

The Women's HEALTH GROUP, P.C.



Welcome to The Women's Health Group! We understand you have many options for healthcare providers. We are happy that you chose us! Visiting a new doctor can be an unnerving experience. We are here for you and hope to make your visit as pleasant as possible.

In order to get to know you better and eliminate some of your waiting time, we are enclosing your new patient paperwork in this packet. **Please complete all the forms and bring them with you to your appointment. Please have your current insurance card and a photo I.D. with you (a driver's license or state-issued identification card will be sufficient).** The enclosed checklist should help you remember everything for your appointment.

It is our policy to collect all co-payments, co-insurance, and deductibles at the time of service. If you are unable to make such payments at the time of your appointment, please call our billing department at 303-280-2229, option 3 to make financial arrangements prior to your visit. We now offer **Simple Solutions**, an easy way to make automatic payments on your account through your credit card. You will find the paperwork for **Simple Solutions** enrollment in this packet.

Our physicians make every effort to maintain a time-efficient schedule however; occasionally a patient will have more questions than expected and will require extra time. And you know babies- they come when they are ready, so your physician may get called out to a delivery. If the doctor is called away during your appointment time, we will do everything we can to accommodate your schedule. You may be able to see another physician if time permits. Please understand this is a people-business and schedule changes and interruptions are sometimes unavoidable.

The patient portal, accessed through our website, www.whg-pc.com, has options to request an appointment, and once you are established with us, request prescription refills and pay your bill. Our website also offers educational material, pictures and biographies of our physicians, as well as many useful links. You can also find us on Facebook at www.facebook.com/thewomenshealthgroup. We have Facebook discussion topics planned for the upcoming months, so tune in! You can also stay informed about product recalls and office news through our Facebook page.

If you ever have a concern, a question, or a compliment, please feel free to contact our office. You can call us at our main phone number, 303-280-2229 or send an email to: info@whg-pc.com. Our Patient Experience Coordinator will research your request and respond to you promptly.

Thank you for choosing The Women's Health Group! We look forward to seeing you soon!

Sincerely,

The Physicians and Staff at The Women's Health Group

THE WOMEN'S HEALTH GROUP, P.C.
PATIENT REGISTRATION

PATIENT INFORMATION

Legal Name _____

Street Address _____
Last First Middle Initial Apt/Unit #

City _____ State _____ Zip Code _____

Birth Date _____ Age _____ SS # _____ Marital Status // S // M // D // Other

Race _____ Ethnicity - Hispanic // Non-Hispanic // Decline

Home Phone _____ Work Phone _____

Mobile Phone _____ Email Address _____

Preferred Pharmacy _____ Address _____

Spouse/Responsible Party: Name _____ SS# _____

Work Phone _____ Employer/Occupation _____

INSURANCE INFORMATION

Primary Insurance _____ Type (HMO, PPO, etc) _____

Insured's Name _____ Relationship to Insured _____

ID # _____ Group # _____ Insured's Birth Date _____

Claims Address _____

Membership Services Phone _____ **Effective Date** _____

Secondary Insurance _____ Type (HMO, PPO, etc) _____

Insured's Name _____ Relationship to Insured _____

ID # _____ Group # _____ Insured's Birth Date _____

Claims Address _____

Membership Services Phone _____ **Effective Date** _____

ADDITIONAL INFORMATION

Emergency Contact _____ Relationship to patient _____

Home Phone _____ Work phone _____

Family Physician _____ Phone number _____

Whom may we thank for referring you? _____

MEDICAL INFORMATION AUTHORIZATION: I authorize release of any medical information necessary to process my claims.

Signed _____ Date _____

ASSIGNMENT OF BENEFITS AND AGREEMENT FOR PAYMENT: I authorize medical benefits to the named provider. I understand that I am financially responsible for charges not covered by this authorization. I agree to pay all noncovered fees incurred within 30 days or my account may incur interest at the rate of 18% ANNUAL PERCENTAGE RATE. I further agree to pay all costs including actual attorney fees incurred for collection of my account.

Signed _____ Date _____

THE WOMEN'S HEALTH GROUP, PC
SYMPTOM REVIEW

NAME _____ DATE _____

PLEASE NOTE ANY SYMPTOMS YOU HAVE RECENTLY HAD THAT YOU FEEL ARE ASSOCIATED WITH YOUR VISIT TODAY. IT IS NORMAL NOT TO HAVE MOST OF THESE SYMPTOMS.

- | | | | |
|-------------------------|--|---|---|
| CONSTITUTIONAL | <input type="checkbox"/> Fatigue | <input type="checkbox"/> Weight Loss | <input type="checkbox"/> Weight Gain |
| | <input type="checkbox"/> Other _____ | | |
| EYES | <input type="checkbox"/> Glasses/Contacts | <input type="checkbox"/> Other _____ | |
| HEAD/NECK | <input type="checkbox"/> Sinus Congestion | <input type="checkbox"/> Dentures | <input type="checkbox"/> Decreased Hearing |
| | <input type="checkbox"/> Other _____ | | |
| BREAST | <input type="checkbox"/> Lumps | <input type="checkbox"/> Tenderness | <input type="checkbox"/> Nipple Discharge |
| | <input type="checkbox"/> Other _____ | | |
| CARDIOVASCULAR | <input type="checkbox"/> Chest Pain | <input type="checkbox"/> Irregular Heart Beat | <input type="checkbox"/> Fainting |
| | <input type="checkbox"/> Other _____ | | |
| RESPIRATORY | <input type="checkbox"/> Shortness of Breath | <input type="checkbox"/> Wheezing | <input type="checkbox"/> Cough |
| | <input type="checkbox"/> Other _____ | | |
| GASTROINTESTINAL | <input type="checkbox"/> Nausea | <input type="checkbox"/> Vomiting | <input type="checkbox"/> Diarrhea |
| | <input type="checkbox"/> Constipation | <input type="checkbox"/> Blood in Stools | <input type="checkbox"/> Other _____ |
| GENITOURINARY | <input type="checkbox"/> Urgency | <input type="checkbox"/> Frequency | <input type="checkbox"/> Dysuria |
| | <input type="checkbox"/> Incontinence | <input type="checkbox"/> Decreased Libido | <input type="checkbox"/> Other _____ |
| SKIN | <input type="checkbox"/> Rash | <input type="checkbox"/> Changes in Moles | <input type="checkbox"/> Changes in Lesions |
| | <input type="checkbox"/> Other _____ | | |
| NEUROLOGICAL | <input type="checkbox"/> Muscular Weakness | <input type="checkbox"/> Incoordination | <input type="checkbox"/> Tingling/Numbness |
| | <input type="checkbox"/> Other _____ | | |
| MUSCULOSKELETAL | <input type="checkbox"/> Joint Pain | <input type="checkbox"/> Muscle Pain | Other _____ |
| ENDOCRINE | <input type="checkbox"/> Frequent Urination | <input type="checkbox"/> Constant Drinking | <input type="checkbox"/> Cold Intolerance |
| | <input type="checkbox"/> Heat Intolerance | <input type="checkbox"/> Other _____ | |
| PSYCHIATRIC | <input type="checkbox"/> Anxiety | <input type="checkbox"/> Depression | <input type="checkbox"/> Difficult Sleeping |
| | <input type="checkbox"/> Other _____ | | |
| HEME-LYMPH | <input type="checkbox"/> Easy Bleeding | <input type="checkbox"/> Easy Bruising | <input type="checkbox"/> Lymph Node Pain |
| ALLERGIC-IMMUNE | <input type="checkbox"/> Sinus Symptoms | <input type="checkbox"/> Frequent Illness | <input type="checkbox"/> Other _____ |

MENSTRUAL HISTORY

Menses began _____y/o Cycle Interval _____days Duration _____ days

light medium heavy Last period _____

Birth Control Method _____ Home Pregnancy Test Positive Negative

Peri-menopause Menopause Age began _____

The Women's Health Group, P.C.
9195 Grant Street, Suite 410
Thornton, CO 80229

300 Exempla Circle, Suite 470
Lafayette, CO 80026

SIMPLE SOLUTIONS

I, _____ authorize The Women's Health Group, P.C. to charge my credit card for payments due including my co-pays, co-insurance, deductible, non-covered charges and charges billed but not paid by my insurance company within 90 days. *The Women's Health Group, P.C. will submit my claims to the insurance company as a courtesy, but timely payment to my account is my responsibility.* By enrolling in *Simple Solutions*, the "Patient Responsibility Amount" shown on my Explanation of Benefits (EOB), will be transferred to my credit card as listed below.

Automatic payment will be transferred to my credit card:

- Upon the physician's receipt of insurance EOB (preferred)
- Per payment plan arrangements with Billing Account Manager
- End of the month
- Each visit

Options:

- Use my credit card automatically
- I prefer a courtesy call (phone) _____ or (email) _____ to alert me to the billing date.

If no response is received by the office within five business days, my credit card will be charged automatically.

I assign my insurance benefits to The Women's Health Group, P.C. I authorize The Women's Health Group, P.C. to maintain my credit card information on file for *SIMPLE SOLUTIONS* purposes only.

Cardholder signature

Date

This form is valid for one year from date of signature or upon my notification to The Women's Health Group IN WRITING prior to the next billing cycle.

Patient Name _____ Phone: _____

Cardholder Name (Please Print) _____

Cardholder Address (Please Print) _____

City, State, Zip (Please Print) _____

Circle one: Visa MasterCard Discover

Credit Card Number _____ Exp: _____ Security Code _____

For office use only:
Account Number _____

PRIVACY NOTICE ACKNOWLEDGEMENT

I received a copy of The Women's Health Group, P.C.'s Notice of Privacy Practices.

Printed Name

Patient Signature

Date

**A copy of the Privacy Practices can be found on our website on the Forms page. Signing this acknowledgement confirms you are aware of our Privacy Policy. If you would like a paper copy of our policy, please ask the receptionist.

APPOINTMENT CHECKLIST

- Forms (filled out completely)
- Insurance card
- Photo I.D. (Driver's license or other state issued identification card)
- Co-payment (cash, check, credit card)
- Simple Solutions** paperwork

QUESTIONS I WANT TO REMEMBER TO ASK THE DOCTOR:
