

PATIENT INFORMATION

NAME (Last, First Middle)		SSN#	BIRTH DATE	SEX	GENDER IDENTITY
ADDRESS			CITY, STATE, ZIP		MRN
CELL PHONE	HOME PHONE	EMERGENCY CONTACT NAME		EMERGENCY CONTACT PHONE	
E-Mail Address		PRIMARY CARE PHYSICIAN	MARITAL STATUS		Preferred Language
RACE (Please Circle) White Hispanic Asian Black/African American Other American Indian/Alaska Native Hawaiian/Pacific Islander Decline			ETHNICITY (Please Circle) Hispanic or Latino Not Hispanic or Latino Decline		
EMPLOYER (If Workmen's Comp)			EMPLOYER ADDRESS & PHONE NUMBER (If Workmen's Comp)		

RESPONSIBLE PARTY INFORMATION (If different from above)

NAME (Last, First Middle)		SSN#	BIRTH DATE	SEX
LOCAL ADDRESS		SECONDARY/BILLING ADDRESS (If Applicable)		
CITY, STATE ZIP		CITY, STATE ZIP		
HOME PHONE		SECONDARY HOME PHONE		
RELATIONSHIP TO PATIENT				

PRIMARY INSURANCE

NAME OF THE INSURANCE COMPANY		POLICY#		
NAME OF INSURED		GROUP#		
ADDRESS OF INSURANCE COMPANY		CO-PAY AMOUNT		
CITY, STATE ZIP		DEDUCTIBLE		
RELATIONSHIP TO PATIENT		EFFECTIVE DATE	EXPIRATION DATE	

SECONDARY INSURANCE

NAME OF THE INSURANCE COMPANY			POLICY#	
NAME OF INSURED		SSN#	BIRTH DATE	GROUP#
ADDRESS OF INSURANCE COMPANY			CO-PAY AMOUNT	
CITY, STATE ZIP			DEDUCTIBLE	
RELATIONSHIP TO PATIENT		EFFECTIVE DATE	EXPIRATION DATE	

SIGNATURE OF PATIENT/GUARDIAN _____

DATE _____

Aspen Family Care/Aspen Medical Aesthetics Patient Consent

Patient Name: _____ **Date of Birth:** _____

- **Consent for Treatment:** I, the undersigned, voluntarily agree to the tests, procedures, and/or treatments which the physician has deemed necessary and which are administered to or performed on me under the direction of the physician or his/her designee.
- **Consent for Treatment of Minors:** I, the undersigned, understand that a minor child (17 and under) must have my consent to be treated. I understand that I must be present at each appointment for any child aged 14 and under. If the child is between the ages of 15 and 17, I understand that I must send a note with the child to the appointment consenting for the child to be treated. The notes must contain the date, a statement of consent, and my signature. Further, I understand that consent for treatment does not alter the legal requirements for confidentiality. I also understand that Colorado Law provides for minors to seek care without parental consent for certain issues.
- **Consent to receive one (1) monthly newsletter email from Aspen Family Care and Aspen Medical Aesthetics**
 Yes No
 Email Address: _____
- **Consent to Communicate Medical Results:** I, the undersigned, understand that medical results will be communicated directly to me unless I specifically identify individuals to whom information may be communicated (see box below to authorize other family members to receive results). Please indicate how we may inform you of test results (check all that apply):
 Call my work number: _____ Okay to leave voice mail at work? Yes No
 (The only message we will leave with a coworker is a note to call with our name and number.)

 Call my cell phone: _____ Okay to leave voice mail on cell? Yes No

 Call my home number: _____ Okay to leave voice mail at home? Yes No
In the event that I am not available to receive medical results when called upon, I authorize Aspen Family Care to leave medical information with any of the names identified below. It is my responsibility to notify these persons that such information may be left with them and I agree not to hold Aspen Family Care responsible for information not conveyed to me through these persons.
- **I hereby acknowledge that I received Aspen Family Care/Aspen Medical Aesthetics' Notice of Privacy Practices.**

Family Information (Please list all other members of your household even if not authorized to receive results.)

Name (First MI Last)	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Date of Birth	Relation	*OK to release results? NO <input type="checkbox"/> YES <input type="checkbox"/>
Name (First MI Last)	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Date of Birth	Relation	*OK to release results? NO <input type="checkbox"/> YES <input type="checkbox"/>
Name (First MI Last)	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Date of Birth	Relation	*OK to release results? NO <input type="checkbox"/> YES <input type="checkbox"/>
Name (First MI Last)	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Date of Birth	Relation	*OK to release results? NO <input type="checkbox"/> YES <input type="checkbox"/>
Name (First MI Last)	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Date of Birth	Relation	*OK to release results? NO <input type="checkbox"/> YES <input type="checkbox"/>
Name (First MI Last)	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Date of Birth	Relation	*OK to release results? NO <input type="checkbox"/> YES <input type="checkbox"/>

Emergency Contact information

Name of nearest relative or close friend not living with the patient		
Name	Relation	Phone
Name of relative or friend to contact in case of an emergency		
Name	Relation	Phone

X _____
Signature (Must be a parent or guardian for children 17 and under) **Date**

For Future Use:

_____ Initials/Date	_____ Initials/Date	_____ Initials/Date	_____ Initials/Date
I have reviewed the above information contained on this form and have no additional changes.			

Aspen Family Care Financial Policy

Patient Name: _____ D.O.B. _____

Welcome to Aspen Family Care, PLLC. We are committed to giving you the best care possible. We would like to take this opportunity to inform you of our office policy.

We will bill insurance claims as a courtesy to our patients provided we have your current insurance information, if not; you will be responsible for payment at the time of service. We accept payment from insurance companies, but require that you pay your portion, including co-pays, deductibles or coinsurance at the time of service. In accordance with our participation agreements with third-party payers, we cannot waive or discount co-payments. Payment is due upon receipt for any balance that is billed to you.

Changing or re-coding claims once they have been submitted constitutes fraud and we **do not** do this under any circumstances.

If multiple or complex medical issues are discussed and managed at a routine physical exam, an additional office visit may be billed and any subsequent charges will be your responsibility.

The office bills only for services performed by our providers. The laboratory companies are a separate entity, and will bill you or your insurance company for labs that are performed. If you have any questions regarding your lab bill, please contact that laboratory or your insurance company.

As a courtesy, we attempt to contact every patient to remind them of their appointment; however, it is the responsibility of the patient to arrive on time whether or not a reminder call was received. We ask that you notify us 24 hours in advance to cancel and/or reschedule your appointment. Please be aware that failure to do so may result in a missed appointment fee of \$25.00 and \$50.00 for a missed physical, well-child exam or procedure.

Returned checks will incur a \$30 service charge.

It is your responsibility to notify our office if there is a change of name, insurance coverage, residence, and/or phone number.

We **do not** participate with Medicare or Medicaid; we attempt to notify every patient prior to their age of being eligible for Medicare; however it is the responsibility of the patient to seek a Medicare participating provider.

In the event that your account was paid late, placed on a payment plan, or your account is placed in collection status, any additional fees incurred due to this, will be added to your outstanding balance. This includes but is not limited to late fees, collections agency fees, court costs, interest and fines. If the account is sent to collections or if we receive a bankruptcy notification we reserve the right to dismiss you as well as any family members from the practice.

Business hours are from 7:30am to 5:00pm Monday through Friday. Medical care received before or after these hours or on weekends, as well as emergent office visits without appointments, may have additional fees per standard billing procedures. Currently, these charges may be up to \$50 per visit.

Please sign below so that we may confirm that you have read and understand our office policy regarding insurance and your responsibilities as a patient of Aspen Family Care.

Name (Please Print)

Date

Signature of Patient or Responsible Party



Dear Patient:

Promoting health and treating illness are important to all of us. We understand this complicated process can be confusing, especially when multiple parties are involved (including lab services, radiology, referrals, etc). As partners in your health, Aspen Family Care providers recommend testing based on our extensive education and experience, always keeping your best health interests in mind. Because healthcare is our specialty, we stay up to date on the latest technology and testing to assist in such management.

As part of increasing complexity in payor systems, it is important that you, the patient, be aware of how your insurance plan works and to know which lab your plan is contracted with. With insurance plans constantly changing it is impossible for us to know your individual coverage of services with third parties, particularly lab services. There is a current trend to limit laboratory coverage with many insurances. Tests that may have been covered in the past may not be covered now. If this is a concern to you, we recommend you contact your insurance company FIRST with the specific ICD-10 and CPT codes to find out what they cover BEFORE getting your laboratory work done. We also recommend contacting your insurance company to find out how all types of office visits are covered by your plan.

ICD-10 codes are diagnosis codes used to communicate to your insurance company why labs are ordered. These codes are located on your laboratory requisition form.

CPT codes are used to communicate with your insurance company what specific labs are ordered. To obtain these codes, you will need to contact the lab and ask them to look up the codes for the various testing placed on your lab requisition.

Should you choose not to proceed with testing as recommended, it is important you know that this can result in undiagnosed illness, late diagnosis, or poor medical management of conditions. This can affect quality of life, as well as increase risk of death with certain conditions. In this situation, it is to be understood that not completing testing as recommended would be against medical advice and the responsibility for issues that could arise from the not doing testing is yours.

Labs often offer discounted rates for labs not covered. However to take advantage of this, they must know you plan on paying prior to billing of insurances. Once billed, if denied, the balance is typically billed at full price.

Thank you very much.

Aspen Family Care

Patient Name

Patient/Guardian Signature

Date

NAME: _____ DOB: ___/___/_____ Date: ___/___/_____

Please fill out the below review of medical symptoms and history. Place a check mark in the box if you have been experiencing any of the mentioned symptoms or if a diagnosis/condition applies to you. Thank you.

<p>Constitutional</p> <ul style="list-style-type: none"> <input type="radio"/> ALL NEGATIVE <input type="radio"/> Chills <input type="radio"/> Fatigue <input type="radio"/> Fever <input type="radio"/> Malaise(discomfort) <input type="radio"/> Night sweats <input type="radio"/> Weight gain <input type="radio"/> Weight loss 	<p>Cardiovascular</p> <ul style="list-style-type: none"> <input type="radio"/> ALL NEGATIVE <input type="radio"/> Chest Pain <input type="radio"/> Claudication (legs hurt during exercise) <input type="radio"/> Edema <input type="radio"/> Palpitations 	<p>Reproductive</p> <ul style="list-style-type: none"> <input type="radio"/> ALL NEGATIVE <input type="radio"/> Abnormal Pap <input type="radio"/> Dysmenorrhea (painful periods) <input type="radio"/> Dyspareunia (painful intercourse) <input type="radio"/> Hot flashes <input type="radio"/> Irregular menses (periods) 	<p>Neurological</p> <ul style="list-style-type: none"> <input type="radio"/> ALL NEGATIVE <input type="radio"/> Dizziness <input type="radio"/> Extremity numbness <input type="radio"/> Extremity weakness <input type="radio"/> Gait disturbance (unsteady on feet) <input type="radio"/> Headache <input type="radio"/> Memory impairment <input type="radio"/> Seizures <input type="radio"/> Tremors 	<p>Musculoskeletal</p> <ul style="list-style-type: none"> <input type="radio"/> ALL NEGATIVE <input type="radio"/> Back pain <input type="radio"/> Joint pain <input type="radio"/> Joint swelling <input type="radio"/> Muscle weakness <input type="radio"/> Neck pain
<p>HEENT</p> <ul style="list-style-type: none"> <input type="radio"/> ALL NEGATIVE <input type="radio"/> Ear drainage <input type="radio"/> Ear pain <input type="radio"/> Eye discharge <input type="radio"/> Eye pain <input type="radio"/> Hearing loss <input type="radio"/> Nasal drainage <input type="radio"/> Sinus pressure <input type="radio"/> Sore throat <input type="radio"/> Visual changes 	<p>Gastrointestinal</p> <ul style="list-style-type: none"> <input type="radio"/> ALL NEGATIVE <input type="radio"/> Abdominal pain <input type="radio"/> Blood in stools <input type="radio"/> Change in stools <input type="radio"/> Constipation <input type="radio"/> Diarrhea <input type="radio"/> Heartburn <input type="radio"/> Loss of appetite <input type="radio"/> Nausea <input type="radio"/> Vomiting 	<p>Integumentary</p> <ul style="list-style-type: none"> <input type="radio"/> ALL NEGATIVE <input type="radio"/> Brittle hair <input type="radio"/> Brittle nails <input type="radio"/> Hair loss <input type="radio"/> Hirsutism (Excessive facial hair) <input type="radio"/> Hives <input type="radio"/> Pruritis (Itchy skin) <input type="radio"/> Mole changes <input type="radio"/> Rash <input type="radio"/> Skin lesion 	<p>Psychiatric</p> <ul style="list-style-type: none"> <input type="radio"/> ALL NEGATIVE <input type="radio"/> Anxiety <input type="radio"/> Depression <input type="radio"/> Insomnia 	<p>Hematologic/Lymphatic</p> <ul style="list-style-type: none"> <input type="radio"/> ALL NEGATIVE <input type="radio"/> Easy bleeding <input type="radio"/> Easy bruising <input type="radio"/> Lymphadenopathy (swollen lymph nodes)
<p>Respiratory</p> <ul style="list-style-type: none"> <input type="radio"/> ALL NEGATIVE <input type="radio"/> Chronic cough <input type="radio"/> Cough (new) <input type="radio"/> Know TB exposure <input type="radio"/> Shortness of breath <input type="radio"/> Wheezing 	<p>Genitourinary</p> <ul style="list-style-type: none"> <input type="radio"/> ALL NEGATIVE <input type="radio"/> Dysuria (painful urination) <input type="radio"/> Hematuria (blood in urine) <input type="radio"/> Polyuria (excessive amounts of urine) <input type="radio"/> Urinary frequency (frequent urination) <input type="radio"/> Urinary incontinence <input type="radio"/> Urinary retention (unable to fully empty bladder) 	<p>Metabolic/Endocrine</p> <ul style="list-style-type: none"> <input type="radio"/> ALL NEGATIVE <input type="radio"/> Cold intolerance <input type="radio"/> Heat intolerance <input type="radio"/> Polydipsia (excessive thirst) <input type="radio"/> Polyphagia (excessive hunger) 	<p>Immunologic</p> <ul style="list-style-type: none"> <input type="radio"/> ALL NEGATIVE <input type="radio"/> Contact allergy <input type="radio"/> Environmental allergy (dust, cat, etc) <input type="radio"/> Food allergy <input type="radio"/> Seasonal allergy (grass, trees, etc) 	

For any items marked above, please provide more information about how long symptoms have occurring, severity, prior evaluations, specialists seen, and medications or therapies tried:



New Patient/ Adult Physicals

Patient Name: _____ D.O.B. _____ Date: _____

Social History-

Married Single Divorced; # of children _____, Occupation _____

Tobacco use-

Never Social Packs per day- _____ for # years _____, Quit- year _____

Alcohol use- # of drinks _____ per Day Week Month Marijuana/ Illicit Drug Use- _____

Do you have any allergies to medication? Please list N/A

Have you had any previous surgeries? Please list N/A

Medical Problems/ History:

Family History: Please include the AGE it began—Heart issues, cancer (and type if known), stroke, hypertension, cholesterol, diabetes

Father _____ Mother _____

Paternal Grandmother _____ Maternal Grandmother _____

Paternal Grandfather _____ Maternal Grandfather _____

Paternal Aunt _____ Maternal Aunt _____

Paternal Uncle _____ Maternal Uncle _____

Siblings _____

Health Maintenance

Females Only:

Last Mammogram: _____

Last Pap: _____

Last Menstrual Period: _____

Birth Control: Y / N _____

Postmenopausal: Y / N When? _____

Bone Density: Y / N When? _____

Hysterectomy: Y / N When? _____

Patients over 50:

Colonoscopy: Y / N When? _____

Shingles Vaccine: Y / N When? _____

All Patients:

Last Tetanus Shot: _____

Last Flu Shot: _____