WELCOME!

We are honored that you have chosen Northwest Asthma & Allergy Center to become a member of your healthcare team. We look forward to caring for you and/or your family. Our providers are trained and experienced in the treatment of asthma, allergies, eczema, hives, and immune system disorders for both children and adults.

We strive to make your visit a pleasant one and make every effort to be timely. Your appointment time has been reserved exclusively for you. Therefore, we respectfully request that you notify us as soon as possible if you are unable to keep your scheduled visit. Please note that a minimum of 24 hours is required to avoid the late cancellation/no show fee. (See our attached Financial Policy.) If you are late for your appointment, we may ask you to reschedule to another day.

We highly encourage you to call your insurance company to verify your allergy benefits along with any limitations you may have on your policy.

We require that a parent or legal guardian be present for the initial new patient appointment. We understand that there may be extenuating circumstances that make this difficult so please notify us ahead of time. Foster parents must provide legal documentation showing they have authorization from the state to obtain healthcare, including allergy testing.

Please use the checklist below to ensure that we will have all the information needed for your initial evaluation.

We look forward to meeting you!

Ø	3 days before your appointment: Please discontinue antihistamines to allow for skin testing. See Table on the back. If your condition is bothersome enough to prevent you from
	stopping antihistamines for the suggested time period, we ask that you keep your scheduled appointment to discuss alternative medications or testing options.
	<u>DO NOT STOP</u> asthma medications such as asthma pills (montelukast/Singulair), inhalers, prednisone/prednisolone/methylprednisolone or other steroid medications. <u>DO NOT DISCONTINUE</u> antidepressants or psychotropic medications without consulting with your prescribing physician.
\checkmark	1 day before your appointment: Please discontinue histamine blocking reflux medications.
\checkmark	Please arrive 30 minutes prior to your scheduled appointment time to complete paperwork.
\checkmark	Allow 1-1/2 to 2 hours for a New Patient appointment.
Ø	Bring your photo ID such as driver's license or identification card, insurance card, co-pay, and credit card to keep on file.
Ø	Bring a current list of all prescription medications, over-the-counter medications, and supplements with the dosages that you take.
Ø	Bring a copy of any relevant medical records with you such as hospital records, previous allergy testing, radiology and/or laboratory results.
\checkmark	Bring address and telephone number of your referring doctor or primary care physician.
Ø	Wear comfortable clothing to allow for skin testing. This is generally done on the forearms, upper arms, or the back.
Ø	Northwest Asthma & Allergy Center is fragrance-free. We kindly ask you to refrain from wearing any perfume or scented products to your appointment.
	Please do not eat/snack while in the office.

WHEN TO STOP MEDICATION BEFORE TEST	NAME OF MEDICATION					
10 days	Oral antihistamines Cyproheptadine (Periactin) Hydroxyzine (Atarax, Vistaril) 					
3-7 days	 Nasal spray and/or eye drop antihistamines Azelastine (Astelin, Astepro, Dymista) Olopatadine (Pataday, Patanase, Patanol) 					
	 Oral antihistamines (can be in cold/flu/sleep medications) Acrivastine (Semprex-D) Brompheniramine (in combination products) Carbinoxamine (Dimetapp, Palgic, Rondec) Cetirizine (Zyrtec, Wal-Zyr, Allertec, etc.) Chlorpheniramine (Chlor-Trimetron, Triaminic, etc.) Clemastine (Tavist) Desloratadine (Clarinex) Diphenhydramine (Benadryl, Nyquil, may end in -PM) Fexofenadine (Allegra, Allerfex) Loratadine (Alavert, Allerclear, Claritin, etc.) Pheniramine 					
	 Motion sickness pills: Cyclizine (Marezine, Nausicalm, Valoid, etc.) Meclizine (Antivert, Bonine, Dramamine) 					
Anti-nausea pills: Promethazine (Phenergan)						
24 hrs	 Certain anti-reflux medications (which are antihistamines) Cimetidine (Tagamet) Famotidine (Pepcid) Ranitidine (Zantac) 					

PLEASE CALL OUR OFFICE IF YOU HAVE ANY QUESTIONS

NORTHWEST ASTHMA & ALLERGY CENTER (NAAC) NOTICE OF PRIVACY PRACTICES & FINANCIAL RESPONSIBILITY ACKNOWLEDGMENT (Effective 12/1/17)

NOTICE OF PRIVACY PRACTICES

Northwest Asthma & Allergy Center (NAAC) has a responsibility to protect the privacy of your health care information. We maintain a record of the healthcare services we provide you. We will share this information, as permitted by law, to provide and coordinate your medical treatment, bill for these services, and conduct usual health care operations. You have the right to review, obtain a copy, or request to amend the record if needed.

Our **Notice of Privacy Practices** describes in more detail your rights to your health information and how this information may be used and disclosed. Sharing of your health information is typically used to improve the continuity of care that you receive. Common examples include accessing prescription history for pharmacy benefits, discussing an opportunity to enroll you in clinical research studies with our non-profit research affiliate, ASTHMA, Inc. and/or participating with Health Information Exchanges (HIE) with other health care organizations to improve quality, safety and efficiency of health care. We may change the Notice of Privacy Practices at any time; a current copy is found on our website: www.nwasthma.com or you may contact our Privacy Officer for additional questions or concerns.

FINANCIAL POLICY

- 1. Payment for all medical care is the patient's responsibility regardless of insurance coverage.
- 2. <u>Patient Information/Proof of Insurance</u>: At each visit, please be prepared to present your insurance card as proof of insurance.
- 3. <u>Insurance:</u> We participate in most insurance plans and will submit claims on your behalf to the insurance company. **Knowing** your insurance benefits and rules is your responsibility. We highly encourage you to call to verify your own benefits along with any limitations you may have on your policy. If your plan has limitations, it is your responsibility to share these limitations with the provider prior to having any procedures performed. If your insurance company requires a specialist referral from your primary care physician, it is your responsibility to obtain that referral prior to scheduling your appointment. Referrals (including allergy shots, biologic treatments, and procedures) must be up-to-date and on file prior to all appointments. You will be responsible for any charges resulting from an out-of-date referral.
- 4. <u>Co-payments and deductibles</u>: **Co-pays must be paid at the time of service**. Parent or adults accompanying a minor will be responsible for the patient's co-pay and bill at that visit.

If insurance discloses that there is an unfulfilled deductible over \$300 for a new patient or over \$150 for an established patient, you may be required to make a minimum down payment of \$300 at the initial visit or \$150 at the established visit. The remaining balance will be due at the time of receipt of your invoice (billing statement).

- 5. <u>Non-covered services:</u> Our providers follow appropriate medical guidelines for standards of care based on your medical condition. Please be aware that some of the services you receive may be determined by your insurance plan to be only partially covered or not covered. **You will be responsible for the cost of services that is not paid by insurance.**
- 6. <u>Claims submission:</u> We will bill your insurance company on your behalf. You are responsible to know your own insurance benefits. Coverage, co-payments, co-insurance and deductibles can change on an annual basis. If there is a change in your insurance coverage, please notify the clinic as soon as possible. Some insurance companies have time limits on when claims need to be submitted. If we do not have the correct information, we cannot file the claim in a timely manner.
- 7. <u>Account balances:</u> All account balances are due upon receipt of your billing statement. If the account remains unpaid after 90 days, it will be referred to a third party collector. Failure to pay the account balance may result in discharge from the practice, including family members who are also patients. In such case, you may request that your medical records be transferred to another provider at no charge. If, after being discharged, you would like to be considered for reinstatement to the practice, all financial obligations must be paid in full. Reinstated patients are required to maintain a credit card on file.
- 8. <u>Method of Payment:</u> We accept cash, checks, and credit cards including: American Express, Discover, MasterCard or Visa.
- 9. <u>Returned checks:</u> Any non-sufficient fund checks will be charged a \$35 fee.
- 10. <u>Credit Card On File:</u> We encourage patients to keep a credit card on file (via swipe at our HealthiPass kiosks) to make the checkin process easier and more efficient. All financial information is fully encrypted. HealthiPass maintains compliance with all industry standards, converting your information to an electronic token. Your credit card information is not stored by Northwest Asthma and Allergy Center. There are two ways to keep your card on file:

- 1. Upon checking in at our kiosk, you will be asked to swipe a credit card. After your insurance has processed the charges for that day's visit, you will receive an email informing you of the actual amount you owe. If you do nothing, the card you swiped will be charged in 5 days. If you would like to use a different credit card than the one you swiped, you will be given the option to make changes. To discuss payment plan arrangements, please call our business office.
- 2. Near the end of your kiosk check-in, you may choose to keep your card on file for charges related to future visits (in the same manner as stated above). This convenience eliminates the need to re-swipe your card every time you check-in.

NOTE: All Private Pay patients are <u>required</u> to keep a credit card on file, or they will not be scheduled or seen for an appointment.

- 11. <u>Telephone service:</u> If you request medical services via telephone instead of a visit to our office including after hours, you may incur telephone service fees. This will be billed to your insurance company but may not be a covered service. You must be an established patient to request this service. If the phone visit is pertaining to an office visit within the previous 7 days or results in an office visit within 24 hours or next available urgent visit, you will not be charged for telephone service.
- 12. Late cancel and no-show appointments: If you arrive late (≥15 minutes) for your appointment, you may be asked to reschedule to another day. Late cancel (≤ 24-hour notice) and no-show appointments incur a \$75 fee; for vocal cord dysfunction appointments, the fee is \$150. New patients who miss their first appointment will be required to keep a credit card on file with us for their first visit via credit card swipe at our electronic kiosk. If a patient late cancels or no shows twice within a 12-month period, s/he and other family members will be discharged from the practice. When you make an appointment, it is your responsibility to attend the appointment or give us 24-hour notice for cancellation or rescheduling. Our text and email reminders are a courtesy.
- 13. <u>Divorce/Separation</u>: In cases of divorce and/or separation, the legal guardian and/or the person completing paperwork and/or bringing the child in for the **initial** visit will be considered the Guarantor and will be held responsible for paying any medical services. If you provide legal documentation that someone other than the legal guardian is financially responsible and you provide billing information for that responsible party, we will attempt to bill that party. However, if the balance is unpaid by that person, you will be held responsible for the balance on your child's account.

I have reviewed a copy of the Notice of Privacy Practices which provides information about how my health information may be used and disclosed. I have read and understand the Financial Policy of Northwest Asthma & Allergy Center (NAAC). I assign payment from my insurance directly to NAAC. I understand that I am financially responsible to NAAC for the charges not paid by insurance and that those charges are due upon receipt of invoice (billing statement).

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 NAAC participates in the training of physicians and other healthcare providers and consent to their involvement. 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 at or by NAAC.

Patient/Guarantor Signature	Date			
Printed Name of Signature Above		Relationship to Patient		
Patient's Name	Date of Birth	Acct # (office use)		
Patient's Name	Date of Birth	Acct # (office use)		
Patient's Name	Date of Birth	Acct # (office use)		

NORTHWEST ASTHMA & ALLERGY CENTER (NAAC)

CONSENT TO DISCUSS MEDICAL CARE FOR ADULT PATIENTS >18 years of age (please complete separate Consent to Treat/Discuss for MINORS)

Many of our patients allow family members such as a spouse, parent(s)/legal guardian(s), grandparent(s), sibling(s) or children, or others such as a caregiver or friend to call and discuss medical information, request appointments, prescriptions, vaccine information, medical records, test results, or pick up forms, etc. Under the requirements of HIPAA, we are not allowed to give this information to anyone without a patient's consent. If you wish to have your medical information released to others, please complete this form. Signing this form will only give your consent to release information to the individual(s) listed below.

Patient Name: _____, date of birth______

I authorize Northwest Asthma & Allergy Center to share and/or release my medical information to the following individuals:

PLEASE PRINT ALL NAMES LISTED BELOW. PLEASE DO NOT LIST PHYSICIANS. Phone Number Relationship Name Relationship Phone Number Name Name Relationship Phone Number Relationship Phone Number Name □ Or, I decline permission to verbally discuss my medical information with others. □ I give permission for NW Asthma & Allergy Center to leave detailed medical information at my telephone number(s): ____(____) _(___)

□ Or, I do not want detailed medical information left on any of my telephone numbers.

I understand that I can cancel this consent at any time (by writing to Northwest Asthma & Allergy Center) but that cancelling it will not affect any information that has already been released.

Signature of Patient/Authorized Representative

Date

If completed by an authorized representative, please sign and attach copies of legal documentation (DPOA).

Please use other side for annual updates.

INITIALS	_ Date:	Reviewed and □ Changes made or □ Correct as is
INITIALS	_ Date:	Reviewed and □ Changes made or □ Correct as is
INITIALS	_ Date:	Reviewed and 🛛 Changes made or 🗆 Correct as is
INITIALS	_ Date:	Reviewed and 🛛 Changes made or 🗆 Correct as is
INITIALS	_ Date:	Reviewed and 🛛 Changes made or 🗆 Correct as is
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INITIALS	_ Date:	Reviewed and 🛛 Changes made or 🗆 Correct as is
INITIALS	_ Date:	Reviewed and □ Changes made or □ Correct as is
INITIALS	_ Date:	Reviewed and 🛛 Changes made or 🗆 Correct as is

Annual Updates (office staff to print, have patient review/make changes, initial and date annually)



Foods: Latex reactions:

Type of reaction: _____

PATIENT HISTORY	Informant: Patient	Parent Relative
DESCRIBE YOUR SYMPTOMS: 1. 2. 3.		
Other health concerns: Onset of problem: infancy childhood teens age Areas lived: Time in North	or year	
AREAS AFFECTED: Eyes Ears Nose Throat	□Lungs □Digestive □	∃Skin
SYMPTOMS: (circle ALL that apply)Itching/Red/ Tearing EyesSneezing Runny NoseThroat Clearing Infection Bad Breath Postnasal Drip	Tightness Pain S Wheezing Heartburn F Shortness Vomiting F	Hives Swelling Rash Eczema
CatsDogsFeathers/DownSmoke/PollutOther Animals:Weather Char	eat Exercise Respiratory Infections ion Fumes/Chemical Odors nges Detergents Cosmetics Cle	othing

CURRENT AND "AS NEEDED" MEDICATIONS from all physicians (including over-the-counter products like aspirin, antihistamines, and vitamins):

 When?
 MD?
 Skin tests?

Drug Reactions: Antibiotics Aspirin Other Anti-inflammatory (e.g., ibuprofen, naproxen, etc)

PREVIOUS ALLERGY EVALUATION AND MEDICATIONS PRESCRIBED:

Treatments Tried: _____ Pills: _____

Nasal sprays: _____ Inhalers: _____ Allergy shots - Years: _____ Steroids (prednisone):

DRUG ALLERGIES:				
Surgery:		ER visits: Immunization up to date?: T AND PRESENT: (circle	Yes No	
Cancer (type)	GERD (acid reflux)	Kidney Disease	Positive Tuberculin Test/TE	
Diabetes	Heart Disease	Migraine Headaches	Sinus Infections	
Ear Infections	Hepatitis	Osteoporosis	Thyroid Disease	
Epilepsy/Seizures	High Blood Pressure	Pneumonia	Ulcers	
Other				
FOR CHILDREN <				
Birth History: Birth	Weight:Complie	cations:		
Breast Feeding:	Formula	a (type):		

FAMI HIST		lasal Allergy	Asthma	Skin Allergy	Food Allergy	Other:	
Mother							
Father							
Brothe	r						
Sister							
Daugh	ter						
Son							
Ma	AL HISTORY: rital status: r Children <18 yrs:	Single # of siblings		ried / Partner davcare			idowed
	-	-		-	-		
						day?	
-		-					
	ol use - Drinks/day:			Drug us	с		
	ONMENTAL HIST	-	mobile barre			Haweld	
Current H	lome house cond	-			old remodel		
O. Hale	-	suburban courr	•	own rent		How long here?	
Outdoor1 Heat/Ver	factors: trees fields ntilation: forced air (furn		Other radiant ba	aseboard wood	stove/fireplace s	oace heater	
		(window/central)					
Mo Room Patier <i>Pill</i> e	ld/Mildew: baseme is with carpeting: nt's Bedroom: <i>Mattre</i> ows: regular	ent launc bedroom ss regular foam fe t(s)	lry kito living r foam eater/down ⊡Dog	chen bat oom TV ro futon wa synthetic (s)	h humidifier / deh om How old aterbed air r <i>Comforter:</i> □Other:	? mattress How many cotton feather	stuffed toys? /down synthetic
Smok	ers in home: none	patient	mother	father spo	ouse/partner	child packs/day	
	- -	-	RECENTLY	had any of the fever	following? Circl	e "none" if negative.	night sweats
none	Eyes	blurry vision	itchy eye		s tearing	change in vision	glaucoma
none	ENT	hearing loss fever s	ringing ore throat	g in ears n hoarsenes	ose bleeds s snoring o	nasal drainage loss of smell	sinus problems nasal polyps
none	Respiratory	cough	shortnes	s of breath	whe	ezing history	of pneumonia
none	Heart	chest pain	foot swe	lling hear	t murmur fa	ast heart rate	palpitations
none	Digestive	abdominal pa vomiting	in	constipation diarrhea		burn / indigestion I in stool	nausea
none	Skin	acne hives	dry skin swelling	itchir hair le	ng ras		
none	Musculoskeletal	joint swelling		int pain	muscle aches	back pain	arthritis
none	Neurological	behavior prot		arning problem		me sleep dizzi	
		fainting		eadache/migra	-		ory loss
none	Endocrine	cold intoleran			xcessive thirst	weight gain or los	
none	Blood/Lymph	anemia		wollen lymph ne		unusual bleeding	
none	Urinary	painful urinati		equent urinatio		frequent infection	
none	Psych/Social	-	depression	drug/alcohol		sleep problems	
	-		•				
none	Reproductive	pregnancy	p	lanning pregna	INCY?	fertility probler	ns

Northwest Asthma & Allergy Center, P.S.

General Patient Information

This information will be considered confidential and is necessary for our files.

Date:___/___/

Patient's Last Name	First Name			Middle Name		Sex: 🗌 Male 🗌 Female
			Best Daytime F	hone #:		Please Circle One:
Mailing Address			()	-		(Mobile, Home or Work)
_	-		Check one: 🗌 Se	If 🗌 Spouse 🗌 Parent	□ Other:	
City	State	Zip	Alternate Phor	ne #:		
Patient's Age: Date of	of Birth:		()			(Mobile, Home or Work)
		Day / Year	Check one: 🗌 Se	elf 🗆 Spouse 🗌 Parent	□ Other:	
Employer: Race:				·		
	ican American 🛛 Hispanio	c 🗆 Asian	Email Address:			
🗌 Multi-racial 🛛 Native American 🗌 Pa	cific Islander 🗌 Chinese	🗌 Filipino	Emergency co	ntact person outside	of the hom	e:
Undeterminec Native Hawaiian Na			U ,	·		
□ Other			Name	Phone #		Relationship to Patient
Ethnicity: 🗌 Hispanic or Latino 🗌 Non-H	Hispanic or Latino 🛛 Unkr	nown 🗌 Declined				
			216 12 4		• • •	
1. Do you have other family mer	mbers who are seen	by our provider	s? If so, list name(s) & their relationsh	ip to the pa	tient.
🗆 No 🗌 Yes:						
2. Were you referred to us by a	healthcare provide	r?				
	•					
No Yes: Doctor's First and	Last Name	Address			hone and / or Fa	ax
3. Would you like your visit sent	to your primary car	e provider? Ple	ase state title, suc	h as: MD, ARNP, DC	, ND.	
🗌 No 🔲 Yes, same as above.						
Yes, different: Doctor's First au						
Doctor's First a	nd Last Name	Address		l	Phone and / or Fa	ax
		Insurand	e Informat	ion 🗾		
Primary Insurance Comp	oany Name:					
ID #:		Insurance Ac	idress:		City, State	Zip Code
Group or local #:			Stree	21	Lity, State	Zip Code
Subscriber's name:		Emplo	yer of Subscriber:			
(As It Appears on In	surance Card)	· ·				
Subscriber's Date of Birth:	Subscrib	er's relationship to	Patient: 🗌 Self 🔲 S	pouse 🗌 Other:		
Secondary Insurance: 🗆						
ID #:		Insurance Ac	Idress:			
Group or local #:			Stree	et	City, State	Zip Code
Subscriber's name:						
(As It Appears on In		Етріо	yer of Subscriber:			
Subscriber's Date of Birth:	Subscrib	er's relationship to	Patient: \Box Self \Box S	pouse 🗆 Other:		
	'Day / Year	-		a	~ _	
As	signment of	Insurance	e Benefits /	Consent to	Care –	
I authorize payment of medical benefits						
process the insurance claim. I understa child to be evaluated and treated by No						
Patient's or Guarantor's Signature				Relationship to	natient. 🗆 Ca	If 🗌 Parent / Legal Guardia
. allones of Guaranton's Signature					· _	
Print Name of Signature Above				Guarantar's Da	te of Rirth	



Please see our website for detailed directions: <u>www.nwasthma.com</u> Do not use GPS, Google or Mapquest where noted below, as it will take you to the wrong place

Clinic Locations

Renton

Everett Silver Lake Pavilion 10333 – 19th Ave SE, Suite 105 Everett, WA 98208

Phone: 425.385.2802 Fax: 425.337.7967

Issaquah

22605 SE 56th St, Suite 270 Issaquah, WA 98029

> Phone: 425.395.0175 Fax: 425.395.0176

Please note: From E. Lake Sammamish Parkway, we are the 4th entrance on the RIGHT side of the street (going east, up the hill). Go PAST the entrance for 24 Hour Fitness and the Goddard School. We're in the Sammamish View Building, just before the crest of the hill, across the street from the Park Hill Apartments. Look for our white sandwich sign at the driveway.

> Redmond 8301 – 161st Ave NE, Suite 308 Redmond, WA 98052

> > Phone: 425.885.0261 Fax: 425.883.8474

IDC Building 1412 SW 43rd St, Suite 210 Renton, WA 98057 (do NOT use GPS/Google/Mapquest)

> Phone: 425.235.1716 Fax: 425.277.5479

> > Richland

108 Columbia Pt Dr Richland, WA 99352

Phone: 509.946.0189 Fax: 509.946.0264

Seattle

Northgate Executive Center II 9725 – 3rd Ave NE, Suite 500 Seattle, WA 98115

> Phone: 206.527.1200 Fax: 206.523.0724

> > Yakima

3901 Creekside Loop, Suite 100 Yakima, WA 98902

> Phone: 509.966.3259 Fax: 509.966.0191



Are You Interested in Learning More About Allergy and Asthma Related Research Studies?

The physicians at Northwest Asthma and Allergy Center (NAAC) have maintained a longstanding commitment to clinical research studies. Since 1972, the NAAC physicians have been involved in more than 500 US Food and Drug Administration (FDA) approved clinical trails through their nonprofit research affiliate called Seattle Allergy & Asthma Research Institute, formerly known as ASTHMA, Inc. SAARI is located in the Northgate office and is currently enrolling for multiple allergy and asthma clinical studies.

SAARI and NAAC are also members of Seattle Food Allergy Consortium (SeaFAC). To learn more about our upcoming clinical food allergy trials, please visit the website at <u>www.seattleallergy.org</u>.

If you are interested in learning more, please list your telephone number and/ or email address, so we may contact you.

Name: _____

Telephone number: _____

Email Address: _____

For more information, please check out our website at:

www.seattleallergy.org

www.seafac.org

Northgate Executive Center II 9725 Third Avenue NE, Suite 500 Seattle, WA 98115 Phone: 205-525-5520 • Fax: 206-524-6549 • www.SeattleAllergy.org Associated with Northwest Asthma & Allergy Center