

Dear Patient,

We are delighted that you have chosen our practice for your care, and we look forward to your visit.

Please arrive at least 30 minutes prior to your appointment time to allow us sufficient time to process your paperwork. For future follow up appointments, please arrive 15 minutes prior to your appointment time.

To expedite our check in process, please complete the enclosed paperwork prior to your appointment. When you arrive at our office, please present your completed paperwork, photo ID, and your insurance cards.

If your insurance plan requires a referral, it is your responsibility to contact your primary care provider and ensure they have forwarded our office a valid referral. We may not be able to see you if a referral is not on file with our office by your scheduled appointment date.

For your convenience on any money due, we accept cash, personal checks, Master Card, Visa, American Express, and Discover Card.

For more information about our practice, please visit us at www.dfwra.com.

If you have any questions about this notice, please contact:

Patient Services Manager: Mikaela Champagne Email: patientservices@dfwra.com



Notice of Privacy Practices

As Required by the Privacy Regulations created as a result of the Health Insurance Portability and Accountability Act of 1996 (HIPPA)

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION.

PLEASE REVIEW IT CAREFULLY.

A. Your Rights

When it comes to your health information, you have certain rights. This section explains your rights and some of our responsibilities to help you.

Get an electronic or paper copy of your medical record

- You can ask to see or get an electronic or paper copy of your medical record and other health information we have about you. This can be done by visiting our release of information service provider, HealthMark Group at https://requestmanager.healthmark-group.com/register.
- We will provide a copy or a summary of your health information, usually within 30 days of your request. We may charge a reasonable, cost-based fee.

Ask us to correct your medical record

- You can ask us, in writing, to correct health information you believe is incorrect or incomplete.
- We may say "no" to your request, but if we do, we'll tell you why in writing within 60 days.

Request confidential communications

- You can ask us, in writing to contact you in a specific way.
 Examples: Alternate telephone number or address, email, asking us to refrain from leaving messages on answering machines or from mailing information to you.
- We will say "yes" to all reasonable requests.
 Example of unreasonable requests: Those that would be too difficult technologically or practically for the practice to accommodate.



Ask us to limit what we use or share

- You can ask us, in writing not to use or share certain health information for treatment, payment, or our operations. We are not required to agree to your request, and we may say "no" if we believe it would affect your care.
- If you pay for a service or health care item out-of-pocket in full, you can ask us not to share that information for the purpose of payment with your health insurer. We will say "yes" unless a law requires us to share that information.

Get a list of those with whom we've shared information

- You can ask for a list (accounting), in writing of the times we've shared your health information for six years prior to the date you ask, who we shared it with, and why.
- We will include all the disclosures outside of those related to treatment, payment, and health care operations, and certain other disclosures (such as any you asked us to make).
 We'll provide one accounting a year for free but will charge a reasonable, cost-based fee if you ask for another one within 12 months.

Examples of disclosures outside the scope of treatment, payment, and health care operations: A list of times we shared your Protected Health Information (PHI) with family or friends (as directed from your authorization form.)

Get a copy of this privacy notice

You can ask for a paper or electronic copy of this notice at any time, and we will provide you with it promptly. It can be requested via encrypted email, fax, mail, in person or through HealthMark Group electronically.

Choose someone to act for you

- If you have appointed someone as your Legal Representative or if someone is your legal guardian, that person can exercise your rights and make choices about your health information.
- We will ask to see the certified copy of the order of appointment.

File a complaint if you feel your rights are violated

♦ You can complain if you feel we have violated your rights by contacting us at

Patient Services Manager: Mikaela Champagne Email: patientservices@dfwra.com

- You can also file a complaint with the U.S. Department of Health and Human Services Office for Civil Rights by sending a letter to 200 Independence Avenue, S.W., Washington, D.C. 20201, calling 1-877-696-6775, or visiting www.hhs.gov/ocr/privacy/hipaa/complaints/.
- We will not retaliate against you for filing a complaint.



B. Your Choices

For certain health information, you can tell us your choices. If you have a clear preference for how we share your information, talk to us. Tell us what you want us to do, and we will follow your instructions. In these cases, you have both the right and choice to designate who we can share your information with.

Example: Family, close friends, or others involved in your care.

In these cases, we never share your information unless you give us written permission:

- ✤ Marketing purposes
- ✤ Sale of your information

C. Our Uses and Disclosures

How do we typically use or share your health information?

We typically use or share your health information in the following ways:

Treat you

We can use your health information and share it with other medical professionals related to your care.

Example: A doctor treating you for an injury asks another doctor about your overall health condition.

Run our organization

We can use and share your health information to run our practice, improve your care, and contact you when necessary.

Example: We use health information about you to manage your treatment and services. Example: Appointment reminders

Bill for your services

We can use and share your health information to bill and get payment from health plans or other entities.

Example: We give information about you to your health insurance plan so it will pay for your services

How else can we use or share your health information?

We are allowed or required to share your information in other ways such as:

RA RHEUMATOLOGY

- Public health and safety issues
- * Research
- ***** Compliance with the law
- * Inmates
- * Respond to organ and tissue donation requests
- ***** Work with a medical examiner or funeral director
- Address law enforcement and other government requests including Military and Veteran Authorities
- ***** Respond to court orders including subpoenas or other legal actions

Our Responsibilities

- We are required by law to maintain the privacy and security of your protected health information.
- We will let you know promptly if a breach occurs that may have compromised the privacy or security of your information.
- We must follow the duties and privacy practices described in this notice and give you a copy of it.
- We will not use or share your information other than as described here unless you tell us we can in writing.

For more information see:

www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/noticepp.html.

Changes to the Terms of this Notice We can change the terms of this notice, and the changes will apply to all information we have about you. The new notice will be available upon request, in our office, and on our web site at <u>www.dfwra.com</u>.



Patient & Guarantor Responsibilities Insurance Disclaimer

I (name of patient/guarantor) ______ understand that if my insurance does not pay for my office visit or any other services performed for any reason, I remain fully responsible to pay for all services provided. It is the patient/guarantor's responsibility to understand how their insurance coverage works.

Initial here:

_____ It is the patient/guarantor's responsibility to determine if their provider/practice is IN or OUT of network with their insurance by calling their insurance company. Patient/guarantor is still responsible to pay for all services rendered even if the provider/practice is OUT of network or services are non-covered.

_____ It is the patient/guarantor's responsibility to update our office every time their insurance coverage changes, lapses, or terminates prior to any services rendered.

_____ The Patient/Guarantor understands that private pay fees or any fees separate from insurance are subject to change without notice.

By signing below, I hereby acknowledge that I have read, understood, and agree to all the above Patient/Guarantor responsibilities, Insurance Disclaimer & Private Pay policies of Rheumatology Associates.

Patient Signature:

Date:



Cancellation/No Show Policy

A "no-show" is someone who misses an appointment without notifying the office a minimum of one business day prior. A failure to be present at the time of a scheduled appointment will be recorded in your medical record as a "no-show". A total of 2 "no-show" appointments within the past 12 months, may result in being discharged from the practice.

Patients are expected to keep their scheduled appointments. In order to be respectful of the medical needs of other patients, please be courteous and call the office promptly if you are unable to show up for a scheduled appointment. If you need to cancel or reschedule your appointment, please contact our office at 214-540-0700 no later than 24 hours prior to your appointment time or you will be charged a \$50 no show fee.

Exception: Notification for Monday appointments should be given no later than 12:00 pm on the Friday before your appointment).



8144 WALNUT HILL LANE SUITE 800 DALLAS, TX 75231 (214) 540-0700 ← MAIN (214) 540-0701 ← FAX DFWRA.COM ← WEB

New Insurance

Today,	I am presenting new insurance for my appointment with Dr.
	at Rheumatology Associates. I understand that it is my responsibility to ensure

that a valid referral if one is required has been submitted to my insurance by my current PCP for today's visit.

If a referral has not been obtained, I will be responsible for all charges incurred at today's visit, including labs and x-rays.

Patients signature

Date

Witness

Date

DALLAS · ARLINGTON · DUNCANVILLE · FORT WORTH · FRISCO · GRAPEVINE

RA RHEUMATOLOGY ASSOCIATES

Name	Cell #
E-Mail	DOB

Receipt of Notice of Privacy Practices

I, _____, have received a copy of Rheumatology Associates' Notice of Privacy Practices.

Patient Signature

Patient Request Regarding Health Information Release

(Friends/Family only – Not physicians)

Who to Contact

By completing and signing this document I hereby give permission to Rheumatology Associates to disclose as well as discuss any Protected Health Information related to my medical condition(s) with the following people:

Name:	_ Relationship:

Name: ______ Relationship: _____

Name: ______ Relationship: _____

I do not wish to give access to my Protected Health Information to anyone besides myself regarding my medical condition

How to Contact Note that you are responsible for any charges incurred in receiving our communications.

Alternate Form of Communication:

Patient Signature

Date



Legal Representative

If the patient has a legal representative who will be signing these forms for them please fill out the information below.

Legal Representative Name

Legal Representative Signature

Legal Representative E-Mail

Legal Representative Cellphone #



Receipt of Cancellation Policy

I have received and understand the Rheumatology Associates policy and definitions regarding cancellations. _____ (initials)

Insurance Authorization

I hereby authorize any and all insurance benefits be paid directly to the physician and acknowledge that I am financially responsible for any unpaid balance. I understand that if my account should be turned over to a collection agency that I will be responsible for any fees incurred, up to and including 35% of the unpaid balance. I also authorize the physician to release any information required by my insurance company. (*initials*)

Consent to Obtain External Prescription History

I authorize Rheumatology Associates and its providers to view my external prescription history via the RxHub service. I understand that prescription history from multiple other unaffiliated medical providers, insurance companies, and pharmacy benefit manager may be viewable by my providers and staff here, and it may include prescriptions back in time for several years. _____ (initials)

General Authorization for Treatment

I authorize physicians, nurse practitioners and/or physician assistants of Rheumatology Associates who attend to me, their assistants, including those employed by Rheumatology Associates to provide the medical care, tests, procedures, drugs, blood and blood products, services and supplies considered advisable by my provider. These services may include pathology, radiology, emergency services and other special services ordered by my provider. In consenting to treatment, I have not relied on any statements as to results. I further authorize my provider to examine, use, store, and/or dispose of in any manner any tissue, fluids or parts removed from my body. In the event that any personnel assisting in the provision of care and treatment suffer inadvertent exposure to any of my blood and/or other bodily substance that are capable of transmitting disease and I am unable to consult timely with my physician prior to testing, I consent to limited testing to determine the presence, if any, of antibodies to hepatitis A, B, and C and HIV. *(initials)*

Additional Treatment Opportunities

The doctors at Rheumatology Associates are involved in research that is designed to lead to better treatments for the types of medical problems experienced by the people who come to this clinic. As such, if they feel there is an opportunity that would be medically appropriate for you, you may be contacted by a qualified professional on their staff.

Patient Signature: _____ Date: _____

RHEUMATOLOGYASSOCIATES

Patient	History	Form
---------	---------	------

Date of first appointment: / / / T	ime of appointment:		Birthplace:
Name:			Birthdate: / / MONTH DAY YEAR
	RST MIDDLE IN	ITIAL MAIDEN	
Address:		APT#	Age:Sex: M
			Telephone: Home ()
CITY	STATE	ZIP	
Referred here by: (check one)	Family	Friend	
Name of person making referral:			
The name of the physician providing your prima	ary medical care:		1
Do you have an orthopedic surgeon?			
Describe briefly your present symptoms:	ysical therapy,		Please indicate all the locations of your pain over the past week on the body figures and hands.
Please list the names of other practitioners you problem:	have seen for this		

RHEUMATIC DISEASE (ARTHRITIS) HISTORY

At any time have you or a blood relative had any of the following? (check if "yes")

Yourself		Relative Name/Relationship	Yourself		Relative Name/Relationship
	Arthritis (unknown type)			Lupus or "SLE"	
	Osteoarthritis			Rheumatoid Arthritis	
	Gout			Ankylosing Spondylitis	
	Childhood arthritis			Osteoporosis	
	Fibromyalgia			Chronic fatigue syndrome	

REVIEW OF SYSTEMS

As you review the following list, please check any of those problems which have significantly affected you.

Musculoskeletal Psychiatric **Neurological System** Morning stiffness Excessive worries Lasting how long? Anxiety Panic attacks Minutes Hours Joint pain Easily losing temper Joint swelling Depression List joints affected in the last 6 mos. Agitation Difficulty falling asleep Difficulty staying asleep Gastrointestinal Nausea Vomiting Muscle weakness Abdominal pain Muscle tenderness Heartburn Constitutional Diarrhea Generalized weakness Mucus in stools Fatigue **D** Unusual constipation Fever or chills Blood in stools Black/tarry stools Night sweats Recent weight loss Genitourinary Difficulty urinating amount Recent weight gain Blood in urine Pain or burning on urination amount Eyes Pus in urine Loss of vision Cloudy urine Double or blurred vision Sexual difficulties C Redness Genital rash/ulcers D Pain For Women Only: Dryness Vaginal drvness Feels like something in the eye Vaginal discharge Itching eyes Date of last period? Dermatology Number of pregnancies? □ Thickness Number of miscarriages? □ Tightness For Men Only: Rash Discharge from penis Unexpected hair loss Prostate trouble Sun sensitive (sun allergy) Respiratory C Redness Shortness of breath Hives Cough Nodules/bumps Difficulty breathing at night □ Nail pits Coughing of blood U Wheezing (asthma) Please state the date of your last:

Numbness or tingling in hands Numbness or tingling in feet Headaches Dizziness □ Fainting Muscle spasm Cramping in legs at night Memory loss Endocrine C Excessive thirst Hematologic/Lymphatic Blood clot in artery, vein, or lung □ Bleeding tendency C Enlarged lymph nodes D Anemia Transfusion/when _____ Allergic/Immunologic □ Frequent sneezing Increased susceptibility to infection Ears-Nose-Mouth-Throat Dryness of mouth Sinus pain Difficulty swallowing Sores in mouth Ringing in ears Loss of hearing Nosebleeds Loss of smell Bleeding gums Loss of taste Frequent sore throats Hoarseness Cardiovascular Chest pain Difficulty in breathing at night Cramping in calves when walking Swollen legs or feet Color changes of hands in the cold Irregular heart beat Sudden changes in heart beat Heart murmurs

Bone Densitometry/ //	Mammogram//	Eye exam_ / /	Chest x-ray	1 1
Tuberculosis Test//	Flu Vaccine/ /	Pneumonia Vaccine/	_/	
Tetanus Vaccine//	Shingles Vaccine//	Hepatitis B Vaccine		

YOUR PAST MEDICAL HISTORY: Have YOU ever been diagnosed with any of the following diseases?

Cancer/Leukemia/Lymphoma	🗅 Heart Disease	Diabetes	High blood pressure	High Cholesterol	Stroke
Emphysema/COPD/Asthma	🗅 Kidney disease	C Thyroid disease	Jaundice/Hepatitis	Tuberculosis	Pneumonia
LI HIV/ AIDS	Headaches/Migraines	Depression	Nervous Breakdown	🛛 Glaucoma	🗅 Anemia
C Rheumatic Fever	🗅 Epilepsy	C Psoriasis	Colitis	Iritis/Uveitis	Sarcoidosis

Other significant illness (not listed above):_____

Previous Operations/ Surgical History

Туре	Year	Reason
1		
2.		
3.		
4		
5		
6.		
7.		
Any previous fractures? D No D Yes	Describe:	
Any other serious injuries? 🗆 No 📮 Ye	s Describe:	

FAMILY HISTORY:

						8	r i					
		IF	LIVING				IF DECEASED					
	Year of Birt	1		Hea	lth		Age	at Death		Ca	use	
Father												
Mother												
Number of sis	stersNu	mber i	iving	_Numbe	r deceased_	Nur	nber of br	others	_Number	iving	Number de	ceased
Number of da	ughters	Numb	er living_	Num	ber decease	ədNur	nber of so	onst	Number livi	ngNu	umber dece	ased
Health of child	dren:											
Do you know	of any close	blood r	elative (pa	arent, sib	ling or child)	who has	or had: (check and g	ive relations	hip)		
Cancer			🗆 Hear	t disease			🗆 Rheur	natic fever		🗆 Tuber	rculosis	
🗆 Leukemia 🔄	emia High blood pressure		_	🗆 Epilep	sy		🖵 Diabe	etes				
Stroke	Bleeding tendency			Goiter								
Colitis			Alco	nolism		-	🗆 Psoria	usis				
SOCIAL HIS	STORY:											
Marital Statu	IS:		Never Ma	rried	Married	1 [Divorce	d 🗆 S	eparated	U Widowe	ed	
Spouse/Signi	ficant Other:		Alive/Age		Decease	ed/Age		Major Illnes:	ses			
How many pe	eople in hous	hold?			Relationship	and age	of each					
Education (c	ircle highest	evel at	tended):									
Grade S	School 7	89	10 11	12	College	1 2	34	Gradua	te School _			
	ition											
Do you drink												
Do you smol	ke? 🗆 No 🖵 Y	es Am	ount per d	ay	Q P	revious s	moker?	How long ag	jo?			
Do you drink	alcohol? 🗆	No 🗆	Yes Num	ber per v	week	ŀ	las anyor	e ever told y	ou to cut do	wn on your	drinking?	⊐ No ⊡ Yes
Recreational	drug use?	No (J Yes If	yes pleas	se list							
Do you exer	cise regularl	y? 🗆 I	lo 🗆 Yes	Freque	ency		Ple	ase describe				_

MEDICATIONS

Drug allergies: Drug Allergies: Drug Allergies: Drug No

Yes To what? _____

Type of reaction:_

PRESENT MEDICATIONS (List any medications you are taking. INCLUDE Over the Counter Medications as well, such items as aspirin, vitamins, laxatives, calcium and other supplements, etc.)

Name of Drug	Dose (include	How long have	Please check: Helped?			
_	strength & number of pills per day)	you taken this medication	A Lot	Some	Not At All	
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

PAST MEDICATIONS Please review this list of "arthritis" medications. As accurately as possible, try to remember which medications you have taken, *how long* you were taking the medication, the *results* of taking the medication and list any *reactions* you may have had. Record your comments in the spaces provided.

Drug names/Dosage	Length of	Please check: Helped?			Reactions
	time A Lot Some Not At All				
Non-Steroidal Anti-Inflammatory Drugs (NSAIDs)					
Ansaid (flurbiprofen)					
Arthrotec (diclofenac + misoprostil)					
Aspirin (including coated aspirin)					
Celebrex (celecoxib)					
Daypro (oxaprozin)					
Dolobid (diflunisal)					
Feldene (piroxicam)					
Indocin (indomethacin)					
Lodine (etodolac)					
Mobic (meloxicam)					
Motrin (ibupoprofen)					
Naprosyn (naproxen)					
Oruvail (ketoprofen)					
Voltaren (diclofenac)					
Other					
Pain Relievers	2				
Acetaminophen (Tylenol)					
Codeine (Tylenol 3)					
Hydrocodone (Vicodin, Lortab, Norco)					
Ultram/Ultracet (tramadol)					
Corticosteroids					
Decadron (dexamethasone)					
Medrol dose pack (methylprednisolone)					
Prednisone					
Cortisone injection (where)					
Disease Modifying Antirheumatic Drugs (DMARDS)					
Arava (leflunomide)					
Atabrine (quinacrine)					
Azulfidine (sulfasalazine)					
CellCept (mycophenolate mofetil)					

DMARDS - Continued				
Cytoxan (cyclophosphamide)				
Imuran (azathioprine)				
Methotrexate (rheumatrex)				
Neoral or Sandimmune (Cyclosporine A)				
Plaquenil (hydroxychloroquine)				
Biologics				
Actemra (tocilizumab)				
Cimzia (certolizumab)				
Enbrel (etanercept)				
Humira (adalimumab)				
Kineret (anakinra)				
Orencia (abatacept)				
Remicade (Infliximab)				
Rituxan (rituximab):				
Simponi (golimumab)				
Osteoporosis Medications				
Actonel (risedronate)				
Boniva (ibandronate)				
Estrogen (Premarin, etc.)		D		
Evista (raloxifene)	Ē	D	Đ	
Forteo (teriparatide)	D	D	D	
Fosamax (alendronate)	D	D	D	
Miacalcin nasal spray (calcitonin)	Ē		D	
Prolia (denosumab)				
Reclast (zoledronic acid)				
Gout Medications				
Zyloprim (allopurinol)				
Colcrys (colchicine)				
Benemid (probenecid)				
Uloric (febuxostat)				
Krystexxa (pegloticase)				
Others				
Hyalgan/Synvisc/Orthovisc/Euflexxa injections				
Cymbalta (dyloxetine)				
Lyrica (pregabalin)				
Neurontin (gabapentin)				
Savella (milnacipran)		0	-	
Muscle Relaxers				
Sleep Medication				
Other anti-depressants:	1		1	

Have you participated in any clinical trials for new medications?
Yes No If yes, list:

ACTIVITIES OF DAILY LIVING

Who does most of the housework?Who does most of the		ping?	Who does most of the yard work?					
	ems do you have difficulty: iate response for each question.)	Without ANY difficulty	With SOME difficulty	With MUCH difficulty	UNABLE to do			
1. Dress yourself, includir	ng tying shoelaces and doing buttons?	0	<u> </u>	<u> </u> 2	<u> </u>			
2. Get in and out of bed?		0	<u> </u>	<u> </u> 2	<u> </u>			
3. Lift a full cup or glass t	o your mouth?	0	<u>_</u> 1	2	3			
4. Walk outdoors on flat g	ground?	00	<u> </u>	2	<u> </u>			
5. Wash and dry your ent	tire body?	0	<u> </u>	<u> </u> 2	<u> </u>			
6. Bend down to pick up	clothing from the floor?	0	<u> </u>	<u> </u> 2	<u> </u>			
7. Turn regular faucets or	n and off?	0	<u> </u>	<u> </u> 2	3			
8. Get in and out of a car	, bus, train, or airplane?	0	<u> </u>	<u> </u> 2	<u> </u>			
9. Reaching behind your	head?	0	<u> </u>	<u> </u> 2	<u> </u>			
10. Reaching behind your	back?	0	<u> </u>	<u> </u> 2	<u> </u>			
11. Going to sleep?		0	<u> </u>	2	<u> </u>			
12. Staying asleep due to	pain?	0	<u> </u>	<u> </u> 2	<u> </u>			
13. Obtaining restful sleep)?	0	<u> </u>	2	<u> </u>			
14. Climbing stairs?		0	<u> </u>	<u> </u> 2	<u> </u>			
15. Descending stairs?		0	<u> </u>	2	<u> </u>			
16. Working?		0	<u> </u>	<u> </u> 2	3			
17. Getting along with fam	nily members?	0	<u> </u>	2	<u> </u>			
18. Engaging in leisure tin	ne activities?	0	<u> </u>	<u> </u>	<u> </u>			
What is the hardest thing for you to do? Do you use ae, cru_es, w_er, or a wh_chair? (check all that apply) Are you receiving disability?								
Do you have a medically related la		, ,						
Considering that all of the ways your arthritis has affected you over the past week, please place a vertical mark on the line below to show how you are feeling:								
VERY GOOD				└── ─ ───	RYPOOR			
How much of a problem has UN NO PROBLEM	IUSUAL fatigue or tiredness been for	you OVER THI		· · · · · ·	e on line below. IAJOR PROBLEM			
How much pain have you had because of your condition OVER THE PAST WEEK? Please circle on the line below.								
			-0C	⊢ A	S BAD AS IT COULD	BE		

6.