VOICEMAIL # _____			
PATIENT SIGNATURE _____				DATE _____			
For office use only Dr. _____ Ins. code _____ Acct # _____ initials _____							

FRIENDS AND FAMILY RELEASE

The name(s) listed below are family members or friends to whom I wish to grant access to my healthcare information.

I will rely on the professional judgement of my provider and their designee to share such information, as they deem necessary and appropriate. I understand that information is limited to verbal discussions and that no paper copies of my **Personal Healthcare Information (PHI) will be provided without my signature** to release information from my medical record. I, the patient, may be asked to sign a Release of Information (ROI) to allow WWMG to share information if my provider and their designee deem it necessary.

This consent will be considered valid until such time that I, the patient, revoke it. I reserve the right to revoke this at any time. It will be my responsibility to keep this information current, as I recognize that relationships and friendships change over time.

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

Patient's Personal Phone Information

Note: This is different from the above information.

Please provide YOUR most current phone contact information. This information will become part of your permanent medical record until you change it. You can change this information by completing a new form at any time.

Please note: By choosing the option to leave a detailed message, you are allowing us to leave sensitive health information and specific details related to referrals.

First phone number: _____ Cell Home Work OK to leave detailed message: YES NO

Second phone number: _____ Cell Home Work OK to leave detailed message: YES NO

Third phone number: _____ Cell Home Work OK to leave detailed message: YES NO

PATIENT OR GUARDIAN SIGNATURE

RELATIONSHIP TO PATIENT

PRINTED NAME

DATE

MEDICAL QUESTIONNAIRE

Name: _____ Date of birth: _____ Age: _____

Referring physician: _____ Primary Care physician: _____

Reason for visit: _____

What makes the problem better or worse? What medications have you tried?

GI Review of Systems: CHECK ANY OF THE FOLLOWING YOU HAVE EXPERIENCED, IF IN DOUBT PUT A QUESTION MARK

- | | | |
|---|--|---|
| <input type="checkbox"/> Difficulty swallowing | <input type="checkbox"/> Liver problems | <input type="checkbox"/> Constipation |
| <input type="checkbox"/> Painful swallowing | <input type="checkbox"/> Viral hepatitis | <input type="checkbox"/> Diarrhea |
| <input type="checkbox"/> Food sticking | <input type="checkbox"/> IV drug use | <input type="checkbox"/> Colon cancer |
| <input type="checkbox"/> Regurgitation | <input type="checkbox"/> Weight loss (last 6 months) | <input type="checkbox"/> Crohn's disease |
| <input type="checkbox"/> Heartburn | <input type="checkbox"/> Colon polyps | <input type="checkbox"/> Ulcerative Colitis |
| <input type="checkbox"/> Ulcers | <input type="checkbox"/> Hemorrhoids | <input type="checkbox"/> Bloody stool |
| <input type="checkbox"/> Helicobacter pylori | <input type="checkbox"/> Food intolerance | <input type="checkbox"/> Black stool |
| <input type="checkbox"/> Nausea/vomiting | <input type="checkbox"/> Irritable bowel syndrome | <input type="checkbox"/> Hard stools |
| <input type="checkbox"/> Bloating/gas | <input type="checkbox"/> Pancreatitis | <input type="checkbox"/> Soft stools |
| <input type="checkbox"/> Indigestion | <input type="checkbox"/> Barrett's esophagus | <input type="checkbox"/> Anal problem |
| <input type="checkbox"/> Abdominal pain | | |
| <input type="checkbox"/> Other symptoms/complaints: _____ | | |

Have you had a colonoscopy? Yes No Year _____ Next surveillance due _____

Have you had an upper endoscopy (EGD)? Yes No Year _____

Illnesses: CHECK ANY OF THE FOLLOWING YOU HAVE EXPERIENCED, IF IN DOUBT PUT A QUESTION MARK

- | | | |
|--|---|--|
| <input type="checkbox"/> Diabetes | <input type="checkbox"/> Heart disease | <input type="checkbox"/> Stroke |
| <input type="checkbox"/> Cancer | <input type="checkbox"/> Chronic cough | <input type="checkbox"/> Parkinson's |
| <input type="checkbox"/> High blood pressure | <input type="checkbox"/> Chronic infection | <input type="checkbox"/> PTSD |
| <input type="checkbox"/> Lung disease
Type: _____ | <input type="checkbox"/> Thyroid disease | <input type="checkbox"/> Blood clot(s) |
| <input type="checkbox"/> Sleep apnea | <input type="checkbox"/> Bone/Joint disease | <input type="checkbox"/> Endometriosis |
| <input type="checkbox"/> Other: _____ | <input type="checkbox"/> Serious accident | |

Surgeries: CHECK ANY OF THE FOLLOWING YOU HAVE EXPERIENCED, IF IN DOUBT PUT A QUESTION MARK

- | | | |
|--|---|--|
| <input type="checkbox"/> Appendectomy | <input type="checkbox"/> Hernia | <input type="checkbox"/> Pacemaker/Defibrillator |
| <input type="checkbox"/> Bowel resection | <input type="checkbox"/> Heart surgery | <input type="checkbox"/> Hemorrhoids |
| <input type="checkbox"/> Gallbladder | <input type="checkbox"/> Cardiac stent(s) | |
| <input type="checkbox"/> Other: _____ | | |

PLEASE CONTINUE TO NEXT PAGE

HABITS: DO YOU USE? (please circle)

Tobacco/smokeless	YES	NO	Amount per day _____
# of years using tobacco	_____	Quit date?	_____
Marijuana	YES	NO	Type: _____
			How much? _____ How often? _____
Alcohol	YES	NO	Drinks per day _____ Drinks per week _____
Alcohol abuse	YES	NO	Current? _____ Past? _____
Coffee	YES	NO	Cups per day _____
Tea	YES	NO	Cups per day _____
Sodas/carbonated drinks	YES	NO	Type/Amount per day _____
Gluten free diet	YES	NO	Other _____
Dairy products	YES	NO	Amount _____
Special diet	YES	NO	Amount per day _____
			Type _____

SOCIAL HISTORY

Education (circle)	High School	Vocational	College			
Type of work		Self _____	Employed	YES	NO	
		Spouse _____	Employed	YES	NO	
Birthplace _____		Biological gender at birth _____	Current gender identity	_____		
Marital status (circle)	Single	Married	Divorced	Widowed	Domestic Partner	

Do you have religious/spiritual beliefs that would affect your decisions concerning your health care? If so, in what way?

FAMILY HISTORY (circle if any family member has had the following)

Colon cancer	YES	NO	Esophageal cancer	YES	NO	Other cancer _____
Colon polyps	YES	NO	Liver disease	YES	NO	Add'l details _____
Ulcerative Colitis	YES	NO	Pancreatic cancer	YES	NO	Other diseases _____
Crohn's disease	YES	NO	Stomach cancer	YES	NO	_____

Father	Gastrointestinal illnesses _____
Mother	Gastrointestinal illnesses _____
Siblings	Gastrointestinal illnesses _____
Children	Gastrointestinal illnesses _____

Is there anything else you feel is pertinent for the provider to know about you?

Patient signature _____

Date _____

Provider initials _____



FINANCIAL AGREEMENT

We consider all patients as “**private**” unless their insurance is one whom with we have a contractual agreement. We will bill your insurance as a courtesy but the balance for “**private**” patients is due and payable within 30 days. Many insurance plans cover a certain percentage only of the fees charged. The insurance normally only covers the “usual and customary” fees. Your insurance, as a result, may cover less than you thought they might or you may have a deductible to meet first. You may have scheduled a visit that is not covered by your insurance, such as Preventative Care, it is the patient’s responsibility to check their benefits prior to being seen.

Please be familiar with the benefits provided by your health plan.

If your insurance requires a referral or if we need insurance authorization prior to your visit, it is **YOUR** responsibility to see that your health plan requirements are met. If your insurance information or other documents needed are not provided at or prior to your first visit, any charges incurred will be your responsibility.

Co-pays are due at time of service. If you are unable to pay your co-pay at time of service, there will be an **additional \$15.00 fee** charged to your account.

A fee of **\$250.00** will be charged for either a late cancellation (someone who misses a procedure appointment without canceling **5 business days** in advance) or "No Show" (someone who fails to present at time of a scheduled procedure).

Should the account be referred over to our collection agency the undersigned, or their agent, will be responsible for payments of interest on the unpaid balance of 1% per month from the date of service, collection fees, reasonable attorney fees and court costs.

We charge **\$35.00** for any NSF checks (per RCW 62A-3-515 & 520).

I understand if I have received anesthesia, I will receive a separate bill from Paceline Anesthesia PLLC for its anesthesia services.

With my signature, I acknowledge that I have read the above statement and agree to pay any charges within 30 days of receipt of statement unless other arrangements (such as contractual insurance) have been made. I authorize the physician to release my information required to process my insurance claims and authorize my insurance company to make payment directly to my physician.

I HAVE READ THE FINANCIAL AGREEMENT. I UNDERSTAND AND AGREE TO THIS POLICY.

Printed Name: _____ DOB: _____

Signature: _____ Date: _____

WWMG-GASTROENTEROLOGY Office Appointment Late Cancellation and No Show Policies

Late cancellations or no-shows cause unnecessary longer wait time for patients who need to be seen in the office. In order to provide quality medical care in a timely manner, we have to implement a no show/cancellation policy. The policy enables us to better utilize available appointments for our patients in need of medical care.

To cancel and/or reschedule an office appointment, patients must call 425-259-3122 during business hours (Monday through Friday 8:30am to 5:00pm, closed 12:00pm to 1:00pm for lunch).

Advanced cancellations: If an office appointment is cancelled or rescheduled **48 hours before** the scheduled time, it is considered an advanced cancellation and there will be no cancellation or reschedule fee.

Late cancellations: If an office appointment is cancelled or rescheduled **within 48 hours** of the scheduled time, it is considered a late cancellation. The patient will be charged a late cancellation fee of \$100.00.

No Show: If patient fails to present at the time of a scheduled appointment without prior notice, it is considered a “no show.” The patient will be charged a “no show” fee of \$100.00.

Insurance companies will not be billed for this fee, which is the sole responsibility of the patient. However, the patient will not be charged if there was a medical emergency and the patient was in the ER or hospitalized at the time of scheduled appointment.

Payment schedule: From the date of the no show or late cancellation, the patient has 60 days to make the payment for the no-show or late cancellation fee.

- During the 60 days before payment is made by the patient, the patient must make a \$100.00 deposit to reschedule a non-emergent office appointment. The deposit will not be refunded if the patient has another late cancellation or no show. We will continue to provide emergency gastroenterology care and prescription renewals for 60 days without a deposit.
- At the end of the 60 days, if the payment is still not received, a Termination of Care letter will be sent to the patient, notifying the patient of discharge from the practice. Emergency gastroenterology care will be provided for an additional 30 days from the date of Termination of Care letter.
- The patient may be admitted back to the practice if the fee is paid after the 60 day “grace period”. However, the patient must make a \$100.00 deposit for the first office appointment (this requirement is only for those who did not pay fees within 60 days and were discharged). If the patient cannot afford or is unwilling to make the deposit, the patient cannot be admitted back to the practice.

Each patient will be tracked for the number of no shows and late cancellations. If the number of either or the combination of late cancellations and no shows exceed three (3) occurrences within any consecutive 12 months, the patient will be discharged from the practice and no further appointments will be scheduled.

Signature: _____ Date: _____

Print Name: _____ DOB: _____



WWMG-GASTROENTEROLOGY

Endoscopy Procedure Late Cancellation and No Show Policies

A late cancellation or “no show” is someone who misses a procedure appointment without cancelling **5 business days in advance** or someone who fails to present at the time of a scheduled procedure without notice. *The patient will be charged \$250.00 for either late cancellations or no shows. The procedure cannot be re-scheduled until the \$250.00 charge is paid by the patient.* Insurance companies will not be billed for this fee.

This agreement applies to endoscopy procedures performed by our providers at WWMG Endoscopy Center, Providence Medical Center, and/or Island Hospital.

By my signature, I certify that I have read and understand the policy.

Signature: _____ Date: _____

Print Name: _____ DOB: _____

FREQUENTLY ASKED COLONOSCOPY PREPARATION QUESTIONS

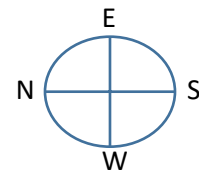
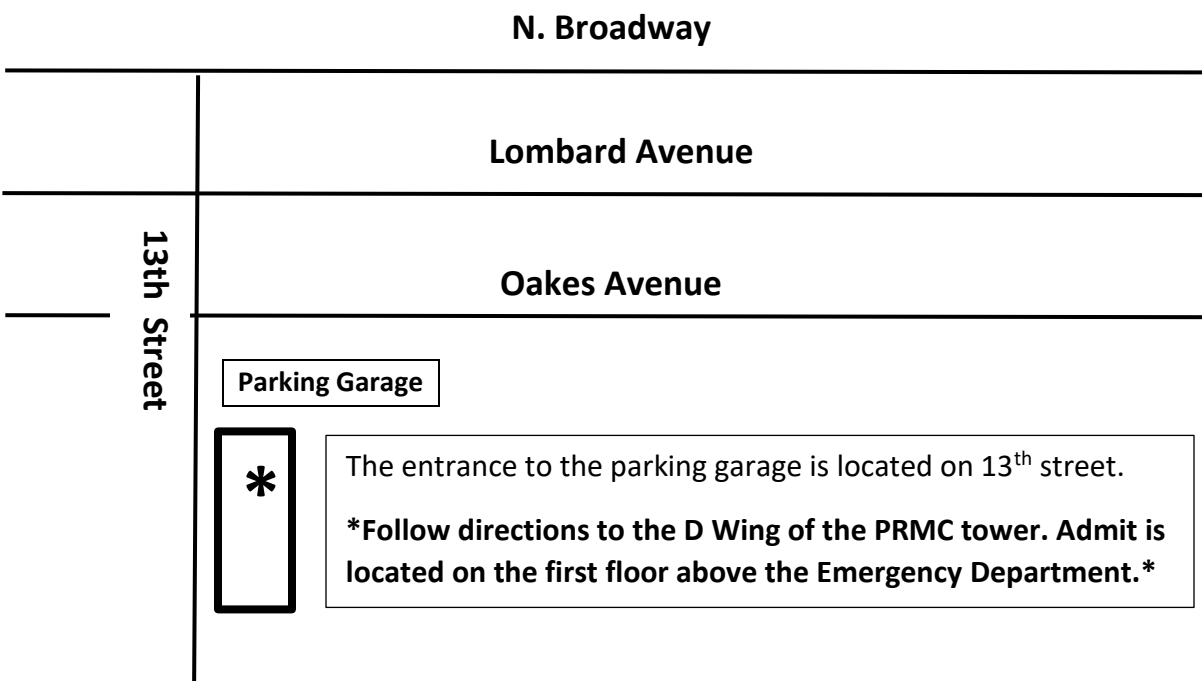
Please read your 5 Day preparation planner immediately upon receiving

1. **When is the last time I can have clear liquids to drink?**
 - You may have clear liquids up to 4 hours prior to your check-in time. Please avoid all liquids that are **RED**, **BLUE**, or **PURPLE** in actual color.
2. **Can I start my prep earlier/later?**
 - Yes, but no earlier than 1 hour before start time and no later than 1 hour after start time.
3. **If I start to vomit, what should I do?**
 - If you vomit only a few times, take a break, lengthen time between glasses until this resolves. If vomiting is continual and excessive, call the on-call physician at (425) 259-3122.
4. **I drank almost all of my prep and still have not gone to the bathroom. What should I do?**
 - During business hours, 8am-5pm, call GI Prep Line (425) 259-3122. If it is after hours, call the GI office for the on-call physician at (425) 259-3122.
5. **What happens if my prep is not adequate?**
 - It is very important that you are clean which should occur if you follow the exact 5 day prep planner. This will improve the chance of visualizing colon polyps or abnormalities during your exam. If your prep is not adequate, your procedure may be canceled and rescheduled or your procedure time will be delayed in order to allow time to drink more prep solution. If the procedure is attempted but aborted due to a poor prep, you may be asked to return for a second procedure, using more bowel prep and your insurance may or may not cover the second procedure.
6. **My family member did a different prep. Can I do the one that they did instead?**
 - No, your prep regimen has been prescribed specifically for you by the doctor.
7. **The pharmacist gave me a different bowel prep, and/or the instructions on the container/box are different from the instructions on my prep planner. What should I do?**
 - Call the office (425) 259-3122 immediately to receive instructions that coincide with your prescribed bowel prep. Do not follow the instructions on the container/box, follow instructions given to you from the office.
8. **What if I do not have a driver or they cannot stay for the entire time?**
 - Your procedure will be canceled if your driver is not in the building at all times. **This is a strict policy.** You have the option of rescheduling your exam. In certain circumstances the procedure can be done without sedation, though if unsuccessful, you may be asked to return for a second procedure, with a driver and you will be charged for the second procedure.
9. **Will I be asleep?**
 - You will receive anesthesia/Propofol. This is guaranteed sleep through the entire procedure and has a quicker recovery, usually no nausea and no memory loss.
10. **What if I am on my monthly menses?**
 - This will not affect your procedure in any way (tampon or pad okay).
11. **Should I bring my CPAP machine?**
 - No, you will not need it during the procedure.



Providence Regional Medical Center Everett

1700 13TH STREET
EVERETT, WA 98201
MAIN HOSPITAL (425) 261-2000



NORTHBOUND I-5:

Take Exit 192 from Interstate 5. Stay right onto Broadway overpass. Stay on Broadway to 13th Street. At light, take left onto 13th Street and proceed to parking garage.

SOUTHBOUND 1-5:

Take Exit 194 from Interstate 5. Stay right at the "Y". At stop sign, turn right onto Everett Avenue. Turn right onto Broadway. Turn left onto 13th Street and proceed to parking garage.