

Thank you for scheduling with us!

We are pleased to welcome you to our clinic. PDEC is a specialty practice providing consultation and/or treatment for patients with diabetes, thyroid disorders and other hormone abnormalities. We are not Primary Care Providers; all new patients are expected to have a personal (Primary Care) provider as their contact for general health and non-endocrine care.

Enclosed is a card verifying the date, time and location of your appointment as well as several forms for you to complete ahead of time and bring with you.

Other important information and instructions to help you navigate your initial visit with us are:

<u>Medical Records:</u> We will attempt to get pertinent medical records from the provider referring you to us. Sometimes, there is a delay in this process. It is helpful if you assist us with this process by arranging to have relevant past records sent to our office in advance of your appointment date. These should include recent chart notes and any pertinent lab or diagnostic reports. Enclosed is an <u>"Authorization for Release of Medical Records"</u> form. **Please complete this form and MAIL OR FAX IT to your CURRENT DOCTOR'S OFFICE IMMEDIATELY to avoid delays.**

Referrals: If we know your health insurance requires a referral for specialty services, we will make every effort to have this in place before you arrive. However, it is your responsibility to make sure any referrals required by your insurance plan are in place prior to your visit. If authorization has not been verified, you will be required to sign a waiver agreeing to be responsible for payment if our claim is denied.

Insurance Card/Photo ID: Upon arrival for every appointment with us, we are required to see and make copies (if needed) of your insurance card(s) and photo id, as required by Federal law.

Co-Payments: All patients should be prepared to pay any known Specialist co-pay amounts upon arrival at every appointment. For your convenience, we accept cash, check, VISA, MasterCard and Discover. Due to increased billing costs, we charge a \$25.00 processing fee to bill you for any co-pays not collected at any visit. Uninsured patients will need to pay a \$150.00 deposit when checking in for each visit. This deposit can always be prepaid by calling our billing department at (503) 274-4808. Our billing department is always available to talk with you about payment plans if you are ever concerned about paying your account balances with us.

<u>Current List of Medications:</u> Please bring us a complete listing of your current medications, including any you purchase "over-the-counter" and all vitamins and herbal supplements to every appointment.

Special instructions for our patients with Diabetes: Always bring your blood glucose meters and blood sugar records to all appointments, whether you are seeing your Endocrinologist or one of our Nurse Practitioners. Our protocol is that new patients with diabetes will be booked for a follow-up visit with our Nurse Practitioner for further education and medical management of diabetes.

Appointment Cancellations and No Shows: If you must cancel, we require a minimum of 72 hours. As you are aware, Endocrinology services are not readily available in our area. Letting us know at least 2 days in advance allows us to provide service to one of the many patients on our urgent waiting list. We may charge a \$25.00 fee to patients that cancel or miss their visit without 72 hours' notice to us. New patients missing their first appointment without 48 hours notice will not be rescheduled without first making a \$150.00 non-refundable deposit.

(continued on other side)



Our appointment scheduling message line may be reached directly at (503) 274-4880 at any time day or night. Due to high demand for our specialty services, patients who miss more than one appointment with us may be dismissed from our practice.

Follow-up Appointments: At your initial visit, your PDEC provider will let you know if/when you need to return for your next visit. Our schedules are full several months in advance so we highly recommend you always make this future appointment while checking out at our front desk for your current appointment. Regularly scheduled follow-up appointments are an important part of your treatment regimen. Failure to follow the visit schedule defined by your provider may result in our refusal to refill prescriptions or dismissal from our practice.

Patient Portal: This convenient way to manage your care will save you time while feeling confident about your health and treatment plans. Once you have received your email invitation from MyHealthRecord.com, activating your account can quickly and easily be done from any internet-enabled device.

- Once you click on the link within the emailed invitation, you'll be asked for your First Name, Last Name, Date of Birth and Zip Code. The information you fill in must match what we have in our system for you.
- The system will ask you to set up your username and password plus some security questions. We are unable to reset these items for you, but if you have trouble once your account is active, there are links at MyHealthRecord.com to help you get back in.

Text Reminders: You can expect to receive appointment reminder notifications, appointment change notifications and electronic prescription information. Due to HIPAA regulations, you won't see the name of the medication or the pharmacy it was sent to, just that we sent one for you.

Please complete the enclosed paperwork (front and back) and bring it with you to your first appointment along with the other items listed above. Plan to arrive at least 15-20 minutes early to complete our new patient check-in process. High traffic volumes and available parking should always be taken in consideration when coming to appointments at our clinic. Our office is located at Providence St Vincent Hospital Campus and valet parking is available.

We look forward to seeing you! Our doctors and staff work together to provide quality treatment and courteous service. If you have any questions about your upcoming appointment, feel free to contact our staff at (503) 297-3336.

Physicians and Staff at Portland Diabetes & Endocrinology Center, PC



health.

Acknowledged by Initials: _____ Date: ___

Date:	Primary Care Physician:		P	hysician Phone: _	
Referred By:	- 4-7/10 9-04-97 (0-010-01-01-01-01-01-01-01-01-01-01-01-0	Patie	nt Email:		- 0.1747175
PATIENT INFOR	MATION				
	,	Date	e of Birth:	Social Secu	rity:
	(FIRST, M, LAST)				
	Home Phone:				
Address:	The state of the s		City:	State:	Zip:
PHARMACY					
Name:		Addre	ess/Location:		
Mail Order:					
	yram 🗌 CCS 🔲 CVS/Caremark 🔲	Providence	Home Services 🔲 Exp	oress Scripts 🔲	Medco 🔲 Walgreens
\square Other: $__$					
GUARDIAN INF	ORMATION				
		Date o	f Birth:	Phone:	***************************************
INCLIDANCE IN	CORMATION				
INSURANCE INI		Manal	oor ID.	Cual	#.
	nce:				
	ess:				
Subscriber Nan	ne:			Date of Birth: _	
Secondary Insu	rance:	Memb	er ID:	Group	#:
	ess:				
	ne:				
EMERGENCY CO					
1. Name:		Rel	ationship:	Phone:	
2. Name:		Rel	ationship:	Phone:	
			• .		
	would like receive my general not would like to sign up for the patie		na text message.		
ics No i		Tit portai.	ACCIONING PARTIES CON INCIDEN	DANIOS DENIETIZO A	
We are require	NOTICE: PATIENT PRIVACY d by law to protect the privacy of you	ır medical	In consideration for serv		ND AGREEMENT TO PAY
	e have available a detailed NOTICE OF		•i hereby authorize par	·	r to the Physician or
	h fully explains the rights and obligations		Supplier		•
	patient and for the clinic. Patients may obt		•i authorize the release		
Reception Area.	m our front desk. it is available in a noteb	ook in our	process this claim, asl agree to be responsi		Patient Privacy policles.
			deductibles, or other		
Acknowledged b	y initials: Date:		non-covered services		
NOT	ICE: PRIMARY CARE RECOMMENDATION		Deti-ent Ci-ent		Data
	do not serve as Primary Care Providers; se		Patient Signature		Date
	rine conditions and direct complications. W	1			



Patient Financial Responsibility and Disclaimer Form

PORTLAND DIABETES & ENDOCRINOLOGY CENTER, P.C.

Thank you for choosing Portland Diabetes and Endocrinology Center, P.C. as your healthcare provider. We are committed to providing you with the highest quality healthcare. We ask that you read and sign this form to acknowledge your understanding of our patient financial policies.

Patient Financial Responsibilities

- As our patient, you (or your legal guardian) are ultimately responsible for payment for all treatment and care you receive from a PDEC provider. As a courtesy we will bill your insurance for you. However, it is your responsibility to provide the most current and up-to-date information regarding insurance. You are always financially responsible for all charges whether or not they are covered by your insurance.
- Patients are responsible for payment of co-payments, coinsurance, deductibles and all other procedures or treatment not covered
 by their insurance plan. For your convenience, we accept Cash, Personal Checks, Visa, MasterCard, Discover and Debit
 cards.
- All co-payments are due at each visit. There is a \$25.00 charge for failure to pay your co-payment at check-in.
- Discounts are available for private pay patients only if the estimated balance is paid in full at time of service. Please contact our Billing Department for more information at (503) 274-4808. Discounts are not available for patients with high deductible insurance plans.
- Coinsurance, deductibles and non-covered items are due immediately upon receipt of our first billing statement.
- Patient responsible balances over 60 days without payment in full or official payment plan arrangement will be assessed a rebilling
 fee of \$35 each month until the patient responsible balance is paid in full or payment plan arrangements are made and kept.
 Payments not made as required may be considered for collection assignment. If it becomes necessary to turn your account over
 to an outside collection agency, a non-negotiable fee of \$100.00 will be added to the account balance. Payment Plans can
 be set up at any time with our billing department at (503) 274-4808.
- If your insurance requires a referral from your primary care provider to our office, it is your responsibility to have one in place prior to their appointments. If a referral is not received prior to care it may become your obligation to cover all services rendered. Patients without a referral must sign a waiver in order to see the provider.
- <u>Due to the increased demand for our specialty services, we are unable to reschedule New Patient appointments missed or rescheduled without 72 hours' notice unless a non-refundable \$150.00 deposit is made. Return appointments missed or rescheduled without 24 hours' notice will be assessed a \$50.00 missed appointment fee.</u>
- You may incur, and are responsible for payment of additional charges, if applicable. These charges may include (but are not limited to):
 - \$35.00 charge for returned checks
 - \$150.00 charge for missed New Patient appointments without 72 hours' notice.
 - \$50.00 charge for missed Return Patient appointments without 24 hours' notice.
 - \$25.00 charge for failure to pay co-payments at check-in.
 - \$35.00 charge for rebilling unpaid patient responsible balances in excess of 60 days old.
 - \$100.00 charge for account collection assignment (non-negotiable).
- You may also recieve a separate bill from an outside lab for tests not performed on-site ad PDEC.
- Always let us know when your blood is drawn if you have an outside lab preference.

PDEC is committed to protecting the privacy of our members' personal health information. Part of that commitment is complying with the Privacy Rule of the Health Insurance Portability and Accountability Act of 1996 (HIPAA), which requires us to take additional measures to protect personal information and to inform our members about those measures.

I understand that Portland Diabetes & Endocrinology Center, P.C. will bill my insurance company with the information I provide.

I also understand that if full payment is not received from my insurance company, <u>I will be financially responsible</u> for any remaining balance on all charges incurred at Portland Diabetes & Endocrinology Center, P.C. This includes Visits, Lab Charges, Testing Charges and X-rays (approximately \$250.00 to \$750.00 depending on the services performea).

If I do not have insurance, I understand that <u>payment arrangements should be made before the date of my appointment</u> with the Billing Department at Portland Diabetes & Endocrinology Center, P.C. PDEC Billing can be reached at (503) 274-4808.

Print Patient Name Patient Signature Date

I have read, understand and agree to the provisions of this Patient Financial Responsibility and Disclaimer Form:

(Parent or Guardian if patients is under 18)

Witness Acct Number

Portland Diabetes & Endocrinology Center, P.C.

9135 S.W. BARNES RD. • SUITE 985 • PORTLAND, OREGON 97225 • (503) 297-3336

Full Name		Birth Date	Age
Primary Care Prov	vider	Referred By	
REASON FOR	R SEEKING ENDOC	RINE SERVICES AT THIS TIME:	
	sly under the care of anoth	er physician for the current problem: Yes / No	
PERSONAL H		LNESSES: Check any you've had and ind	
		YEAR	YEAR
☐ Diabetes Mellit		Thyroid Disease (describe)	
	n treated, since when?		
	ease Due to Diabetes		
(Retinop	<u> </u>	Disease/Heart Failure	
	mage Due To Diabetes		
(Neuropa	-	High Cholesterol	
	Hypoglycemia Including	☐ Stroke	
Related S			
Diabetic	Ketoacidosis	Depression	
☐ Adrenal Diso	rders	Cancer	
☐ Polycystic Ova	rian Syndrome (PCOS)	Type:	
☐ Pituitary Disord	lers	Lung Disease	
☐ Osteoporosis		Type:	
		☐ Other:	
		IONS: List any major events	
Date	Surgery or Reason for	Hospitalization Where	Doctor

CURRENT MEDICATIONS - Please include those you buy over-the-counter without a prescription:

1. Aspirin use, dos	se?	11	
2. Calcium intake	?		
3			
4		ALLERGIE	S (describe reaction):
5		Penicillin	
6		Sulfas	
7		Aspirin	
8		Other:	
9			
10			
IMMUNIZATIO	NS: (Date of last vaccination	n) Influenza	Pneumonia
OTHER SPECIA	ALISTS:		
Eye Doctor:			Last Visit:
Podiatrist:			Last Visit:
Heart Doctor:			Last Visit:
Kidney Doctor:			Last Visit:
HABITS:			
Cigarettes	packs per day	Other tobacco?	
Weekly alcohol co	onsumption:		
Currently using of	her recreational drugs?:		
Any history of IV	drug use?		
Have you ever use	ed alcohol, medication or oth	ner substances excessiv	ely?
Caffeine (cups per	day)		
What kind of exer-	cise do you engage in on a re	egular basis?	

SOCIAL/EMPLOYMENT HISTORY:

Marital Status:	
Occupation:	
What other kinds of work have you done?	
Do you require assistance with medications or daily activities?	

FAMILY HISTORY:

Family History	Age	Health Problems	If Deceased, Cause + Age	Has a blood relative ever had: (If yes circle and note which relative, e.g. mother)
Father				Diabetes
Mother				Heart Disease
Brother or Sister				High Blood Pressure
1.				High Cholesterol
2.				Stroke
3.				Overweight
4.				Osteoporosis
5.				Kidney Stones - Kidney Disease
6.				Pituitary Disease
7.				Adrenal Disease
Children				Thyroid Disease
1.				Other:
2.				
3.				

Please CHECK OFF any of the symptoms that you have had in the last $\underline{2 \text{ MONTHS}}$

GENERAL:	STOMACH & INTESTINAL	SKIN:
☐ Unusual fatigue or weakness	☐ Poor appetite	☐ Bruise easily
☐ Significant weight changes	☐ Difficulty swallowing	☐ Dryness
☐ Excessive thirst	☐ Frequent indigestion / heartburn	☐ Excessive sweating
☐ Heat or cold intolerance (circle	☐ Post-eating bloating or vomiting	☐ Sore, not healing well
one or both)	(circle one or both)	☐ Changes in pigmentation
☐ Unable to sleep	☐ Constipation	
☐ Snoring	☐ Diarrhea	MOOD:
	☐ Black stool	☐ Generally happy
EYES:		☐ Mood disturbance, describe
☐ Change in vision	URINARY:	
☐ Blurry vision	☐ Night frequency, excessive	
☐ Double vision	☐ Day frequency, excessive	SEXUAL:
☐ Blind areas		☐ Unsatisfactory
	NERVOUS SYSTEM:	☐ Trouble in performance
THROAT & MOUTH:	☐ Sensation loss or abnormality in	☐ Painful intercourse
☐ Wear dentures	extremities	☐ Other
☐ Sore or swollen tongue, lips,	☐ Pain in extremities (describe):	
mouth (circle one or more)		MENSTRUAL:
☐ Hoarseness	☐ Paralysis	☐ Age of onset
☐ Neck Pain	☐ Trembling	☐ Last period
	☐ Frequent headaches	☐ Duration of flow (days)
HEART:	☐ Dizzy / lightheaded	☐ Bleeding between periods
☐ Irregular or skipped beats (circle	☐ Fainting spells (describe):	☐ Excessive menstrual bleeding
one or both)		☐ Birth control? Method:
☐ Racing, fluttering or pounding	☐ Loss of balance or falls	
☐ Chest pain / pressure		☐ Hot Flashes
	EXTREMITIES:	☐ Bleeding after menopause
BREAST:	☐ Foot trouble (describe):	
☐ Discharge		
	☐ Muscle weakness, cramping or	Do you have any concerns not
LUNGS:	soreness (circle one or more)	included on this page?
☐ Persistent cough	Where?	☐ Yes ☐ No
☐ Coughing up blood, pus, mucous	☐ Swelling / edema	Specify:
☐ Shortness of breath / wheeze (circle		
one or both)		
☐ Sit up to breath at night		

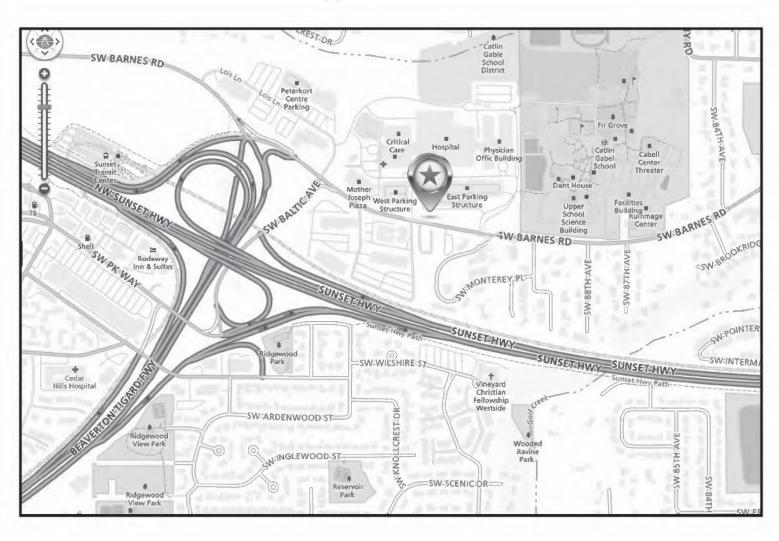


PORTLAND DIABETES & ENDOCRINOLOGY CENTER, P.C.

AUTHORIZATION FOR RELEASE OF MEDICAL RECORDS - PDEC is a HIPAA-Compliant Clinic

N(S) TO RECEIVE RECORDS tland Diabetes & Endocrinology Cente 5 S.W. Barnes Road, Suite 985 tland N(S) TO RELEASE RECORDS	State: OR	Zip: Phone Number: (503) 297-3336 FAX Number: (503) 297-3338 Zip: 97225
N(S) TO RECEIVE RECORDS tland Diabetes & Endocrinology Cente 5 S.W. Barnes Road, Suite 985 tland N(S) TO RELEASE RECORDS	er, PC State: OR	Phone Number: (503) 297-3336 FAX Number: (503) 297-3338 Zip: 97225 Phone Number:
tland Diabetes & Endocrinology Center 5 S.W. Barnes Road, Suite 985 tland N(S) TO RELEASE RECORDS	State: OR	Number: (503) 297-3336 FAX Number: (503) 297-3338 Zip: 97225 Phone Number:
tland Diabetes & Endocrinology Center 5 S.W. Barnes Road, Suite 985 tland N(S) TO RELEASE RECORDS	State: OR	Number: (503) 297-3336 FAX Number: (503) 297-3338 Zip: 97225 Phone Number:
N(S) TO RELEASE RECORDS		FAX Number: (503) 297-3338 Zip: 97225 Phone Number:
N(S) TO RELEASE RECORDS		Phone Number:
		Number:
		Number:
		Number:
	State:	FAX Number:
	State:	
		Zip:
he type of information, I authorize the	of	y placing my INITIALS in the applicable space next to the type finformation, I understand and agree that this information will be sclosed:
ii siib i	-	HIV/AIDS - related information Drug/Alcohol treatment and/or related information Genetic Testing Information Mental Health information
s rec'd without initials will be returne	<u>d</u>	Forms rec'd without initials will be returned
rization, the information described above authorization will expire 180 days from e information used or disclosed pursual lowever, I also understand that federal of	ve may no longer be the date of signing nt to this authoriza or state law may re	ation may be subject to redisclosure and may no longer be protected estrict redisclosure of HIV/AIDS test or result information, mental healt
t iç rosh	the type of information, I authorize the ag records to be released: Chart (Progress) Notes History & Physical Hospital Reports Diagnostic/Lab Reports Other Ins rec'd without initials will be returne may revoke this authorization in writing a corization, the information described above a authorization will expire 180 days from the information used or disclosed pursual However, I also understand that federal of	the type of information, I authorize the ag records to be released: Chart (Progress) Notes History & Physical Hospital Reports Diagnostic/Lab Reports Other Ins rec'd without initials will be returned may revoke this authorization in writing at any time, exceptorization, the information described above may no longer be a authorization will expire 180 days from the date of signing the information used or disclosed pursuant to this authorization is authorization.

Portland Diabetes Endocrinology Center PC 9135 SW Barnes Rd, Suite 985, Portland, OR 97225 (503) 274-4880 Appts / (503) 297-3336 - Main



From the North:

South on I-5 across Columbia River

Follow signs to I-405 South, Beaverton-St Helens

Cross Willamette River on Fremont Bridge, staying to the Right

Follow signs to Highway 26 exit

Once on Highway 26 Westbound, take the Barnes Rd exit 69B

Turn Right onto Baltic Ave, Right onto Barnes, Left at the 2nd traffic light entrance into St Vincent

Enter the East Pavillion building, head right of the Info desk and take the new elevators to the 9th floor

From the South:

North on I-5

Follow signs to Highway 217 North

North on Highway 217 to the Barnes Rd exit (follow blue H signs to hospital)

Take the Barnes Rd Exit, turn right onto Barnes

Turn Left at the last traffic light entrance into St Vincent (last entrance to hospital campus)

Enter the East Pavillion building, head right of the Info desk and take the new elevators to the 9th floor

From the West:

East on Sunset Highway/US 26

Take the Barnes Rd exit 69 B to the Hospital

Turn Right onto Baltic Ave, Right onto Barnes, Left at the 2nd traffic light entrance into St Vincent

Enter the East Pavillion building, head right of the Info desk and take the new elevators to the 9th floor

From the East:

West on I-84/Banfield

Highway splits near downtown stay left, follow signs to I-5 South/Salem

As you cross the river, follow I-405/Beaverton over Markham Bridge

Take the 12th Ave Beaverton exit, staying to the left

Once on Highway 26 Westbound, take the Barnes Rd exit 69B

Turn Right onto Baltic Ave, Right onto Barnes, Left at the 2nd traffic light entrance into St Vincent

Enter the East Pavillion building, head right of the Info desk and take the new elevators to the 9th floor