

**PATIENT  
REGISTRATION**

*Please Print Clearly*

**ARTHRITIS & RHEUMATISM ASSOCIATES, P.C.**  
2730 UNIVERSITY BOULEVARD WEST, SUITE 310  
WHEATON, MARYLAND 20902  
CENTRAL CALL CENTER 301-942-7600

**HERBERT S.B. BARAF, M.D.**  
**ROBERT L. ROSENBERG, M.D.**  
**EVAN L. SIEGEL, M.D.**  
**EMMA DI IORIO, M.D.**  
**ALAN K. MATSUMOTO, M.D.**  
**PAUL J. DeMARCO, M.D.**  
**ASHLEY D. BEALL, M.D.**  
**GUADA R. RESPICIO, M.D.**

PATIENT NAME LAST FIRST MIDDLE		HOME PHONE		CELL PHONE	
HOME ADDRESS			APT NO.	CITY	STATE ZIP
PATIENT STATUS <input type="checkbox"/> SINGLE <input type="checkbox"/> MARRIED <input type="checkbox"/> OTHER :			<input type="checkbox"/> EMPLOYED <input type="checkbox"/> FT STUDENT <input type="checkbox"/> PT STUDENT		
EMPLOYER			ADDRESS		WORK PHONE
PATIENT'S OCCUPATION (INDICATE IF STUDENT)			SOCIAL SECURITY NO.		DATE OF BIRTH SEX <input type="checkbox"/> M <input type="checkbox"/> F
FINANCIALLY RESPONSIBLE PARTY <input type="checkbox"/> PATIENT <input type="checkbox"/> SPOUSE <input type="checkbox"/> PARENT <input type="checkbox"/> OTHER:		RESPONSIBLE PARTY'S NAME		WORK PHONE	
RESPONSIBLE PARTY'S ADDRESS				HOME PHONE	
DO YOU HAVE AN "ADVANCE MEDICAL DIRECTIVE"?		MAY WE KEEP A COPY ON FILE?			
REFERRED BY		ADDRESS		PHONE	
<b>IN CASE OF EMERGENCY, PLEASE NOTIFY:</b>					
Name _____ First Middle Last			Relationship _____		
Address _____			Home Phone ( ) _____		
			Work Phone ( ) _____		

**INSURANCE INFORMATION**

Do you have health insurance? <input type="checkbox"/> yes <input type="checkbox"/> no (If yes, please complete the following information)					
PRIMARY INSURANCE COMPANY			POLICY/ID NO.		GRP. NO/SERV. CODE
PRIMARY INSURANCE COMPANY ADDRESS					
Street		Suite #	City	State	Zip Phone ( )
Name of Policyholder _____ <input type="checkbox"/> Male <input type="checkbox"/> Female Relationship _____					
POLICYHOLDER'S DATE OF BIRTH		POLICYHOLDER'S ADDRESS			
POLICYHOLDER'S EMPLOYER OR SCHOOL NAME				POLICYHOLDER'S WORK PHONE	
SECONDARY INSURANCE COMPANY			POLICY/ID NO.		GRP. NO/SERV. CODE
SECONDARY INSURANCE COMPANY ADDRESS					
Street		Suite #	City	State	Zip Phone ( )
Name of Policyholder _____ <input type="checkbox"/> Male <input type="checkbox"/> Female Relationship _____					
POLICYHOLDER'S DATE OF BIRTH		POLICYHOLDER'S ADDRESS			
POLICYHOLDER'S EMPLOYER OR SCHOOL NAME				POLICYHOLDER'S WORK PHONE	
IS THIS CONDITION RELATED TO: <input type="checkbox"/> EMPLOYMENT <input type="checkbox"/> AUTO <input type="checkbox"/> OTHER ACCIDENT				IF AUTO, IN WHICH STATE DID ACCIDENT OCCUR?	
DATE OF ACCIDENT		CLAIM/FILE NO.		INSURANCE CARRIER	
INSURANCE CARRIER ADDRESS			EMPLOYER NOTIFIED? <input type="checkbox"/> YES <input type="checkbox"/> NO		UNABLE TO WORK FROM: TO:

**PLEASE TURN OVER FOR ADDITIONAL INFORMATION**

**PLEASE READ AND SIGN**

Medicare Patients Only

"I request that payment of authorized Medicare benefits be made on my behalf to Arthritis & Rheumatism Associates, P.C. for any services furnished to me by that physician or supplier. I authorize any holder of medical information about me to release to the Health Care Financing Administration and its agents any information needed to determine these benefits or the benefits payable for related services."

Signature of policyholder or beneficiary \_\_\_\_\_ Date \_\_\_\_\_

Other Insurance

I hereby authorize Arthritis & Rheumatism Associates, P.C. to apply for benefits on my behalf for covered services rendered by Arthritis & Rheumatism Associates, P.C. and request that the payments from Blue Cross and Blue Shield of the National Capital Area and/or \_\_\_\_\_ be made directly to the above named provider.  
(OTHER INS CO. NAME)

Signature of policyholder or beneficiary \_\_\_\_\_ Date \_\_\_\_\_

I certify that the information I have reported with regard to my insurance coverage is correct and further authorize the release of any necessary information, including medical information for this or any related claim, to the above named billing agent permit a copy of this authorization to be used in place of the original. This authorization may be revoked by either me or the above named carrier at any time in writing.

Signature of policyholder or beneficiary \_\_\_\_\_ Date \_\_\_\_\_

Medigap Patients Only

"I request that payment of authorized Medigap benefits be made on my behalf to Arthritis & Rheumatism Associates, P.C. for any services furnished to me by that provider of services or supplier. I authorize any holder of Medicare information about me be released to \_\_\_\_\_ any information needed to determine these benefits payable for related services." (NAME OF MEDIGAP INSURER)

Signature of policyholder or beneficiary \_\_\_\_\_ Date \_\_\_\_\_



8.				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Drug allergies:  No  Yes To what? \_\_\_\_\_

Type of reaction: \_\_\_\_\_

**PAST MEDICAL HISTORY**

Do you now or ever had: (check if "yes")

- |  |  |   |  |
|--|--|---|--|
| <input type="checkbox"/> Cancer _____ type   | <input type="checkbox"/> Heart attack    | <input type="checkbox"/> Thyroid Problems         | <input type="checkbox"/> Colitis                                   |
| <input type="checkbox"/> Goiter              | <input type="checkbox"/> Angina          | <input type="checkbox"/> Lung Problems _____ type | <input type="checkbox"/> Psoriasis                                 |
| <input type="checkbox"/> Depression/Anxiety  | <input type="checkbox"/> Heart Failure   | <input type="checkbox"/> Anemia                   | <input type="checkbox"/> Tuberculosis                              |
| <input type="checkbox"/> Nervous Breakdown   | <input type="checkbox"/> Diabetes        | <input type="checkbox"/> Cholesterol              | <input type="checkbox"/> Other significant illnesses (please list) |
| <input type="checkbox"/> High Blood Pressure | <input type="checkbox"/> Stomach Ulcers  | <input type="checkbox"/> HIV/AIDS                 | _____  |
| <input type="checkbox"/> Stroke              | <input type="checkbox"/> Liver Problems  | <input type="checkbox"/> Glaucoma                 | _____  |
| <input type="checkbox"/> Asthma              | <input type="checkbox"/> Kidney Problems | <input type="checkbox"/> Hepatitis                | _____  |

**SURGERIES:**

- Total knee replacement
- Total hip replacement
- Back Surgery
- Hysterectomy
- Prostate

**FAMILY HISTORY**

	IF LIVING		IF DECEASED	
	Age	Health	Age at death	Cause
<b>Father</b>				
<b>Mother</b>				

Number of siblings \_\_\_\_\_ Number living \_\_\_\_\_ Number deceased \_\_\_\_\_ Sisters \_\_\_\_\_ Brothers \_\_\_\_\_  
 Number of children \_\_\_\_\_ Number living \_\_\_\_\_ Number deceased \_\_\_\_\_ List ages of each \_\_\_\_\_  
 Daughters \_\_\_\_\_ Sons \_\_\_\_\_ Adopted \_\_\_\_\_

Do you know of any blood relative who has or had: (check and give relationship)

- |                                   |  |  |                                       |
|-----------------------------------|--|--|---------------------------------------|
| <input type="checkbox"/> Cancer   | <input type="checkbox"/> Heart disease       | <input type="checkbox"/> Rheumatic fever | <input type="checkbox"/> Tuberculosis |
| <input type="checkbox"/> Leukemia | <input type="checkbox"/> High Blood Pressure | <input type="checkbox"/> Epilepsy        | <input type="checkbox"/> Diabetes     |
| <input type="checkbox"/> Stroke   | <input type="checkbox"/> Bleeding Tendency   | <input type="checkbox"/> Asthma          | <input type="checkbox"/> Goiter       |
| <input type="checkbox"/> Colitis  | <input type="checkbox"/> Alcoholism          | <input type="checkbox"/> Psoriasis       |                                       |

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

Yourselves	Relative Name/Relationship	Yourselves	Relative Name/Relationship
	Arthritis (unknown type)		Lupus or "SLE"
	Osteoarthritis		Rheumatoid Arthritis
	Gout		Ankylosing Spondylitis
	Childhood arthritis		Osteoporosis
	Other arthritis conditions:		

**SOCIAL HISTORY**

Primary language spoken: \_\_\_\_\_ Hand Dominance \_\_\_\_\_ Right \_\_\_\_\_ Left

Education (circle highest level attended)

Grade School 7 8 9 10 11 12 College 1 2 3 4 Graduate School \_\_\_\_\_

Occupation: \_\_\_\_\_ Number of hours worked/average per week \_\_\_\_\_  
Employer: \_\_\_\_\_ Retired \_\_\_\_\_ Date \_\_\_\_\_  
Military Service: \_\_\_\_\_yes \_\_\_\_\_No Current status: \_\_\_\_\_

**MARITAL STATUS:**  Never Married  Married  Divorced  Separated  Widowed  
Spouse/Significant Other:  Alive/Age \_\_\_\_  Deceased/Age \_\_\_\_  Major Illnesses \_\_\_\_\_

Do you smoke?  Yes  No  Past – How long ago? \_\_\_\_\_ Packs a day \_\_\_\_\_ Number of years \_\_\_\_\_  
Do you drink alcohol?  Yes  No Number per week \_\_\_\_\_ Has anyone ever told you to cut down on your drinking? \_\_\_\_\_  
Do you drink caffeinated beverages?  Yes  No Type of Beverage \_\_\_\_\_ Cups/Glasses per day? \_\_\_\_\_  
Do you use drugs for reasons that are not medical?  Yes  No  
If yes, please list: \_\_\_\_\_  
\_\_\_\_\_

Activity Level: Sedentary \_\_\_\_\_ Moderate \_\_\_\_\_ Vigorous \_\_\_\_\_  
Type of Exercise: Aerobic \_\_\_\_\_ Golf \_\_\_\_\_ Jogging \_\_\_\_\_ Skiing \_\_\_\_\_ Swimming \_\_\_\_\_ Walking \_\_\_\_\_ Yoga \_\_\_\_\_ Other \_\_\_\_\_  
Exercise Frequency: \_\_\_\_\_ Times/week \_\_\_\_\_

House Pets:  Yes  No Type: \_\_\_\_\_

Recent Travel: Out of State \_\_\_\_\_ International \_\_\_\_\_

## DIAGNOSTIC TESTS

MRI Scan \_\_\_\_\_ CT Scan \_\_\_\_\_ Biopsy \_\_\_\_\_  
Date of last mammogram \_\_\_\_/\_\_\_\_/\_\_\_\_ Date of last eye exam \_\_\_\_/\_\_\_\_/\_\_\_\_ Date of last chest x-ray \_\_\_\_/\_\_\_\_/\_\_\_\_  
Date of last Tuberculosis test \_\_\_\_/\_\_\_\_/\_\_\_\_ Date of last bone densitometry \_\_\_\_/\_\_\_\_/\_\_\_\_

## SYSTEMS REVIEW

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

### Constitutional

Fatigue  Fever  Malaise  Night sweats  Weakness  
 Recent weight gain amount \_\_\_\_\_  Recent weight loss amount \_\_\_\_\_

### HEENT

Double or blurred vision  Eye dryness  Feels like something in eye  Itching eyes  Pain  
 Redness  Loss of vision

### Ears-Nose-Mouth-Throat

Loss of hearing  Ringing in ears  Loss of smell  Nosebleeds  Runny nose  
 Sores in mouth  Difficulty swallowing  Hoarseness  Sore tongue  Frequent sore throat  
 Dryness of mouth

### RESPIRATORY

Shortness of breath  Chest pain  Cough  Coughing of blood  Wheezing (asthma)

### CARDIOVASCULAR

Pain in chest  Difficulty in breathing at night  Swollen legs or feet  Irregular heart beat  High blood pressure

### VASCULAR

Cool extremity  Ulcer  Raynaud's  Varicose Veins  Thrombosis phlebitis

### GASTROINTESTINAL

Abdominal pain  Black stools  Blood in stools  Increasing constipation  Persistent diarrhea  
 Difficulty swallowing  Jaundice  Vomiting of blood or coffee ground material  Loss of bowel control  
 Stomach pain relieved by food or milk  Heartburn

**GENITOURINARY**

- Cloudy, "smoky" urine     Difficulty urinating     Blood in urine     Getting up at night to pass urine     Kidney failure

**REPRODUCTIVE**

- Discharge from penis/vagina     Prostate trouble     Vaginal Dryness     Sexual Difficulties

**ENDOCRINE**

- Excessive thirst     Abnormal sleep     Goiter     Increase in hat size     Tremors

**NEUROLOGICAL SYSTEM**

- Gait disturbance     Headaches     Dizziness     Fainting     Memory loss     Vertigo  
 Sensitivity or pain of hands and/or feet     Loss of consciousness

**PSYCHIATRIC**

- Depression     Agitation

**INTERGUMENTARY SKIN**

- Sun sensitive (sun allergy)     Hair loss     Rash     Hives     Nodules/bumps     Tightness

**MUSCULOSKELETAL**

- Back pain     Joint pain     Morning stiffness     Joint swelling     Muscle tenderness     Muscle Weakness     Neck pain  
Lasting how long?  
\_\_\_\_\_ Minutes    \_\_\_\_\_ Hours

**HEMATOLOGIC/LYMPHATIC**

- Eye bruising     Bleeding gums     Swollen glands     Anemia

**ALLERGIC/IMMUNOLOGIC**

- Asthma     Hives     Food allergies     Environmental allergies

**PRESENT PROBLEM**

**DIAGNOSIS:** \_\_\_\_\_

Problem onset \_\_\_\_\_

Present symptoms \_\_\_\_\_

Severity 1-10 \_\_\_\_\_

Location \_\_\_\_\_

Pain quality \_\_\_\_\_

Aggravated by \_\_\_\_\_

Relieved by \_\_\_\_\_

**PAST MEDICATIONS**

Name of Drug <b>Non-Steroidal/Anti-Inflammatory Drugs (NSAIDs)</b>	Length of time	Please check: Helped?			Reactions
		A Lot	Some	Not at all	
Ansaid (flurbiprofen)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Arthrotec (diclofenac + misoprostil)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Aspirin (including coated aspirin)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Celebrex (celecoxib)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Clinoril (sulindac)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Daypro (oxaprozin)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Disalcid (salsalate)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Dolobid (diflunisal)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Feldene (piroxicam)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**PAST MEDICATIONS (Con't.)**

<b>Non-Steroidal/Anti-Inflammatory Drugs (NSAIDs)</b>	Length of time	Please check: Helped?			Reactions
		A Lot	Some	Not at all	
Indocin (indomethacin)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lodine (etodolac)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Meclomen (meclofenamate)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Motrin/Rufen (ibuprofen)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Nalfon (fenoprofen)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Naprosyn (naproxen)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Oruvail (ketoprofen)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Tolectin (tolmetin)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Trilisate (choline magnesium trisalicylate)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Vioxx (rofecoxib)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Voltaren (diclofenac)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other:		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other:		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other:		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Pain Relievers</b>	Length of time	Please check: Helped?			Reactions
		A Lot	Some	Not at all	
Acetaminophen (Tylenol)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Oxycodone, Percocet, Oxycontin		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Propoxyphene (Darvon/Darvocet)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other:		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other:		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Disease Modifying Antirheumatic Drugs (DMARDS)</b>	Length of time	Please check: Helped?			Reactions
		A Lot	Some	Not at all	
Gold Salts/pills (Myochrysin or Solganol)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Hydroxychloroquine (Plaquinil)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Penicillamine (Cuprimine or Depen)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Methotrexate (Rheumatrex)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Azathioprine (Imuran)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sulfasalazine (Azulfidine)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Cyclophosphamide (Cytoxan)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Cyclosporine A (Sandimmune, Neoral or Gengraf)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Etanercept (Enbrel)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Infliximab (Remicade)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Adalimumab (Humira)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Rituximab (Rituxan)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Abatacept (Orencia)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Leflunimide (Arava)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other:		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**Past Medications (Con't.)**

<b>Osteoporosis Medications</b>	Length of time	Please check: Helped?			Reactions
		A Lot	Some	Not at all	
Estrogen (Premarin, etc.)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Alendronate (Fosamax)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Etidronate (Didronel)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Raloxifene (Evista)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Flouride		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Calcitronin injection or nasal (Miacalcin, Calcimar)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Residronate (Actonel)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Boniva		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other:		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Gout Medications</b>	Length of time	Please check: Helped?			Reactions
Probenecid (Benemid)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Colchicine		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Allopurinol (Zyloprim/Lopurin)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other:		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other:		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Other Medications</b>	Length of time	Please check: Helped?			Reactions
Tamoxifen (Nolvadex)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Tiludronate (Skelid)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Cortisone/Prednisone		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Hyalgan/Synvisc injections		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Herbal or Nutritional Supplements		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Please list supplements: _____					

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

\_\_\_\_\_

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ASHLEY D. BEALL, MD FACR  
ANGUS B. WORTHING, MD FACR  
GUADA R. RESPICIO, MD

## **FINANCIAL POLICY STATEMENT**

**Welcome to Arthritis and Rheumatism Associates, P.C. (ARA).** We are pleased to have you as a patient and we are committed to providing you with the best medical care possible. In order to assist you in receiving the maximum benefits allowable by your insurance, we ask that you ***read and sign*** this statement. We must emphasize that as medical care providers, our relationship is with you and ***not*** your insurance carrier. As a courtesy to you, we may file your claim, however ***you*** are responsible for charges incurred from the date services are provided, unless our contractual agreement with your carrier states otherwise. Because of the ongoing growth and change in available health care plans, it is ***imperative*** that you understand your benefits and responsibilities ***prior*** to being seen at ARA.

### **MEDICARE PART B**

ARA participates with Medicare and accepts assignment. We will file your claim and ***require*** that you pay any ***deductible and your 20% co-insurance at the time of checkout.*** In order to receive a non-covered supply or service, you will be required to sign a Medicare waiver ***and pay in full.*** If you have a secondary insurance, we will file for you, and you will be billed for any remaining balance. ARA does not participate with any Medicare Advantage Plans. If you have a Medicare Advantage HMO plan, you will ***not*** have any out of network benefits. If you are covered by a Medicare Advantage PPO plan that allows you to go out of network, you may have deductible and co-insurance payments that are determined by each individual Medicare Advantage Plan.

### **CAREFIRST BLUE CROSS BLUE SHIELD**

ARA is a participating provider with CareFirst of the National Capital area and CareFirst of Maryland. Our contract with CareFirst includes all products: HMO (Blue Choice), Point of Service, Federal Employee, PPO, Blue Card, National Account and Indemnity Plans.

### **PPO, POS and HMO Plans**

Currently, ARA participates with Aetna PPO, OneNet (formerly Alliance), MAMSI Life and Health, MDIPA, Optimum Choice, First Health, United Health Care, and Priority Partners. All PPO and HMO patients are ***required to pay their co-payment at check-in.*** Those patients whose plan requires a referral to see a specialist must present it at ***check-in*** or sign a ***waiver*** agreeing to pay for all services rendered. Those using a POS benefit will be required to sign a referral waiver and to pay any deductible or co-insurance their plan requires. ARA will be in violation of our contracts if we fail to collect these contracted obligations.

### **LIABILITY CASES/AUTO ACCIDENTS**

ARA will not bill PIP. Physicians will treat patients with liability/auto accident cases, but their health insurance carrier will be billed for all services rendered. In the event that a patient does not have health insurance (or their health insurance denies the claim), payment will become the responsibility of the patient.

## **WORKER'S COMPENSATION**

If an injury is work-related, the patient must provide this office with complete billing information prior to treatment. We will need: active claim number, carrier name, adjustor's name, phone number and pre-authorization. If the case is being contested by an employer, then it will not qualify as a workers compensation case until an independent medical examiner, or the court, rules. In this circumstance we will bill the health insurance carrier. If a patient does not have health insurance, payment will be required at the time of service.

## **ALL OTHER INSURANCE (INCLUDING SECONDARY/TERTIARY)**

As a courtesy to you, ARA will file your *primary* insurance claim once, provided that we have complete insurance information at the time of service. We *do not* file secondary or tertiary insurance claims unless contractually obligated to do so. Depending on the carrier, you may be asked to pay your balance in full or any deductible or co-payment due. Any balances not paid within 45 days will be changed to patient responsibility.

## **SELF-PAY**

Patients without health insurance will be expected to *pay in full for all services rendered at the time of service*. To reduce cost at time of service, some lab work may be billed to the patient by the lab at a later date, although this option will result in higher overall cost to the patient. Any special payment arrangements must be set up with the Business Office *prior* to the visit. We accept cash, checks, money orders, and MC or VISA.

## **NON SUFFICIENT FUNDS (NSF) POLICY**

A \$50.00 NSF fee will be added to any patient's account that is returned by our bank for non sufficient funds.

## **ARA CANCELLATION POLICY**

We request that cancellations or scheduling changes be made at least 24 hours in advance of your appointment. We reserve an appointment time exclusively for you. Without proper notification we cannot utilize the time slot you vacate to care for someone else. ARA has a missed appointment fee of \$50.00.

## **ASSISTANCE**

Our Business Office staff is available to assist you with any special concerns or questions. Please feel free to call (301) 942-3126 or stop by our location in Room 708 of the Westfield North building for personal attention.

## **RESPONSIBILITY**

"I understand that I am responsible for *any outstanding balance*. In the event my account is turned over (for collections) or (to a third party), I will be responsible for any and all collection costs, interest, Attorney's fees and Court costs. I have read, understand and agree to abide by the policies of ARA as stated in this document"

Signature \_\_\_\_\_ (SEAL) Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

*Thank you for choosing Arthritis and Rheumatism Associates, P.C., a progressive health care team dedicated to excellence in patient care and service.*