

New Patient Intake Form

Today's Date: _____

Patient Name: _____

Patient Mailing Address: _____

Date of Birth: _____

Home Phone #: _____ May we leave a message? YES NO

Cell Phone #: _____ May we leave a message? YES NO

Email: _____

Local PCP/Other Doctors/Specialists: _____

Cardiologist: YES NO

Medication(s) and vitamins/supplements currently taking: _____

Emergency Contacts/Relationship/Phone Number: _____

Primary Insurance: _____

Subscriber #: _____ Group #: _____

Secondary Insurance: _____

Subscriber #: _____ Group #: _____

To ensure all patients can be seen in a timely manner, patients will be seen by Dr. Purush and or Tess Barnes, NP-C.

Please initial showing you understand this: _____

*****Below is for office use only*****

ACCEPTED: _____

NOT ACCEPTED: _____

New Patient Appt. Time & Date: _____

APURVA STAFF, PLEASE MAKE COPY OF INSURANCE CARD(S)*



OFFICE POLICIES

Appointments

Please arrive 10 minutes before your scheduled appointment time.

While we make every attempt to be on time, appointments may be delayed due to extended care provided to seriously ill patient preceding your appointment.

The office will call and confirm your appointment 48 hours in advance. Please make sure we have current phone numbers for you. **Please notify us at least 48 hours in advance if you must cancel or reschedule. If you call to cancel you MUST speak to a person- no voicemails will be accepted** You can also cancel or reschedule using the Patient Portal. This allows us the opportunity to give your appointment to another patient. **There is a \$50.00 charge** for missed appointments not cancelled or rescheduled appropriately.

Patients who miss three appointments during a 12 month period may be dismissed from the practice.

Billing and Charges

You are responsible for paying, at the time of service, all co-pays, deductibles, and other allowable charges not covered by insurance. Please notify the office staff, at the time of your visit, of changes in your insurance coverage or personal information so that you are accurately billed for your visit.

Phone Calls

It is not possible for the provider to take phone calls while they are seeing patients. Please use the Patient Portal or leave a detailed message with office staff so they can assist you or so the provider has adequate information to address your issue when they are available. Phone calls will be returned, whenever possible, within 24 business hours (Monday through Friday 8am to 5pm) Please limit after-hour calls (evenings, weekends, and holidays) to urgent issues. For serious or life-threatening issues, call 911. **The Patient Portal will assist you in most of your needs.**

Prior Authorizations

A prior authorization is a request from your insurance company to determine if they will cover a prescribed procedure, service, or medication. More and more medications/diagnostic procedures are requiring these prior authorizations. Normally, we will try to complete these prior auth's but even then, sometimes the insurance will require pre-requisites or other treatment options. Furthermore, we may instruct the patient to complete the P.A. Please remember that we cannot always satisfy insurance requirements.

Prescriptions and Refills

New prescriptions will be sent electronically to your pharmacy, as required by Medicare and commercial insurers. Periodic visits are required to monitor chronic medications. Refills will not be given if you have not been seen within the last 12 months or have failed to keep routine follow-up visits.

You should contact your pharmacy for routine refill requests. You can also request refills on the Patient Portal. Please allow a minimum of three business days for these to be processed by our office and the pharmacy. Prescription refills will not be processed after regular business hours, on weekends, or holidays. Narcotic prescriptions require a written prescription and the patient must be seen in the office periodically (monthly or every three months) for renewals. **The Patient Portal can be utilized to request refills**

EXAM Policies

Please note that ONLY 1 person other than the patient will be allowed in the exam room. This policy has no exceptions. We can arrange a family meeting with the doctor if it is requested in advance. During the exam only one other person will be allowed in the room. This is to protect patients and to allow them to speak freely to the provider and to prevent multiple interruptions while the exam is being conducted. OSHA also regulates the number of people in a room of a specific size

NO CELL PHONES SHOULD BE USED IN THE EXAM ROOM

Print Name

Signature

Date

Medical Assistant _____