



EPPEL Family Medicine Patient Standards

Appointments

To schedule an appointment, please call us at (360) 876-5440. Your cooperation in arriving on time for your appointment helps us stay on schedule. We offer same-day sick visits and appointments for patients with urgent problems.

New Patients

If you're a new patient with us, please arrive at least 15 minutes early to your first appointment to complete the necessary forms for enrollment.

Cancellations

If you must cancel your appointment, we appreciate 24 hours cancellation notice. This allows us to offer the appointment to another patient seeking care. **If you fail to notify us of any cancellation, and you No-Show, we can charge you \$45.00 for the Office Visit.**

What to Bring to Your Appointments

- Your current insurance card
- A list of your current medications (with dosages), including any over-the-counter medications or supplements
- Any questions you may have for your physician about health concerns, medications and treatment
- Any prescription refills you may need so we can provide them for you at the time of your visit.

Co-Pays/Bad Check Charge

All co-pays are due at the time of service. If for whatever reason you were to have insufficient funds to cover a check you wrote to us, an additional charge of \$45 will be assessed to you to cover the inconvenience.

Patient Signature _____ Date _____



New Patient Registration Form

Patient Name: _____ Birthdate: ____/____/____ Gender: M / F
 Address: _____ City: _____ State: _____
 Apt/Suite: _____ Zip: _____ Email: _____
 Driver's License: _____ State: _____ Phone: _____
 Secondary Phone: _____ Preferred Language: _____

Employer: _____ Work Phone: _____
 Responsible Party: _____ Phone: _____
 Address: _____ City: _____ State: _____
 Zip: _____ (Military Only) Social Security #: _____ Sponsor DOB _____

Preferred Contact Method: <input type="checkbox"/> Phone <input type="checkbox"/> Email <input type="checkbox"/> Txt Msg	Race: Primary/Secondary <input type="checkbox"/> White <input type="checkbox"/> Black or African American <input type="checkbox"/> American Indian <input type="checkbox"/> Asian <input type="checkbox"/> Native Hawaiian <input type="checkbox"/> Hispanic <input type="checkbox"/> Other	Marital Status: <input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed <input type="checkbox"/> Domestic Partner <input type="checkbox"/> Legally Separated	Ethnicity: <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino <input type="checkbox"/> Decline to answer
Employment Status: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Retired <input type="checkbox"/> Unemployed <input type="checkbox"/> Student <input type="checkbox"/> Disabled	Referred By: <input type="checkbox"/> Another Patient <input type="checkbox"/> Another Dr. Office <input type="checkbox"/> Insurance Company <input type="checkbox"/> Newspaper <input type="checkbox"/> Phone Book <input type="checkbox"/> Walk-In <input type="checkbox"/> Internet Source <input type="checkbox"/> Other: _____	Emergency Contact Information: Name: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone: _____ Relationship to Patient: _____	

Disclosure & Release:

I authorize treatment of the person named above and understand that I am responsible for payment of this service regardless of insurance coverage or third party agent. I authorize EPPEL Family Medicine to release to my insurance company any information requested in order to expedite the payment of this claim. I also authorize any referring or other physician to release any needed information to assist in treatment and the claim payment process. I authorize payment of medical benefits to EPPEL Family Medicine.

Signature: _____ Date: _____



New Patient Registration Form

INFORMED CONSENT

EPPEL Family Medicine Notice of Privacy Practices provides information about how we use and disclose protected health information about you. A copy of this notice is available for you review. You have the right to review our notice before signing this consent. As provided in our notice, the terms of our notice may change. If we change our notice, you may obtain a revised copy by contacting our office.

It is our policy that your health information will only be used or disclosed for the purpose of treatment, payment or healthcare operations. You have the right to request that we restrict how health information about you is used for these purposes; however we are not required to agree to this restriction. If we do, we are bound by our agreement with you.

By signing this form you consent to our use and disclosure of protected health information about you for the purpose of treatment, payment and health care operations. You have the right at any time to revoke this consent, in writing, except where we have already made disclosures in reliance of your prior consent.

Patient Printed Name _____

Patient/Guardian Signature _____ Date _____

PROTECTED HEALTH INFORMATION RELEASE

Occasionally, patients need to collect copies of their records. Legally we can only release this information to you or someone authorized by you. If there is anyone else that you would like to have permission to collect records on your behalf please complete the following:

In my absence, the following persons have my permission to collect Protected Health Information on my behalf:

Name _____ Relationship _____

Name _____ Relationship _____

Name _____ Relationship _____

Signature _____ Date _____

The Revised Notice can be found in the Blue Notebook in the patient waiting room for your reading pleasure. If you desire of copy of the full version, let the front desk receptionist know and we will get you a copy.

Patient Name _____

Patient Signature: _____ Date _____



New Patient Registration Form

NARCOTIC PRESCRIBING POLICY

Thank you for choosing Eppel Family Medicine for your health care needs. It is our goal to provide the best possible care for our patients. In order to reach this goal, it is necessary to have rules established to eliminate those who procure narcotics for illegal purposes, or for substance abuse. We must also protect privileges of our practice to prescribe, obey the federal and state laws under which we operate, and maintain the health and welfare of the patients.

Our office policy on the use and prescription of narcotics is as follows:

Refills or new prescriptions for narcotics are only written during scheduled office visits. We cannot call in narcotic prescriptions during non-office hours. We do not fill prescriptions that were lost, stolen, spilled, flushed, eaten by a cat/dog, etc. – NO EXCEPTIONS. The responsibility for safekeeping of these medications lies solely with the patient.

- No narcotics will be prescribed for chronic pain outside of active cancer treatment, palliative care, and end-of-life care.
- Narcotics may be prescribed for acute injuries.
- Narcotics will only be prescribed for a period of two weeks following an acute injury/surgery. There are the occasional exceptions to the rule. In this case we will need to see you to reevaluate your condition prior to renewing your prescription.
- If you are currently on chronic narcotics, we can work with you to wean off the medication or refer you to a pain management clinic.

As part of keeping our patients informed, we want to make you aware of the reasons why we limit the use of narcotics.

- Severe postoperative/post injury pain that would require narcotics will usually reduce significantly by 2-3 days after surgery or injury and is gone by 10-14 days. Need for narcotics longer than this period may signal complications that need more direct or specific treatment instead of covering up the problem. Typically however, it is known that a longer need for narcotics more often than not means that you are up doing too much and “chasing” it with narcotics. Although you may desire to be active, it is possible to be too active after an injury. You need to listen to your body and respond to it. Overall, you will recover quicker reducing your activity so that your pain is controllable without the need for narcotics. After all, your goal is to make the best possible recovery you can.



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- After 3-7 days your brain wants to and is supposed to kick in and manage the pain naturally. This is the best way to manage medium and long-term soreness and milder pain. Narcotics are known to block this normal process.
- Narcotics are proven to be habit forming. Dependency on pain medication can start in as little as 2 weeks after beginning their use. We cannot tolerate allowing this to happen.
- The Washington State Medical Society and The Drug Enforcement Administration track providers and their prescribing of narcotics.
- We do not deny that you often have pain; however, it is necessary to be aware of your own ability to tolerate pain. We have created this policy to assist in assuring our patients receive the best care possible and we appreciate your assistance in enforcing it.

We appreciate your trust in us, and thank you for the opportunity to serve your health care needs. If you have any questions regarding our office policy on the use of narcotics, feel free to contact us so we can discuss it. In addition if you feel you need help with long-term (chronic) pain control, we will be happy to refer you to a pain management specialist.

I, _____ have read and understand the prescribing policy above.

Responsible Party Signature

Date