

NEW PATIENT REGISTRATION



DEMOGRAPHIC INFORMATION			
Patient's Legal Name:		Preferred Name:	Marital Status:
Street Address / PO Box:		How did you hear about Mill Creek Family Practice?	
City:	State:	Zip Code:	<input type="checkbox"/> Social Media <input type="checkbox"/> Family/Friend <input type="checkbox"/> Mail/Postcard <input type="checkbox"/> Insurance Plan <input type="checkbox"/> Web Search <input type="checkbox"/> ZocDoc.com <input type="checkbox"/> _____
Birth Date:	Age:	Sex: <input type="checkbox"/> M <input type="checkbox"/> F	Email Address: <i>(Securely communicate with your Care Team with our <u>Patient Portal</u>)</i>
PRIMARY/Cell Phone: <i>(req.)</i>		OTHER Phone no.: <i>(optional)</i>	Preferred contact method: <input type="checkbox"/> CELL <input type="checkbox"/> HOME <input type="checkbox"/> EMAIL
Preferred Language: <input type="checkbox"/> English <input type="checkbox"/> Other: _____ <input type="checkbox"/> Decline to Answer		Race: <input type="checkbox"/> _____ <input type="checkbox"/> Multiracial <input type="checkbox"/> Decline to answer	Ethnicity: <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Non-Hispanic/Non-Latino <input type="checkbox"/> Decline to answer
PARENT/GUARDIAN INFORMATION <i>(for patients under 18)</i>			
Mother/Father/Guardian's Name:	Birth date:	Mother/Father/Guardian's Name:	Birth date:
Phone no.:	Patient here? <input type="checkbox"/> YES <input type="checkbox"/> NO	Phone no.:	Patient here? <input type="checkbox"/> YES <input type="checkbox"/> NO
INSURANCE INFORMATION			
<i>Please make sure the receptionist is given your insurance card and identification. Co-pays are due at time of service.</i>			
Primary Insurance:		Secondary Insurance: (if applicable)	
Subscriber: <input type="checkbox"/> SELF	Subscriber's DOB:	Subscriber's Name:	Subscriber's DOB:
Copayment: \$	Relation to patient:	Copayment: \$	Relation to patient:
EMERGENCY CONTACT PREFERENCES			
<i>I allow MCFP to communicate and/or discuss my Protected Medical Information with those listed below.</i>			
Emergency/HIPAA Contact Name	Relationship to Patient	Phone Number	
May we leave detailed voicemail on your primary contact number? <input type="checkbox"/> YES <input type="checkbox"/> NO			
PREFERRED PHARMACY			
Pharmacy Name:	Neighborhood / Cross Streets:	Pharmacy Phone Number:	
PATIENT ACKNOWLEDGMENTS			
<p>I have read and understand the <u>Financial Policy</u> of Mill Creek Family Practice, PLLC. I have reviewed a copy of the <u>Notice of Privacy Practices</u> which provides information about how my health information may be used and disclosed. I assign payment from my insurance directly to Mill Creek Family Practice, PLLC, and I authorize the clinic to receive all benefits to which I or my dependents are entitled to under my health insurance plan, as well as release any information by provider or insurance company required for the account. I allow disclosure of patient's Protected Health Information (PHI) to the individual(s) listed above. I hereby release MCFP from all legal responsibility or liability that may arise from disclosure as provided by this paragraph. I consent to the plan of care proposed by the providers in this clinic. I understand that I, or my authorized representative, have the right to decide whether to accept or refuse this plan of care. I will ask for any information I want to have about my medical care and will make my wishes known. I understand that the practice of medicine is not an exact science and acknowledge that no guarantees have been made to me regarding the likelihood of success or outcomes of any examination, treatment, diagnosis or test performed by MCFP. I authorize treatment of the person named above and agree to pay all fees for such treatment. I understand that I am financially responsible to MCFP for the charges not paid by insurance and that those charges are due within 30 days of receipt of billing statement. Should the account be referred for collections, the undersigned, or their agent, will be responsible for payment of interest on the unpaid balance from the date of service, collection fees, reasonable attorney's fees and court costs. I have also been informed of the \$50 fee (Per RCW 62A.3-515 & 620) on returned checks NSF.</p>			
X			
SIGNATURE <i>(Patient or Parent/Authorized Representative)</i>			Today's Date

Mill Creek Family Practice, PLLC

Financial Policy

The providers at Mill Creek Family Practice are committed to providing excellent and affordable care to all of our patients. Your understanding of our Financial Policy, and any changes therein, is important to the establishment and continuation of our relationship as Patient and Provider.

1. **Payment for all medical care is the patient's responsibility regardless of insurance coverage.**
2. **INSURANCE:** We participate in most insurance plans and we will bill to your insurance if we are contracted and provided with appropriate documentation.
3. **CO-PAYMENTS: All copays are due at the time of service.** A \$25.00 fee will be charged to any visit at which a copay is not paid at time of service. It is the responsibility of the patient or responsible party to know if your plan requires a copay.
4. **PRIVATE PAY APPOINTMENTS:** A \$90-\$150 deposit is required at check in for all patients paying out of pocket for their appointment. At the end of your visit, your card will either be charged the remaining balance, or refunded the difference if the cost of the appointment is less than the deposit made.
5. **ACCOUNT BALANCES: All account balances must be paid within 30 days of receipt of your billing statement.** Failure to pay your balance owed without contacting our Billing Department will result in a delinquent account. If your account remains unpaid, your account may be turned over to an outside collection agency. Any non-sufficient fund checks will be charged a \$25 fee. Accounts in Collections are subject to dismissal from the practice.
6. **METHODS OF PAYMENT:** We accept Cash and major Credit Cards. Established patients may also pay by Check.
7. **PERSONAL INJURY CASES: This office does not bill for motor vehicle accident (MVA), work-related (L&I) or other liability or lawsuit-related cases.** You are responsible for payment at time of service.
8. **LATE CANCEL/MISSED APPOINTMENTS:** In fairness to other patients and our providers, we ask for at least 24 hours' notice to cancel appointments. If you arrive more than 15 minutes late for your appointment/arrival time, you may be asked to reschedule to another day. **Late cancel (less than 24 hours' notice) and No-Show appointments incur a \$50 fee.** If a patient no-shows three or more times within a 12-month period, s/he and any other family members may be dismissed from the practice. It is your responsibility to attend the appointment or give us 24 hours' notice. A confirmatory reminder is a courtesy.
9. **DIVORCE/SEPARATION:** In cases of divorce and/or separation, the legal guardian and/or the person bringing the minor patient to the **initial visit** will be held financially responsible for payment of medical services..

Authorization – Payment Card on File

Due to changes in Healthcare Policy and increasing high-deductible Health Insurance plans, we have unfortunately experienced higher numbers of patients with unpaid medical bills. Therefore, we have implemented a new policy in which ***all patients are required to provide a credit card to be kept securely on file for future account balances.***

Please note that this does not change your existing rights with respect to the use of your card. You are still able or ask for investigation into your insurance company's decision on a claim. Card numbers are stored securely off-site with our bank. Card numbers are not kept in our office.

Co-pays will remain due at time of service as part of the contract between patient and insurance company. We will bill your insurance company(s) following your visit. They are required to send us and you a copy of the Explanation of Benefits letter detailing what amount was covered/paid by your insurance, and what, if any, amount is owed by you, the patient. The card on your account will be charged as payment in full for any remaining balance not paid by insurance. You will receive receipts via email as long as we are provided with your email address.

Transactions are run as credit, not debit, and are listed as "Mill Creek Family Practice" on your credit card statement. If you have any questions about this policy, please contact our Billing office by phone at (425)338-4009.

I have read and understand Mill Creek Family Practice's Financial and Credit Card Authorization Policy and I agree to its terms as stated.

PATIENT NAME: _____ DATE OF BIRTH: _____

CARDHOLDER: Same as Patient _____ AUTHORIZED LAST 4 DIGITS: _____

CARDHOLDER SIGNATURE: _____ TODAY'S DATE: _____

Printed Name (If signed on behalf of patient): _____ Relationship: _____

Today's Date: _____



Name: _____ Date of Birth: _____

Please list any medications, vitamins, supplements, or over the counter products you take. Attach additional pages if needed.

Medication Name	Dose/Amount	Frequency/How often

Allergies, if so explain your REACTION: _____

Since your last full physical, have you had any new medical problems, hospitalizations, surgeries?

Are there any new medical problems in your family? Any births or deaths?

Please update:

Relationship Status: _____ for (how long) _____ to (name) _____ (male/female).	Occupation: _____
Sexually active? Yes / No	Hobbies: _____
Contraception/ Birth control: _____	Current recreational/illicit drug use: _____
Tobacco Use: <input type="checkbox"/> Never <input type="checkbox"/> Former <input type="checkbox"/> Current <input type="checkbox"/> Cigarettes <input type="checkbox"/> Chew <input type="checkbox"/> Cigar	Alcohol Use: No/Yes Type: _____
Amount of Use: <input type="checkbox"/> Daily <input type="checkbox"/> Occasional	How many drinks per day? _____
Year Started: _____ Year Stopped: _____	Exercise (type): _____ (number) _____ times per week.
Packs per Day: _____ Cigars Per Week: _____	Caffeine use: How many drinks per day? _____
Cans per Week: _____	
Are you exposed to second-hand smoke? Yes/No	

Educational Level:

- Grade school
- High school
- College
- Graduate school
- Other: _____

CHILDREN:

NAME	GENDER (M/F)	AGE

Tests	Date	Results
Pap Smear		Normal / Abnormal
Mammogram		Normal / Abnormal
DEXA bone density		Normal / Abnormal
Colonoscopy		Normal / Abnormal
.....repeat date if known:		
Skin check		
Vision/eye exam		
Immunizations (Tdap, pneumonia, shingles, etc):		

Today's Date: _____



Name: _____ Date of Birth: _____

HEALTH HISTORY REVIEW- ADULT

Previous medical history: Check any conditions you have or have had in the past. Please write when it started, if known.

Eg. Asthma -Oct, 2010

- | | | | |
|--|---|--|---|
| <input type="checkbox"/> Asthma | <input type="checkbox"/> Crohn's Disease | <input type="checkbox"/> Hepatitis A | <input type="checkbox"/> Thyroid Disorder |
| <input type="checkbox"/> Atrial Fibrillation | <input type="checkbox"/> Chronic Renal Failure (CRF) | <input type="checkbox"/> Hepatitis B | <input type="checkbox"/> Tuberculosis |
| <input type="checkbox"/> Anemia | <input type="checkbox"/> Depression | <input type="checkbox"/> Hepatitis C | <input type="checkbox"/> Valvular Heart Disease |
| <input type="checkbox"/> Anxiety | <input type="checkbox"/> Diabetes-Type 1 | <input type="checkbox"/> Infertility | <input type="checkbox"/> U T I- Recurrent |
| <input type="checkbox"/> Autoimmune Disorder | <input type="checkbox"/> Diabetes- Type 2 | <input type="checkbox"/> Kidney Disease | <input type="checkbox"/> Varicose Veins/Phlebitis |
| <input type="checkbox"/> Biliary Cirrhosis | <input type="checkbox"/> Diverticulitis | <input type="checkbox"/> Liver Disease | <input type="checkbox"/> Abnormal Pap Smear |
| <input type="checkbox"/> Blood Transfusions | <input type="checkbox"/> Deep Venous Thrombosis (DVT) | <input type="checkbox"/> Heart Attack (MI) | <input type="checkbox"/> Breast Disease |
| <input type="checkbox"/> Brain Tumor | <input type="checkbox"/> GI Bleed | <input type="checkbox"/> Neurological Disorder | <input type="checkbox"/> Breast Cancer |
| <input type="checkbox"/> Cerebrovascular Disease | <input type="checkbox"/> G E R D | <input type="checkbox"/> Osteoarthritis | <input type="checkbox"/> Cervical Cancer |
| <input type="checkbox"/> Cirrhosis | <input type="checkbox"/> Hemochromatosis | <input type="checkbox"/> Osteoporosis | <input type="checkbox"/> D E S Exposure |
| <input type="checkbox"/> CVA/Stroke | <input type="checkbox"/> High Cholesterol (Hyperlipidemia) | <input type="checkbox"/> Peripheral Vascular Disease (PVD) | <input type="checkbox"/> Diabetes-Gestational |
| <input type="checkbox"/> C O P D | <input type="checkbox"/> High Blood Pressure (Hypertension) | <input type="checkbox"/> Peptic Ulcer Disease (PUD) | <input type="checkbox"/> RH Sensitized |
| <input type="checkbox"/> Colon Cancer | <input type="checkbox"/> Hypothyroidism (underactive) | <input type="checkbox"/> Rheumatoid Arthritis | <input type="checkbox"/> Uterine Anomaly |
| <input type="checkbox"/> Coronary Heart Disease | <input type="checkbox"/> Hyperthyroidism (overactive) | <input type="checkbox"/> Seizure Disorder | <input type="checkbox"/> Sexually Transmitted Diseases/Infections: (name) _____ |

Surgical History (please note dates if known): Eg. Appendectomy -Jan, 2000

- | | | | |
|---|---|--|--|
| <input type="checkbox"/> Unremarkable | <input type="checkbox"/> Carpal Tunnel | <input type="checkbox"/> Lumpectomy | <input type="checkbox"/> Tonsillectomy |
| <input type="checkbox"/> Abd Surg-type | <input type="checkbox"/> Cataract Extraction | <input type="checkbox"/> Mastectomy | <input type="checkbox"/> Tunneled Dialysis Catheter |
| <input type="checkbox"/> Adenoidectomy | <input type="checkbox"/> Cesarean Section Birth | <input type="checkbox"/> Mitral Valve Replace | <input type="checkbox"/> Uvulopalatopharyngioplasty (UPPP) |
| <input type="checkbox"/> Amputation | <input type="checkbox"/> Cholecystectomy | <input type="checkbox"/> Nephrectomy: Native | <input type="checkbox"/> Urinary Incontinence Surgery |
| <input type="checkbox"/> Aortic Valve Replacement | <input type="checkbox"/> Colon Resection | <input type="checkbox"/> Nephrectomy: Transplant | <input type="checkbox"/> Vasectomy |
| <input type="checkbox"/> Appendectomy | <input type="checkbox"/> Craniotomy | <input type="checkbox"/> Pacemaker | <input type="checkbox"/> Vertebroplasty |
| <input type="checkbox"/> AV Fistula Creation | <input type="checkbox"/> Dental Surgery: _____ | <input type="checkbox"/> Parathyroidectomy | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> AV Graft | <input type="checkbox"/> Gastric Bypass | <input type="checkbox"/> Pneumonectomy | |
| <input type="checkbox"/> BA-F Bypass | <input type="checkbox"/> Hemorrhoidectomy | <input type="checkbox"/> Prostatectomy | |
| <input type="checkbox"/> Back Surgery | <input type="checkbox"/> Hip Replacement | <input type="checkbox"/> Percutaneous Transluminal Coronary Angioplasty (PTCA) | <input type="checkbox"/> Anesthesia Prob- No |
| <input type="checkbox"/> Breast Surgery | <input type="checkbox"/> Interventional Pain Procedures | <input type="checkbox"/> RA-F Bypass | <input type="checkbox"/> Anesthesia Prob- Yes |
| <input type="checkbox"/> Bronchoscopy | <input type="checkbox"/> Knee Arthroscopy | <input type="checkbox"/> Rotator Cuff Repair | <input type="checkbox"/> Surgical Complication- No |
| <input type="checkbox"/> Bilateral Tubal Ligation (BTL) | <input type="checkbox"/> Knee Replacement | <input type="checkbox"/> Transurethral Resection of Prostate (TURP) | <input type="checkbox"/> Surgical Complication-Yes |
| <input type="checkbox"/> CABG | <input type="checkbox"/> Kyphoplasty | <input type="checkbox"/> Total Hysterectomy (TAH) | <input type="checkbox"/> Post-op Delirium |
| <input type="checkbox"/> Carotid Endarterectomy | <input type="checkbox"/> LA-F Bypass | <input type="checkbox"/> Oophorectomy (BSO) Right/Left/Both | |

MENSTRUAL/REPRODUCTIVE HISTORY (for girls and women):

Number of pregnancies: _____ # of births: _____ Miscarriages (Ab Spon): _____ Abortions (Ab Induc): _____

Age periods started (menarche): _____

Periods/menses occur about once a month?: YES/NO

Date last menstrual period started (LMP): _____

-OR- Menopausal since: _____

Indicate month/year of pregnancies:

Example	1	2	3	4	5	6
June 2008						

Problems with pregnancies or multiples? YES/NO

Today's Date: _____

Check any conditions you currently have:

GENERAL none

- fever
- chills
- sweats
- fatigue
- malaise
- unexplained weight loss
- unexplained weight gain
- excessive sleep
- inability to sleep

HEART/CARDIOVASCULAR none

- chest pains
- fast or irregular heartbeat (palpitations)
- fainting (syncope)
- difficulty breathing with exertion (dyspnea)
- difficulty breathing when lying down (orthopnea)
- shortness of breath that awakens you (PND)
- ankle or feet swelling
- varicose veins
- high blood pressures
- high cholesterol/triglycerides
- abnormal EKG
- heart murmur

RESPIRATORY none

- cough
- difficulty breathing (dyspnea)
- shortness of breath (orthopnea)
- excessive sputum
- coughing up blood (hemoptysis)
- wheezing

CHEST/BREASTS none

- lumps
- breast pain
- nipple discharge or bleeding
- change in size
- skin changes

ABDOMINAL/GASTROINTESTINAL none

- upset stomach (nausea)
- throwing up (vomiting)
- loose, watery stools (diarrhea)
- constipation
- change in bowel habits
- abdominal pain
- tarry or bloody stools (melena/hematochezia)
- yellowing of eye/skin (jaundice)
- loss of appetite (anorexia)
- vomiting blood (hematemesis)
- abdominal pain
- excessive gas
- bloating
- heartburn
- hemorrhoids

Name: _____

EYES none

- blurring
- double vision (diplopia)
- irritation
- discharge
- vision change, loss
- eye pain
- sensitivity to light (photophobia)

URINARY/GENITOURINARY none

- painful urination (dysuria)
- blood in urine (hematuria)
- urinary frequency
- loss of urine (incontinence)
- decreased interest in sex (libido)
- frequency
- hesitancy
- frequent nighttime urination (nocturia)
- genital sores
- impotence

SEXUAL none

- discuss birth control/contraception
- pain with sex (dyspareunia)
- skin changes or sores
- sexually transmitted diseases
- sexual difficulty

MALE

- discharge from penis
- swelling, pain in testicles
- impotence

FEMALE

- abnormal vaginal discharge
- skipped periods (amenorrhea)
- heavy periods (menorrhagia)
- abnormal bleeding
- pelvic/abdominal pain
- vaginal pain, irritation, itching
- abnormal pap smears
- hot flashes

MUSCULOSKELETAL none

- back pain
- joint pain
- joint swelling
- muscle cramps
- muscle weakness
- stiffness
- arthritis
- neck pain
- numbness
- limited motion
- abnormal X-ray

EARS/NOSE/THROAT none

- earache
- hearing loss
- sinus pain
- sore throat, hoarseness
- ear discharge
- ringing ears (tinnitus)
- decreased hearing
- nasal congestion (stuffy nose)
- nose bleeds
- trouble swallowing (dysphagia)

Date of Birth: _____

SKIN none

- rash
- itching
- dryness
- suspicious skin changes, lesions
- changes in moles
- hair or nail changes
- abnormal bruising

NEUROLOGICAL none

- temporary loss of muscle function (transient paralysis)
- weakness
- loss of sensation (paresthesias)
- seizures
- fainting (syncope)
- shakiness (tremors)
- dizziness (vertigo)
- headache
- concerning memory loss

MOOD/PSYCH none

- depression
- anxiety
- memory loss
- mental disturbance
- thoughts of hurting self (SI)
- seeing/hearing things (hallucinations)

ENDOCRINE none

- paranoia
- irritability
- concern for safety
- cold intolerance
- heat intolerance
- excessive thirst (polydipsia)
- excessive appetite (polyphagia)
- excessive urination (polyuria)
- weight change
- low blood sugar (hypoglycemia)
- thyroid problem

HEME/LYMPHATIC none

- abnormal bruising
- bleeding
- enlarged lymph nodes
- blood disorder
- anemia

ALLERGIC/IMMUNOLOGIC none

- hives (urticaria)
- hay fever, allergies
- persistent infections
- HIV exposure



Today's Date: _____

Name: _____ Date of Birth: _____

FAMILY History: Please indicate if family members have any of the conditions below, and indicate who.

Indicate MATERNAL = mother's side - or - PATERNAL = father's side, if known. Eg. paternal grandmother

Condition	Who	Condition	Who
Alcoholism		Angina	
Anesthesia Complication		Cervical Cancer	
Anemia		Heart Attack/Disease (CHD)	
Anxiety		in male under 55 yr?	
Arthritis		female under 65 yr?	
Asthma		Endometriosis	
Birth Defects, what?		Growth/Development Probs	
Bleeding Disorder		Headaches	
Breast Cancer		Lung Cancer	
Colon Cancer		Skin Cancer (Melanoma)	
Depression		Other Medical Problem	
Diabetes		Ovarian Cancer	
Heart Disease		PMS	
High Cholesterol		Psychiatric Care	
High Blood Pressure (Hypertension)		Uterine Cancer	
Kidney/Renal Disease		Weight Problems	
Lung/Respiratory Disease			
Migraines		Other? Please list:	
Osteoporosis			
Seizures			
Severe Allergies			
Stroke/TIA/CVA			
Thyroid Disorder			
Other Cancer			

Are there other concerns you would like to discuss today? (Your provider **may or may not have time** to discuss these things, or may prioritize certain concerns based on their clinical urgency. If we discuss or discover any additional problems, **you may be charged for an office visit, in addition to your physical.**)
