

**NORTH ATLANTA ENDOCRINOLOGY AND DIABETES, P.C.**  
**771 OLD NORCROSS ROAD, SUITE 200**  
**LAWRENCEVILLE, GA 30046**  
**770-339-1387 OFFICE**  
**770-962-7868 FAX**

Dear

We want to welcome you to our practice and thank you for giving us the opportunity to assist in your healthcare needs. We want your first visit to be as efficient as possible. Therefore, we want to give you some information including a list of steps to take before and on the day of your visit.

**FORMS:** Please fill out and sign the enclosed patient information, personal medical history and policy forms. We understand your time is valuable and we prefer that your wait time is minimal. Therefore, we need all forms completed **prior to your visit** and you may fax or mail them to the office. However, if you choose to fax your records, please also bring the originals to your appointment as sometimes faxed documents are blurry and hard to read. Ideally, we should receive your paperwork 2-3 days in advance, so they may be scanned and entered into our system. However, if you are unable to return them to us before your visit and choose to bring them on the day of your appointment, please arrive at least 30 minutes early so we can prepare your chart. If you decide to come at your scheduled appointment time and complete forms, it will increase your wait time exponentially and in some cases the visit may even need to be rescheduled.

**IDENTIFICATION:** In order to ensure and protect your identity, we require that you bring a photo i.d. with you. Your driver's license is always best.

**MEDICAL RECORDS:** Most of our patients are referred by another physician. We ask that you bring your medical records from that physician on the day of your visit or have them faxed to our office. If you have self-referred to us, please bring medical records that show us any previous care. We cannot stress the importance of this step. Office notes, lab results and pertinent radiology reports are the most helpful. We only need them for the past year. Failure to have these records could severely delay your visit.

**INSURANCE:** Please bring your insurance card(s) with you so we may scan them. Patients who have an HMO that requires a referral to see a specialist need to bring that referral with them as well.

**PLEASE NOTE-**Unfortunately, we are unable to perform DOT screenings, disability evaluations or prescribe medications for nursing home or assisted living patients.

**MEDICAL INFORMATION:** Please bring a complete list of all current medications including the dosage. Diabetic patients should bring blood sugar readings for the two weeks prior to your appointment or bring your glucose meter.

Please feel free to call with any questions you may have. We look forward to meeting you.

The Staff of North Atlanta Endocrinology and Diabetes, P.C.

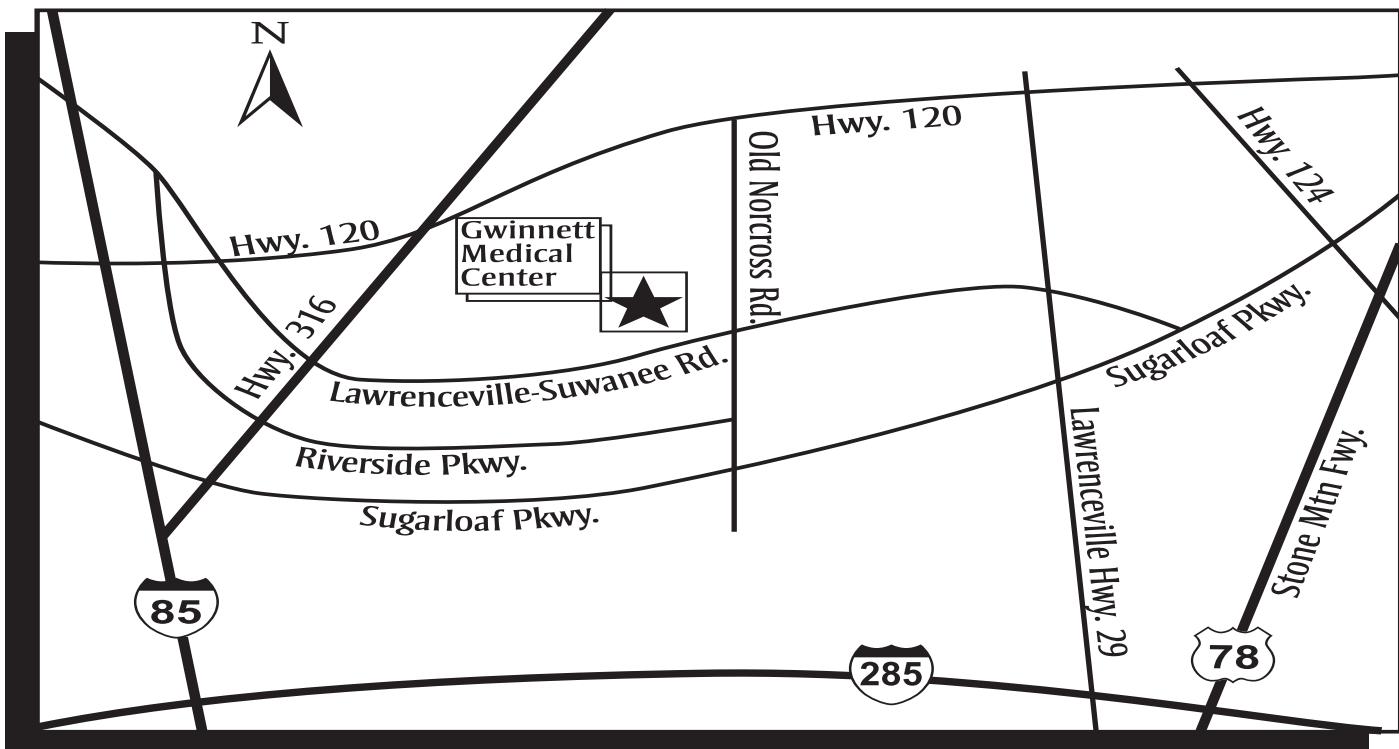
## AS A REMINDER...

You are scheduled to see \_\_\_\_\_ at \_\_\_\_\_ on \_\_\_\_\_  
 in the  Lawrenceville Office  Bethlehem Office Phone 770-339-1387

## PLEASE BRING...

Insurance Card  Driver's License or Photo ID  Medical Records (please refer to Welcome Letter)  
 If you are diabetic:  Glucose Meter  Blood Sugar Readings  All Medications

**LAWRENCEVILLE OFFICE** 771 Old Norcross Road, Suite 200, Lawrenceville, Georgia 30046



**Directions to Lawrenceville Office:** Our office is located at the intersection of Old Norcross Road and Lawrenceville-Suwanee Road.

**From 85 North:** Take 316E to Riverside Parkway. Turn right and go .7 miles to Old Norcross Road. Turn left. Go .8 miles to the intersection of Old Norcross Road and Lawrenceville-Suwanee Road. Make a left on to Lawrenceville-Suwanee Rd. and we are the first entrance on the right.

**From Snellville and Hwy 78:** Take Hwy 124 toward Lawrenceville. Turn left at Sugarloaf Parkway. Go 2 miles and turn right at Lawrenceville-Suwanee Rd. Cross Old Norcross Road then we are the first entrance on the right.

**From Athens/Hwy 316W:** Take 316W to Riverside Parkway. Turn left and go .7 miles to Old Norcross Road. Turn left. Go .8 miles to the intersection of Old Norcross Road and Lawrenceville-Suwanee Road. Make a left on to Lawrenceville-Suwanee Rd. and we are the first entrance on the right.

## AS A REMINDER...

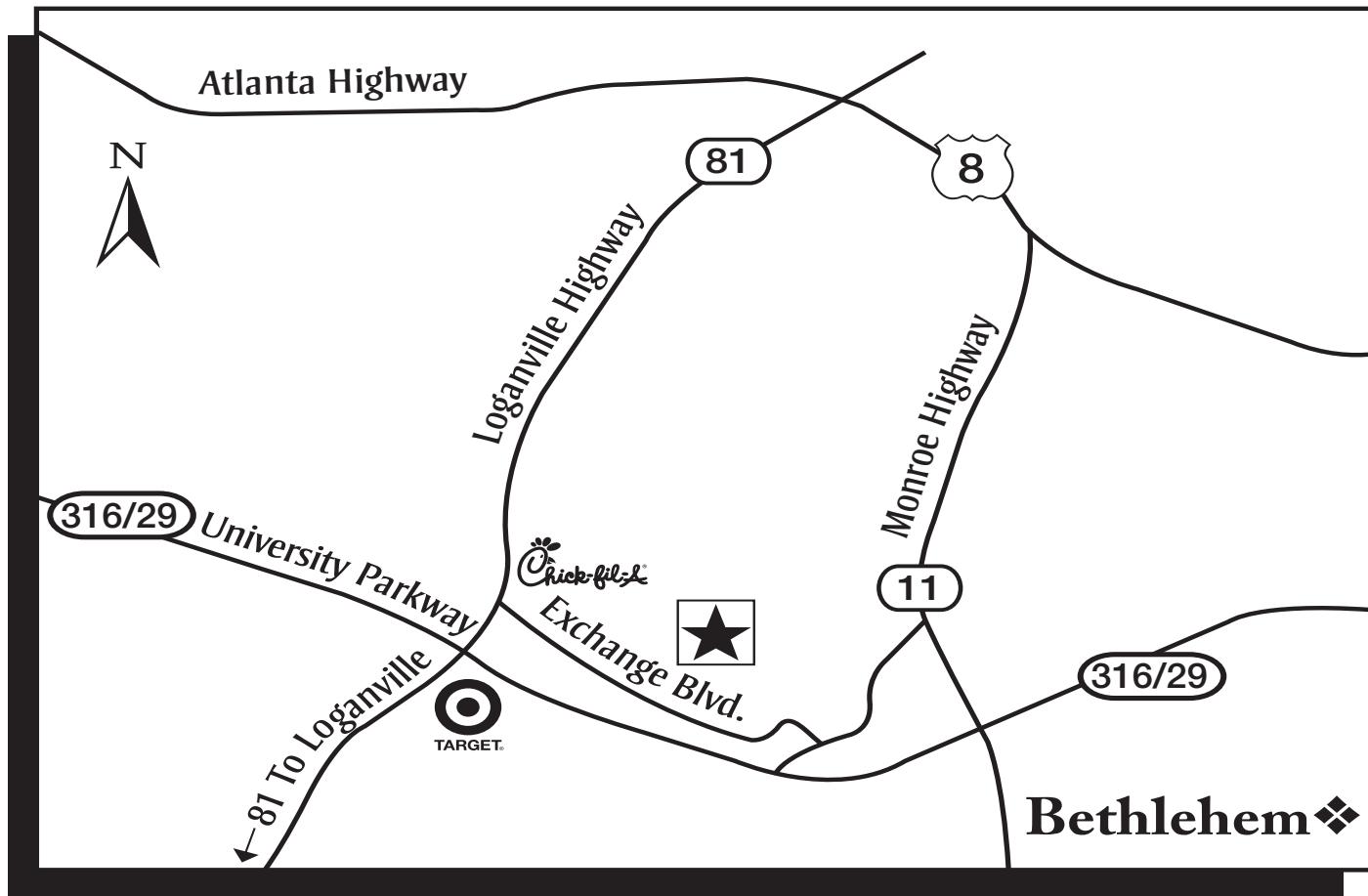
You are scheduled to see \_\_\_\_\_ at \_\_\_\_\_ on \_\_\_\_\_  
in the  Lawrenceville Office  Bethlehem Office Phone 770-339-1387

## PLEASE BRING...

Insurance Card  Driver's License or Photo ID  Medical Records (please refer to Welcome Letter)  
If you are diabetic:  Glucose Meter  Blood Sugar Readings  All Medications

## BETHLEHEM OFFICE

Piedmont Physician's Building, 340 Exchange Boulevard, Suite 110, Bethlehem, GA 30620



©MBG

**Directions to Bethlehem Office:** We are located in the Piedmont Physicians Building at 340 Exchange Boulevard, which is between Hwy. 81 and Harry McCarty Rd.

From Atlanta: Take I85 North to exit 106/Hwy 316 east. Go 21 miles to Harry McCarty Rd., (First left past Hwy 81) Turn left, go .2 miles then turn left onto Exchange Blvd. North Atlanta Endocrinology and Diabetes located in the Piedmont Physicians Building.

From Athens/Hwy 316W: Take Highway 316 west to Harry McCarty Rd., (First right past Hwy 11) Turn right, go .2 miles then turn left onto Exchange Blvd. North Atlanta Endocrinology and Diabetes located in the Piedmont Physicians Building.

# North Atlanta Endocrinology and Diabetes, P.C.

## Patient Information Sheet

### Demographic Information

Patient ID #: \_\_\_\_\_

First Name: \_\_\_\_\_ Middle: \_\_\_\_\_ Last Name: \_\_\_\_\_

Prefix: \_\_\_\_\_ Suffix: \_\_\_\_\_ Nickname: \_\_\_\_\_ Maiden Name: \_\_\_\_\_

DOB: \_\_\_\_\_ Age: \_\_\_\_\_ Sex: \_\_\_\_\_ SSN: \_\_\_\_\_

Marital Status: \_\_\_\_\_ Employer: \_\_\_\_\_

Federal regulations now require that we collect the following demographic information below					
Race: Please Circle	American/Indian/Alaska	Asian	White	Are you of Hispanic/ Latino descent?	YES / NO
	Black/African American	Nat Hawaiian/Pacific Islander	Other Race		

### Contact Information

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone numbers (Please check the box next to the best number to reach you)

Home:  \_\_\_\_\_ Work:  \_\_\_\_\_ Cell:  \_\_\_\_\_

Email: \_\_\_\_\_

Primary Care/Family Doctor: \_\_\_\_\_ Referring Doctor: \_\_\_\_\_

Preferred Pharmacy (Name, City, & Street): \_\_\_\_\_ Mail Order Pharmacy: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone #: \_\_\_\_\_

### Billing Information

For patients under 18 or who have a legal guardian:

Guarantor: \_\_\_\_\_ Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Primary Ins:	Address:
Policy #:	Group #:
Policyholder:	Relationship:
DOB:	SSN #:

Secondary Ins:	Address:
Policy #:	Group #:
Policyholder:	Relationship:
DOB:	SSN #:

I understand that I will be responsible for any co-insurance, deductible, or spend-down not covered by my insurance. If any balance is not paid when due I understand that I will be responsible for the balance. I also understand that if the unpaid account is referred to an outside agency, I am responsible to pay all costs of collection including attorney fees. I hereby authorize the release of information to my insurance carrier or its intermediaries for all covered services rendered by North Atlanta Endocrinology and Diabetes, P.C.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **PERSONAL MEDICAL HISTORY**

Note: This is a confidential report of your medical history.  
Information contained here will be released only if you have authorized us to do so.

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Sex:  Female  Male Marital Status: \_\_\_\_\_

Preferred Pharmacy: \_\_\_\_\_ Pharmacy Phone #: \_\_\_\_\_

Pharmacy Address: \_\_\_\_\_

PCP: \_\_\_\_\_ Referring Doctor: \_\_\_\_\_

### **Past Medical History:**

Check any conditions you have had:

<input type="checkbox"/> Abnormal EKG	<input type="checkbox"/> Hyperthyroidism (Overactive Thyroid)
<input type="checkbox"/> Anemia	<input type="checkbox"/> Hypothyroidism (Underactive Thyroid)
<input type="checkbox"/> Angina Pectoris	<input type="checkbox"/> Impotence/ED
<input type="checkbox"/> Asthma	<input type="checkbox"/> Infertility
<input type="checkbox"/> Bone Disease	<input type="checkbox"/> Kidney Disease
<input type="checkbox"/> Breast Lump	<input type="checkbox"/> Kidney Stones
<input type="checkbox"/> Cancer Type: _____	<input type="checkbox"/> Meningitis
<input type="checkbox"/> Coronary Artery Disease (Heart Disease)	<input type="checkbox"/> Mental Illness
<input type="checkbox"/> Decreased Libido	<input type="checkbox"/> Migraines
<input type="checkbox"/> Depression	<input type="checkbox"/> Nipple Discharge
<input type="checkbox"/> Diabetes Type I	<input type="checkbox"/> Osteoporosis
<input type="checkbox"/> Diabetes Type II	<input type="checkbox"/> Phlebitis
<input type="checkbox"/> Dyslipidemia (High Cholesterol)	<input type="checkbox"/> Postmenopausal Bleeding
<input type="checkbox"/> Emphysema	<input type="checkbox"/> Seizures
<input type="checkbox"/> Endocrine Disorder	<input type="checkbox"/> Serious Injury
<input type="checkbox"/> Gallbladder Disease	<input type="checkbox"/> Stomach Ulcer
<input type="checkbox"/> Heart Attack	<input type="checkbox"/> Stroke
<input type="checkbox"/> Hepatitis	<input type="checkbox"/> Thyroid Cancer
<input type="checkbox"/> Hypertension (High Blood Pressure)	<input type="checkbox"/> Thyroid Nodule
	<input type="checkbox"/> Tuberculosis

Have you ever had External Beam Neck Radiation?

No  Yes Date: \_\_\_\_\_

Other major diseases: \_\_\_\_\_

### **Health Maintenance:** Fill in all that apply

Date of last eye exam: \_\_\_\_\_

Date of last prostate exam: \_\_\_\_\_

Date of last PAP test: \_\_\_\_\_

Previous mammogram: \_\_\_\_\_

Glasses or contacts?  No  Yes  Both

### **Past Surgical History:**

Have you ever had surgery?  Yes  No

If yes, please list:

Type: \_\_\_\_\_ Year: \_\_\_\_\_

Type: \_\_\_\_\_ Year: \_\_\_\_\_

Type: \_\_\_\_\_ Year: \_\_\_\_\_

Recent Hospitalizations: \_\_\_\_\_

### **Medications:**

List all medicines and supplements you take:

Medicine or Supplement How much? How often?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

### **Allergies:**

Are you allergic to any medications?  Yes  No

Please list: \_\_\_\_\_

Are you allergic to latex?  Yes  No

Are you allergic to any foods?  Yes  No

Please list: \_\_\_\_\_

\_\_\_\_\_

**Family History:** Parents, Grandparents, Brothers, Sisters, Children, Aunts and Uncles

Yes No Disease:

- Asthma
- Cancer
- Diabetes
- Heart Disease
- High Blood Pressure
- Kidney Disease
- Mental Illness
- Other Glandular Disease
- Stomach Ulcers
- Stroke
- Thyroid Disease/ Goiter
- Tuberculosis

Relative(s):

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**Social History:**

Do you use alcohol?

- Never
- Former
- Some Days
- Everyday

Do you drink caffeinated beverages?

- Yes
- No

Have you ever smoked?

- Never
- Former
- Some Days
- Everyday

If yes, how many years have you smoked? \_\_\_\_\_

Packs per day? \_\_\_\_\_

How often do you exercise?

- Never
- 1x per wk
- 2-3x per wk
- 4+x per wk

Are your parents living?  Mom  Dad

How many siblings do you have? \_\_\_\_\_

How many children do you have? \_\_\_\_\_

Highest level of education? \_\_\_\_\_

Occupation: \_\_\_\_\_

**Symptoms:** Please check the appropriate boxes indicating the symptoms you have had within the last year.

**CONSTITUTIONAL**

- Change in weight of more than 10 lbs.
- Night Sweats
- Fatigue

**EYES**

- Trouble with Vision
- Changes in Vision
- Double Vision
- Blurred Vision

**HEAD ENT**

- Changes in Hearing
- Hoarseness
- Headaches

**BREASTS**

- Changes in Skin
- Masses
- Nipple Discharge

**PSYCHIATRIC**

- Anxiety
- Depression
- Difficulty Breathing

**CARDIOVASCULAR**

- Palpitations
- Chest Pain
- Difficulty Breathing on Exertion
- Lower Extremity Swelling
- Loss of Consciousness

**RESPIRATORY**

- Chronic Cough
- Coughing Blood
- Shortness of Breath
- Wheezing
- Difficulty Breathing

**GASTROINTESTINAL**

- Difficulty Swallowing
- Reflux
- Nausea
- Vomiting
- Vomiting Blood
- Diarrhea
- Constipation
- Blood in Stools
- Changes in Bowel Habits

**GENITOURINARY**

- Painful or Difficult Urination
- Frequency
- Excessive Urination at Night
- Post Void Dribbling
- Blood in Urine
- Urgency

**INTEGUMENT/SKIN**

- Pigmentation Changes
- Skin Dryness
- Rash
- New Skin Lesions
- Changes to Existing Skin Lesions/Moles
- Hair Growth Change

**NEUROLOGIC**

- Tremors
- Speech Difficulties
- Paralysis
- Tingling or Numbness
- Seizures
- Muscular Weakness

**MUSCULOSKELETAL**

- Muscle Cramps
- Nocturnal Leg Cramps
- Joint Pain
- Joint Swelling

**ENDOCRINE**

- Cold Intolerance
- Heat Intolerance
- Drinking More Fluids
- Excessive Urination
- Excessive or Abnormal Thirst
- Excessive Hair Growth
- Hot Flashes

**HEMA-LYMPH**

- Lymph Node Enlargement
- Easy Bleeding
- Easy Bruising

**ALLERGIC-IMMUNO**

- Sinus Allergy
- Hay Fever
- Allergic Dermatitis

I certify these two pages to be accurate and current to the best of my knowledge (Please sign and date below)

Patient Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**CONSENT FOR DISCLOSURE TO FAMILY MEMBER  
AND/OR PERSONAL REPRESENTATIVE**

**NORTH ATLANTA ENDOCRINOLOGY AND DIABETES, P.C.**

I have agreed to let certain individuals participate in discussions and decisions related to my medical care. Therefore, I hereby give my permission for North Atlanta Endocrinology and Diabetes, P.C. to disclose my personal medical information to the following individual(s):

Name: \_\_\_\_\_ Relationship to patient: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship to patient: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship to patient: \_\_\_\_\_

Telephone #: \_\_\_\_\_

**Conditions for Disclosure** (Check the item(s) that apply):

The practice may disclose my personal health information to the individual(s) above **only in my presence**

**OR**

The practice may disclose my medical information to the individual(s) above in discussions in my presence and when I am not physically present, including disclosures by telephone, facsimile or e-mail or regular mail,

The practice has my permission to leave detailed messages about my personal health on my home answering machine and/or my cellular voicemail or on the voicemails of any of the individuals listed above.

Other conditions of disclosure: \_\_\_\_\_

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**I understand that this consent may be revoked by me at any time by written notice to the practice.**

**Patient Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name of Patient:** \_\_\_\_\_

**Witnessed By:** \_\_\_\_\_ **NAED Employee** \_\_\_\_\_

**Witness Date:** \_\_\_\_\_

# North Atlanta Endocrinology & Diabetes, P.C.

## ***Diabetes Self-Management Education***

### **ASSESSMENT FORM**

Name: _____	Date: _____		
Date of Birth: _____ / _____ / _____	Gender: F _____ M _____		
Marital Status: Single _____	Married _____	Divorced _____	Widowed _____
Ethnic Background: White/Caucasian _____	Black/ African American _____	Hispanic _____	
Native American _____	Middle Eastern _____	Other: _____	
What is your language preference? English _____	Other: _____		
What is the last grade of school completed? Grade school _____	High school _____	College _____	
Email address: _____ (For diabetes education/follow-up ONLY)			

1. What type of diabetes do you have? Type I \_\_\_\_\_ Type 2 \_\_\_\_\_ Gestational \_\_\_\_\_  
Pre-Diabetes \_\_\_\_\_ Do not know \_\_\_\_\_
2. When were you diagnosed with diabetes? \_\_\_\_\_  
List of relatives with diabetes \_\_\_\_\_
3. Do you take diabetes medications? Yes \_\_\_\_\_ No \_\_\_\_\_ (If yes check all that apply below)  
Diabetes pills \_\_\_\_\_ Insulin injections \_\_\_\_\_ Byetta injections \_\_\_\_\_ Victoza injections \_\_\_\_\_  
Symlin injections \_\_\_\_\_ Combination of pills and injections \_\_\_\_\_
4. Do you have: High blood pressure \_\_\_\_\_ High cholesterol \_\_\_\_\_ Nerve damage \_\_\_\_\_  
Kidney disease \_\_\_\_\_ Heart disease \_\_\_\_\_ Lung disease \_\_\_\_\_ Eye disease \_\_\_\_\_  
Depression \_\_\_\_\_
5. Have you attended a diabetes education program in the past? Yes \_\_\_\_\_ No \_\_\_\_\_  
How long ago? \_\_\_\_\_
6. From whom do you get support for your diabetes? Family \_\_\_\_\_ Co-workers \_\_\_\_\_  
Healthcare providers \_\_\_\_\_ Support group \_\_\_\_\_ No-one \_\_\_\_\_
  
7. Do you have a meal plan for diabetes? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, please describe: \_\_\_\_\_  
About how often do you use this meal plan? Never \_\_\_\_\_ Seldom \_\_\_\_\_ Sometimes \_\_\_\_\_  
Usually \_\_\_\_\_ Always \_\_\_\_\_  
Do you read and use food labels as a dietary guide? Yes \_\_\_\_\_ No \_\_\_\_\_  
Do you have any dietary restrictions: Salt \_\_\_\_\_ Fat \_\_\_\_\_ Fluid \_\_\_\_\_ Other: \_\_\_\_\_  
None \_\_\_\_\_  
Give a sample of your meals for a typical day:  
Time: \_\_\_\_\_ Breakfast: \_\_\_\_\_  
Time: \_\_\_\_\_ Lunch: \_\_\_\_\_  
Time: \_\_\_\_\_ Dinner: \_\_\_\_\_  
Time: \_\_\_\_\_ Snack: \_\_\_\_\_
8. Do you do your own food shopping? Yes \_\_\_\_\_ No \_\_\_\_\_  
Cook your own meals? Yes \_\_\_\_\_ No \_\_\_\_\_  
How often do you eat out? \_\_\_\_\_
9. Do you drink alcohol? Yes \_\_\_\_\_ No \_\_\_\_\_ Occasionally \_\_\_\_\_ How many drinks per week \_\_\_\_\_

11. Do you use tobacco? Yes \_\_\_\_\_ No \_\_\_\_\_ Quit: \_\_\_\_\_

12. Do you exercise? Yes \_\_\_\_\_ No \_\_\_\_\_ Type \_\_\_\_\_ How often \_\_\_\_\_

13. Do you check your blood sugars? Yes \_\_\_\_\_ No \_\_\_\_\_ How often? Once a day \_\_\_\_\_  
2 or more/day \_\_\_\_\_ 1 or more/week \_\_\_\_\_ Occasionally \_\_\_\_\_  
What is your blood sugar range: Before meals: \_\_\_\_\_ to \_\_\_\_\_ After Meals: \_\_\_\_\_ to \_\_\_\_\_

14. In the last month, how often have you had a low blood sugar reaction? Never \_\_\_\_\_ Once \_\_\_\_\_  
One or more times/week \_\_\_\_\_ What are your symptoms? \_\_\_\_\_

15. Can you tell when your blood sugar is too high? Yes \_\_\_\_\_ No \_\_\_\_\_

16. In the past 12 months which of these test/procedures you have had: Dilated eye exam \_\_\_\_\_  
Urine test for protein \_\_\_\_\_ Foot exam \_\_\_\_\_ Dental exam \_\_\_\_\_ Blood Pressure \_\_\_\_\_  
Weight \_\_\_\_\_ Cholesterol \_\_\_\_\_ HgA1c \_\_\_\_\_ Flu Shot \_\_\_\_\_ Pneumonia Shot \_\_\_\_\_

17. In your own words, what is diabetes? \_\_\_\_\_

18. How do you learn best? Listening \_\_\_\_\_ Reading \_\_\_\_\_ Observing \_\_\_\_\_ Doing \_\_\_\_\_

19. Do you have any difficulty with? Hearing \_\_\_\_\_ Seeing \_\_\_\_\_ Reading \_\_\_\_\_ Speaking \_\_\_\_\_

20. Do you have any cultural or religious practices or beliefs that influence how you care for you diabetes? Yes \_\_\_\_\_ No \_\_\_\_\_ Please describe: \_\_\_\_\_

21. Do you feel good about your general health? Yes \_\_\_\_\_ No \_\_\_\_\_ Not sure \_\_\_\_\_  
Does diabetes interfere with other aspects of your life? Yes \_\_\_\_\_ No \_\_\_\_\_  
How is your level of stress? High \_\_\_\_\_ Low \_\_\_\_\_ No stress \_\_\_\_\_

22. How do you handle stress? \_\_\_\_\_  
Do you struggle with making changes in your life to care for your diabetes: Yes \_\_\_\_\_ No \_\_\_\_\_

23. What concerns you most about your diabetes? \_\_\_\_\_

24. What is hardest for you in caring for you diabetes? \_\_\_\_\_

25. What are you most interested in learning from your diabetes education sessions? \_\_\_\_\_

#### For Women Only

2. Pregnancy and Fertility:

Are you: Pre-menopausal \_\_\_\_\_ Menopausal \_\_\_\_\_ Post-Menopausal \_\_\_\_\_ N/A \_\_\_\_\_  
Are you pregnant? Y \_\_\_\_\_ N \_\_\_\_\_ When are you expecting? \_\_\_\_\_  
Are you planning on becoming pregnant? Y \_\_\_\_\_ N \_\_\_\_\_  
Are you aware of the impact of diabetes on pregnancy? Y \_\_\_\_\_ N \_\_\_\_\_  
Are you using birth control? Y \_\_\_\_\_ N \_\_\_\_\_ N/A \_\_\_\_\_

Please do not write below this line

#### Clinician Assessment Summary:

Education Needs/education plan for patient:

Diabetes Disease Process	Using Medications	Psychosocial Adjustment
Nutritional Management	Physical Activity	Preventing Acute Complications
Preventing Chronic Complications	Behavior Change Strategies	Risk Reduction Strategies
Monitoring		

Date: \_\_\_\_\_ Clinician Signature: \_\_\_\_\_

## OFFICE POLICIES AND PROCEDURES FOR NORTH ATLANTA ENDOCRINOLOGY & DIABETES

Thank you for choosing North Atlanta Endocrinology & Diabetes for your healthcare needs. We are dedicated to providing excellent treatment and want you to have a full understanding of our office policies. Please acknowledge your agreement to these policies by initialing beside each statement.

Payment for services rendered including co-payments, coinsurance or deductibles are due at the time of service. Furthermore, if your deductible has not been met, we will collect \$100.00 upon check in to go towards any balance you may owe after your insurance has processed the claim. We accept cash, check, debit and all major credit cards. If you are unable to pay on the date of your appointment you will be asked to reschedule.

We do not hold or accept postdated checks. Also, if funds are not available in your account and the check is returned to us as an NSF (or for any other reason), you will be assessed a \$37.00 service fee plus the cost of the original check. All checks returned to our office are sent to an outside agency (Envision) for collection. After one NSF we will no longer accept checks from the patient. Going forward, all fees must be paid by cash or with credit card.

While we will gladly file all charges to your insurance, please remember that a contract exists between you and the insurance company, not with our office. If your insurance company does not pay our office within a reasonable time period, we will have no choice but to seek payment from the patient.

If your insurance requires a referral from your Primary Care Physician, it is **YOUR RESPONSIBILITY** to obtain that referral. We will not be able to see you without a current referral on file. However, if you choose not to obtain a referral, you may become a self-pay patient for that visit only. You will be given a 60% discount on all Office visit charges and a 50% discount on labs and procedures (Ultrasound, Bone Density, etc.). Payment will be expected on date of service. In addition, our office will consider the claim closed and will not file it at any later date.

We attempt to keep our office fully educated on the most recent changes with insurance coverage. However, we cannot know each patient's individual policy. Patients will need to contact their insurance providers directly if there is a question regarding coverage for any procedures performed in our office. This includes the application, download and removal of the continuous glucose monitoring system (CGMS) as some insurance companies may apply an additional copay for this service. We will obtain precertification if necessary.

Please provide 24-hour notice if you must cancel or reschedule an appointment. If we are not given this adequate amount of time, a \$25.00 NO SHOW fee will be charged to your account and must be paid prior to your next appointment. If a patient acquires 3 "NO SHOWS", they will be subject to dismissal from the practice.

Name

Birthdate

Date

\_\_\_\_ Any patient who comes into the office (**without an appointment**) requesting to see a member of our clinical staff **may incur a \$30.00 minimal office visit charge billed to their insurance**. Further, if it is determined that you need to see a physician, physician's assistant or nurse practitioner, a larger fee for an office visit will apply. The patient will be responsible for co-payments, deductibles and coinsurance amounts.

\_\_\_\_ We certainly understand that personal health issues can affect your overall sense of wellbeing and as such, might cause a patient to feel very distressed. However, **we will not accept abusive or threatening behavior directed at our staff or providers**. Any such behavior will result in immediate dismissal from this practice. Please address any complaints or concerns in a calm manner to a member of our management team.

\_\_\_\_ **ePrescribing** allows your physician the ability to electronically send accurate, error free and understandable prescriptions directly to a pharmacy. By initialing, **you are giving consent** for North Atlanta Endocrinology & Diabetes to request and use your prescription medication history from other healthcare providers and/or third-party pharmacy benefit payors for treatment purposes.

\_\_\_\_ There is a fee for all FMLA, school/work, medication and any other miscellaneous forms required by a physician to complete and sign. **Completion of the form will be \$25.00 for the first page and \$5.00 for each additional page.**

\_\_\_\_ A flat fee of \$25.00 will need to be collected for any medication **that requires our office to provide a prior authorization** to the patient's insurance company.

\_\_\_\_ **Our physicians WILL NOT sign off on medical clearances required by employers. Examples: DOT, pilot, bus driver, etc....**

I have read and fully understand the policies and procedures of North Atlanta Endocrinology & Diabetes and I agree to the terms explained.

Signature of Patient

Date

Name

Birthdate



## **NORTH ATLANTA ENDOCRINOLOGY AND DIABETES, P.C.**

### **OFFICE POLICY FOR YOUR INSURANCE PLAN**

At North Atlanta Endocrinology & Diabetes our primary goal is to fulfill the patient's needs to our utmost ability. In accordance with that desire, we have become contractual providers with as many insurance plans as possible.

As a result of participating with so many networks, it is impossible for our staff to know each and every condition set forth by each plan. In some cases, even the same insurance company has several different plans with individual prerequisites that vary.

We certainly try to stay abreast of any changes or necessities put forth by your insurance company but we do not assume responsibility when your claims are denied due to guidelines within an individual plan that we have not been made aware of. If there are certain restrictions or limitations, we depend on the patient to inform us of any such requirements, otherwise you will be responsible for the balance. Furthermore, failure to provide accurate information or correct insurance within your plans timely filing limits will leave us no choice but to bill the patient.

As new insurance plans are made available on the market, be sure that we will always try to negotiate contracts so that we may offer our services to as many patients as possible. With due diligence on your part, we can ensure that your benefits will be utilized effectively.

Date : \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

**NORTH ATLANTA ENDOCRINOLOGY AND DIABETES, P.C.**  
**771 OLD NORCROSS ROAD, SUITE 200**  
**LAWRENCEVILLE, GA 30046**  
**770-339-1387**

**ACKNOWLEDGEMENT FORM FOR PRIVACY NOTICE**

I acknowledge that North Atlanta Endocrinology and Diabetes, P.C. has informed me of the Privacy Notice that is a requirement of the Health Insurance Portability and Accountability Act (HIPAA). I understand that this notice is posted in the office for me to fully review. I also understand that I may ask for a written copy of this notice for my own personal records.

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Signed by patient or legal guardian

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Print Name

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Date of Birth

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Date