

SMG OB/GYN Lake Lansing – St. Johns

New Patient Questionnaire

(Please Print Clearly and Fill Out Entirely)

Name: _____ Former/ Maiden Name: _____

Date of Birth: _____ Age: _____ Today's Date: _____

Current Gender Identity:

Male

Female

Transgender Male

Transgender Female

Gender Queer

Additional Category (Please Specify):

Decline to Answer

Gender Assigned at Birth:

Male

Female

Other

Decline to Answer

What pronouns do you prefer we use when talking about/to you (check all that apply):

She/Her/Hers

He/Him/His

They/Them/Theirs

Other (Please Specify): _____

Do you identify as (check all that apply):

Straight

Gay

Lesbian

Bisexual

Other (Please Specify): _____

*Language: _____ Race: _____ Ethnicity: _____

*Do you have any barriers to communication? (please circle) Yes No Please List: _____

Reason for today's visit: _____

Primary Care provider: _____

Who referred you for this visit? _____

How did you hear about our practice? _____

Preferred pharmacy? _____

*Many questions are required by the Joint Commission on Accreditation of Healthcare Organizations (JCAHO). Thank You.

Advanced Directives

*Do you have a Durable Medical Power of Attorney? (Please circle) Yes No

If no, would you like an information packet today? (Please circle) Yes No

Allergies: Please list all allergies including medication, latex, foods, iodine, peanuts, eggs, shellfish etc.

Allergy	Reaction

Name: _____ Date of Birth: _____ Today's Date: _____

Medications: Please List ALL current medications including vitamins, herbs, and supplement's

Name of medication	Dose	Amount taken	How often
<i>Ex: Vitamin D</i>	<i>1,000 IU</i>	<i>1 tablet</i>	<i>Once daily</i>

Medical History: Do you have or have you had any of the following: Please check all that apply

<input type="checkbox"/> Anesthesia Problems	<input type="checkbox"/> Lung Problems
<input type="checkbox"/> Breast Problems	<input type="checkbox"/> Stomach Problems (Ulcer, GERD, etc.)
<input type="checkbox"/> Heavy/ Irregular Uterine Bleeding	<input type="checkbox"/> Eating Disorder
<input type="checkbox"/> Uterine Fibroids	<input type="checkbox"/> Gallbladder Disease
<input type="checkbox"/> Abnormal Pap Test / HPV	<input type="checkbox"/> Colon Problems (Diverticulitis, Colitis, Crohn's etc.)
<input type="checkbox"/> Pelvic Infection/Sexually Transmitted Disease	<input type="checkbox"/> Hepatitis / Liver Disease
<input type="checkbox"/> Vulvar Problems	<input type="checkbox"/> Kidney Disease
<input type="checkbox"/> Migraine Headaches	<input type="checkbox"/> Urinary Incontinence
<input type="checkbox"/> Epilepsy / Seizures	<input type="checkbox"/> Lupus
<input type="checkbox"/> Depression / Mental Illness	<input type="checkbox"/> Arthritis
<input type="checkbox"/> Thyroid Disease	<input type="checkbox"/> Previous Bone Fractures
<input type="checkbox"/> Diabetes	<input type="checkbox"/> Osteopenia / Osteoporosis
<input type="checkbox"/> High Blood Pressure	<input type="checkbox"/> Back Problems
<input type="checkbox"/> Stroke	<input type="checkbox"/> Blood Transfusions
<input type="checkbox"/> High Cholesterol	<input type="checkbox"/> Cancer: Type and Year?
<input type="checkbox"/> Heart Disease / Murmur	<input type="checkbox"/> Other Serious Illness (Please Describe)
<input type="checkbox"/> Blood Clot in Leg or Lungs	

Surgical History / Hospitalizations: Please list any surgeries or hospitalizations

Surgery/Hospitalization	Year	Surgery/Hospitalization	Year

Name: _____ Date of Birth: _____ Today's Date: _____

Family History: If you check any of the following, please list relationship of the relative(s)

Ex: Mother = M, Father = F, Sister = S, Brother = B, Maternal Grandmother – MGM, Maternal Grandfather = MGF, Paternal Grandmother = PGM, Paternal Grandfather = PGF, Maternal Aunt = MA, Paternal Aunt = PA, etc.

Problem	Relationship	Problem	Relationship
<input type="checkbox"/> *Breast Cancer		<input type="checkbox"/> High Cholesterol	
<input type="checkbox"/> *Ovarian Cancer		<input type="checkbox"/> Osteoporosis	
<input type="checkbox"/> *Uterine Cancer		<input type="checkbox"/> Emotional Issues	
<input type="checkbox"/> *Colon Cancer		<input type="checkbox"/> Mental Health Problems	
<input type="checkbox"/> Diabetes		<input type="checkbox"/> Alcoholism	
<input type="checkbox"/> High Blood Pressure		<input type="checkbox"/> Birth Defects	
<input type="checkbox"/> Heart Disease		<input type="checkbox"/> Other	

Personal and Social History: Please tell us about yourself. This information is intended to help us understand and meet the varied needs of the patients we care for.

How is your general health? <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor		
Do you have regular dental check ups? <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you have your vision check regularly? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you have any hearing problems? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you immunizations up to date? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you eat a healthy diet? <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you have any weight concerns? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you exercise regularly? <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you use seat belts? <input type="checkbox"/> Yes <input type="checkbox"/> No	
*Do you do a monthly self breast exam? <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you take calcium/ vitamin D? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you ever smoked cigarettes? <input type="checkbox"/> Yes <input type="checkbox"/> No	Amount per day?	
Do you still smoke? <input type="checkbox"/> Yes <input type="checkbox"/> No	If no, what year did you quit?	If yes, how long have you smoked?
Do you use smokeless tobacco? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you interested in quitting? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you drink alcohol? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In recovery	If yes, amount per week?	
Type (ex. Wine, beer, liquor, etc.):	Are you interested in quitting? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you use recreational drugs? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In recovery	How Often?	Last use?
Type (Marijuana, cocaine, meth, etc.):	Are you interested in quitting? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you ever been sexually active? <input type="checkbox"/> Yes <input type="checkbox"/> No	Birth control? <input type="checkbox"/> Yes <input type="checkbox"/> No Type:	

Name: _____ Date of Birth: _____ Today's Date: _____

Are you currently sexually active? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, during the past year my partner(s) are (check all that apply): <input type="checkbox"/> Monogomous relationship with 1 man <input type="checkbox"/> Monogomous relationship with 1 woman <input type="checkbox"/> Multiple male partners <input type="checkbox"/> Multiple female partners <input type="checkbox"/> Both male and female partners Other: _____	
*Have you ever been verbally, emotionally, physically, or sexually abused?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you currently being verbally, emotionally, physically, or sexually abused?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you feel safe in your home?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you feel safe in your relationship(s)?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
* Marital Status: <input type="checkbox"/> Single / Unmarried <input type="checkbox"/> Married <input type="checkbox"/> Civil Union <input type="checkbox"/> Domestic Partnership, Living Together <input type="checkbox"/> Partnered, Not Living Together <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed <input type="checkbox"/> Other:			
Living arrangements (ex. Alone, with spouse, children, etc.):			
Are you employed? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, where?	Type of work:	
*Highest level of education completed?	*What is your best learning method? <input type="checkbox"/> Verbal <input type="checkbox"/> Written <input type="checkbox"/> Visual		

Menstrual History:

Age of first period?	Last menstrual period began?
My periods are: Please check all that apply <input type="checkbox"/> Regular <input type="checkbox"/> Irregular <input type="checkbox"/> Normal <input type="checkbox"/> Heavy <input type="checkbox"/> Painful <input type="checkbox"/> Manageable / Tolerable <input type="checkbox"/> Unmanageable, I want to talk about options for treatment	
Other Problems (Please List):	

Post- menopausal patients: Please check all that apply **() Not applicable**

<input type="checkbox"/> I have gone through menopause with no bleeding in the last year
<input type="checkbox"/> I have experienced some vaginal bleeding or spotting in the last year
<input type="checkbox"/> I am on hormone replacement therapy. List Type:
<input type="checkbox"/> I have taken hormones in the past and quit in (year):
<input type="checkbox"/> I am having trouble with hot flashes or night sweats and want to talk about treatment
<input type="checkbox"/> I have recently been experiencing a diminished sex drive

Contraception: Please check any that apply

<input type="checkbox"/> IUD	<input type="checkbox"/> Tubal Ligation	<input type="checkbox"/> Partner had vasectomy	<input type="checkbox"/> Birth control Pill
<input type="checkbox"/> Patch, ring or implant	<input type="checkbox"/> Condoms	<input type="checkbox"/> None	<input type="checkbox"/> Other
<input type="checkbox"/> Natural Family Planning			

Name: _____ Date of Birth: _____ Today's Date: _____

Gynecological History:

Have you ever had an abnormal pap test? () Yes () No	If yes, what year?
If yes, have you ever had a colposcopy? () Yes () No	If yes, what year?
Other treatment or procedures (ex. LEEP)?	What year?
Ever tested positive for a sexually transmitted disease(ex. Herpes, chlamydia, gonorrhea)?	() Yes () No
If yes, list STD and Year:	

Pregnancy History:

Number of pregnancies		Number of live births		Number of premature births	
Number of abortions		Number of miscarriages		Number of living children	

Pregnancy History:

Birth #	Month / Year of Birth	Weight	Gender	Weeks Pregnant	Type of Delivery	Complications

****Last Menstrual Period Began? _____

Name: _____ Date of Birth: _____ Today's Date: _____

Review of Systems: Have you been experiencing any of the following problems? **() No Problems**

General		
<input type="checkbox"/> Chills	<input type="checkbox"/> Fatigue	<input type="checkbox"/> Fever
<input type="checkbox"/> Hot flashes	<input type="checkbox"/> Night Sweats	<input type="checkbox"/> Sleep disturbance
<input type="checkbox"/> Recent weight loss _____ pounds	<input type="checkbox"/> Recent weight gain _____ pounds	
Head, Eyes, Ears, Nose, and Throat		
<input type="checkbox"/> Ear pain	<input type="checkbox"/> Hearing Loss	<input type="checkbox"/> Ringing in ears
<input type="checkbox"/> Congestion	<input type="checkbox"/> Nasal discharge	<input type="checkbox"/> Nosebleeds
<input type="checkbox"/> Sore throat	<input type="checkbox"/> Dental problems	<input type="checkbox"/> Vision problems
Respiratory		
<input type="checkbox"/> Shortness of breath	<input type="checkbox"/> Wheezing	<input type="checkbox"/> Cough
Cardiovascular		
<input type="checkbox"/> Chest pain	<input type="checkbox"/> Swelling	<input type="checkbox"/> Irregular heartbeat
<input type="checkbox"/> Heart palpitations	<input type="checkbox"/> Rapid heart rate	
Gastrointestinal		
<input type="checkbox"/> Abdominal pain	<input type="checkbox"/> Bloody stools	<input type="checkbox"/> Constipation
<input type="checkbox"/> Diarrhea	<input type="checkbox"/> Nausea	<input type="checkbox"/> Vomiting
Gynecology		
<input type="checkbox"/> Pelvic pain	<input type="checkbox"/> Painful intercourse	<input type="checkbox"/> Vaginal discharge
<input type="checkbox"/> Painful periods	<input type="checkbox"/> Abnormal vaginal bleeding	<input type="checkbox"/> Nipple discharge
<input type="checkbox"/> Vulvar Itching	<input type="checkbox"/> Breast lump	<input type="checkbox"/> Genital ulcers
<input type="checkbox"/> Breast Pain	<input type="checkbox"/> Urinary frequency	<input type="checkbox"/> Painful urination
<input type="checkbox"/> Leaking Urine	<input type="checkbox"/> Nocturia (night urination)	<input type="checkbox"/> Urinary urgency
Musculoskeletal		
<input type="checkbox"/> Joint pain	<input type="checkbox"/> Joint stiffness	<input type="checkbox"/> Joint swelling
<input type="checkbox"/> Muscle pain	<input type="checkbox"/> Muscle weakness	<input type="checkbox"/> Limb pain / swelling
Dermatological		
<input type="checkbox"/> Acne	<input type="checkbox"/> Skin rash	<input type="checkbox"/> Mole changes
<input type="checkbox"/> Skin lesion		
Neurological		
<input type="checkbox"/> Dizziness	<input type="checkbox"/> Headaches	<input type="checkbox"/> Numbness or tingling
<input type="checkbox"/> Weakness		
Psychological		
<input type="checkbox"/> Anxiety	<input type="checkbox"/> Depression	<input type="checkbox"/> Decreased libido

Prenatal Diagnosis Screening Questionnaire

Patient:

Last Name: _____ First Name: _____ DOB: _____

Father of Baby:

Last Name: _____ First Name: _____ DOB: _____

Father's Occupation: _____ and Education: _____

1. How old will you be when the baby is due? _____
2. Have you been diagnosed with phenylketonuria? ___ Yes ___ No
3. Have you, the baby's father, or anyone in either family ever had the following?
 - a. Down's Syndrome ___ Yes ___ No
 - b. Spina Bifida or Open Spine Defect ___ Yes ___ No
 - c. Hemophilia ___ Yes ___ No
 - d. Muscular Dystrophy ___ Yes ___ No
4. Do you or the baby's father have any close relatives who have mental disabilities? ___ Yes ___ No
If YES, describe: _____
5. Have you or the baby's father had a child born dead or alive with a birth defect not listed in question #3. ___ Yes ___ No
If YES, describe: _____
6. Do you, the baby's father, or a close relative in either of your families have any inherited genetic or chromosomal diseases or disorders not listed above? ___ Yes ___ No
If YES, describe: _____
7. Have you or a previous partner of this baby's father had 3 or more spontaneous pregnancy losses? ___ Yes ___ No
If YES, describe: _____
8. What race do you consider yourself? _____
9. Are either you or the baby's father of Ashkenazi or Jewish heritage? ___ Yes ___ No
If YES, have either of you been screened as carriers of Tay - Sachs disease? ___ Yes ___ No
10. If you or the baby's father is African- American, have you been tested as a carrier for sickle cell trait? ___ Yes ___ No
If YES, describe: _____
11. If you or the baby's father is of Italian, Greek, or other Mediterranean heritage, have you been screened for anemia (Thalassemia)? ___ Yes ___ No
If YES, describe: _____
12. If you or the baby's father are Caucasian or Ashkenazi Jewish, have you been screened as cystic fibrosis carriers? ___ Yes ___ No
If YES, describe: _____

Fee Schedule for Obstetrical Patients

Full Routine Obstetric Care, Vaginal Delivery CPT Code = 59400
Full Routine Obstetric Care, Cesarean Delivery CPT Code = 59510
Antepartum Care Only >7 visits CPT Code= 59426
Vaginal Delivery Only CPT Code= 50409
VBAC Only (Vaginal birth after previous cesarean) CPT Code= 59612
Cesarean Section Only CPT Code= 59514
Post-Partum Care Only CPT Code=59430

Most insurance plans pay for routine pregnancy visits, delivery, and delivery follow-up (post-partum) care with a single payment, known as a “global OB package fee.” What they consider as routine or normal, however, can vary from plan to plan.

Antepartum care is 13 visits. This includes the initial and routine subsequent history and physical exams, Patient’s weight, blood pressure, fetal heart tones, and routine urinalysis. Beginning with visit 14, evaluation and management codes will be billed, and **there may be a copayment** depending on your insurance coverage.

Please Note:

- Medical management of problems that are not related to pregnancy such as bladder, vaginal or lung infections, allergies, rashes, etc.- are billed separately as an office visit from the global OB package, the same way it would be if you had gone to an urgent care center or to your Primary Care Physician. Insurance covers them, but separately, and **there may be a copayment**, depending on your insurance plan.
- High-risk conditions in pregnancy that require greater evaluation and treatment than covered by your insurance plan may also need to be billed separately from a global fee. Examples of these could be diabetes or high blood pressure.
- Any special testing or medications received during the course of your pregnancy care is an additional charge. These charges are billed to your insurance carrier at the time of testing. They may include: Amniocentesis, non-stress testing, ultrasound, and genetics testing.
- We perform a 20-week ultrasound to verify your due date, screen for fetal anatomy, and location of the placenta. We feel this is an important test and recommend that you have this done. However, if there is no medical indication for this, it will be billed as a routine screening. Some insurance companies may or may not pay for this. Please check with your insurance company, if there is a medical indication we will use that diagnosis. The cost for the ultrasound is approximately \$ 765.

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SMG OB/GYN

Lake Lansing & St. Johns

Please notify us at once of any changes in your insurance carrier, coverage, or policy numbers. Please check with your insurance regarding any prior authorization requirements for your hospital stay. Failure to do so could adversely affect your insurance benefits for both Physician and hospital charges.

Prior authorization requirements are the responsibility of the Patient for all insurance carries.

We DO NOT accept responsibility for this, regardless of what your insurance company may state.

Patient name (Please Print)

DOB

Patient's Signature

Date

Sometimes an insurance plan requires additional documentation to approve payment for something done that is beyond the global OB package fee. Occasionally, they may initially refuse payment for these charges, and pass them on to you. If you have any questions or problems with your bill, or wonder what you might be responsible for in the future, please talk with our billing specialist, at 517.364.7999 or 855.221.0336. She also has voice mail for your convenience. We want to give you not only the best medical care we can during your pregnancy, but also the best experience.

Sincerely,

The providers and staff of
SMG OB/GYN Lake Lansing
SMG OB/GYN St. Johns

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SMG OB/GYN

Lake Lansing & St. Johns

Sparrow Hospital Obstetrics and Maternity Care Services Agreement for Hospital Care

At Sparrow Hospital's Labor and Delivery Unit, we will do everything possible to give you the best care in your upcoming delivery. We provide:

- Obstetric care 24 hours a day, 365 days a year
- Experienced professionals that deliver thousands of babies every year
- A supportive environment during labor, birth, and after delivery

The doctors that **may** take care of you include: your personal Physician, other hospital Physicians, Resident Physicians, Nurses, Anesthesia Staff, and Pediatricians.

When you first come to the hospital, you will be seen by the Resident Physician who will evaluate you and call your personal physician group. If you are to be admitted to the hospital, a member of your personal physician group will be in charge of your care and present for your delivery. There will be times, though rare, when a member of your personal physician group may not be available for your delivery. If a member of your physician group is not available, Sparrow Hospital will provide another qualified obstetric physician to care for you.

The doctors that will provide your care may be male. There is no guarantee that a female Physician will deliver your child.

Your pregnancy and the birth of your baby will be one of the most exciting and emotional experiences of your lifetime. At Sparrow Hospital, we are honored to have the opportunity to share this wonderful event with you and your family. We are looking forward to meeting and caring for you!

I understand that the care provided to me by the staff of Sparrow Hospital Obstetrics and Maternity Care Services:

- May not always be the Physician that provided my prenatal care
- May include male Physicians

Patient name (Please Print)

DOB

Patient Signature

Date

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Prenatal Infection Screening

Sparrow providers at SMG Lake Lansing OB/GYN follow guidelines and recommendations from The American College of Obstetricians and Gynecologist (ACOG) and the Michigan Department of Health and Human Services (MDHHS). That all pregnant patients undergo testing for HIV, Syphilis, Hepatitis B, Hepatitis C, Urine Drug Screen, Gonorrhea and Chlamydia with the first OB labs and again at 28 weeks. This is universal testing and not based on risk factors. If you don't do these tests during pregnancy, your pediatrician may recommend additional screening and treatments for your newborn.

I agree to the recommended screening.

Date

I decline the recommended screening.

Date

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Patient Registration Information

NOTE: Please complete this form in its entirety. This is a benefit to you to assure accurate billing on your behalf

(PLEASE PRINT LEGIBLY)

(PLEASE PRINT LEGIBLY) Last Name		First Name			MI	DOB
Mailing Address				Apt/Lot Number	City	State Zip
				Home Phone Number ()		
Email Address			Social Security Number		Cell Phone Number ()	
Patient Employer			Occupation		Work Phone Number ()	
Employer Address				Work Status: __ Self Employed __ Student __ Full Time __ Part Time __ Not Employed __ Retired (Retirement Date: _____)		
Primary Care Physician:						
MEDICARE PATIENTS ONLY- Please Answer the Following Questions:						
Are you eligible for black lung benefits? __ Yes __ No			Are you entitled to benefits through the dept. of veteran's affairs? __ Yes __ No			
Are you on Medicare for an illness/injury that is due to a work-related accident/condition? __ Yes __ No			Are you eligible for Medicare based on disability? __ Yes __ No			
Are you eligible for Medicare based on end-stage renal disease? __ Yes __ No			Are you or your spouse currently employed? __ Yes __ No			
PRIMARY HEALTH INSURANCE & POLICY HOLDER INFORMATION – Insurance that will be billed first:						
Name of Primary Insurance Company			Policy Number		Group Number	
Policy Holder's Name		Relationship to Patient		Birthdate	Social Security Number	
Policy Holder's Address (If different from Patient)				Home Phone Number ()		
Policy Holder's Employer Name and Address				Work Phone Number ()		
SECONDARY HEALTH INSURANCE & POLICY HOLDER INFORMATION – Insurance that will be billed second:						
Name of Secondary Insurance Company			Policy Number		Group Number	
Policy Holder's Name		Relationship to Patient		Birthdate	Social Security Number	
Policy Holder's Address (If different from Patient)				Home Phone Number ()		
Policy Holder's Employer Name and Address				Work Phone Number ()		
EMERGENCY CONTACT INFORMATION- Please list a different phone number than the Patient						
Name			Relationship		Home Phone Number ()	
Address					Work or Cell Phone Number ()	
GENERAL INFORMATION						
Ethnicity: __ Hispanic or Latino __ Not Hispanic or Latino __ Unknown __ Decline			Race: __ Asian __ Black or African American __ Hispanic __ Native American __ Native Hawaiian or other Pacific Islander __ White __ Other __ Unknown __ Decline			
Preferred Language: _____ Do you need an interpreter? __ Yes __ No			How do you prefer to be contacted for preventive reminders? __ MySparrow __ Mail __ Phone __ Do not contact			
Marital Status: ____ Single/Unmarried ____ Married ____ Civil Union ____ Divorced ____ Domestic Partnership, Living Together ____ Widowed ____ Legally Separated ____ Partnered, Not living Together ____ Other _____					Religion Preference:	
Patient/ Guardian Signature:					Today's Date:	

SMG OB/GYN

Lake Lansing & St. Johns

Missed Appointment Policy

In order to provide quality care to our Patients, improve access, and minimize wait time, our office has adopted the following policy regarding missed appointments.

I understand that if I should miss/cancel without 24 hours' notice a scheduled new patient appointment -or- miss/cancel with less than 24 hours' notice a scheduled appointment three (3) times in twelve (12) consecutive months, it will be necessary for me to make arrangements to receive my medical care elsewhere.

I further understand that the policy works as follows:

- A telephone call to cancel the appointment is required the business day prior to the scheduled appointment to avoid a missed appointment fee.
- If one appointment is missed, a reminder letter will be sent indicating that a scheduled appointment has been missed.
- If a second appointment is missed, another reminder letter will be sent, and a \$25 fee will be generated.
- Upon failing to keep a third scheduled appointment, a certified letter will be sent indicating that three (3) scheduled appointments have been missed. A \$50 fee will be generated. Within thirty (30) days, I will no longer be able to receive care at SMG OB/GYN Lake Lansing and will need to make arrangements to receive medical care from another source. I further understand that SMG OB/GYN Lake Lansing will assist me in finding another Physician through referrals, but that effective thirty (30) days from the date of the certified letter and with my primary Physician's consent, I will be removed from the active Patient list of SMG OB/GYN Lake Lansing.

Please Note: Parents and/or legal guardians will be held responsible for the appointments of minor children. The current fee for a missed appointment is \$25 to \$80. Your insurance company will not cover this fee. You will not be able to be seen without payment of this fee.

I have read the above policy in its entirety and fully understand that the above information relates to me and to my family members.

Patient name (Please Print)

DOB

Patient's Signature

Date

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1215 East Michigan Avenue
 P.O. Box 30480
 Lansing, Michigan 48909-7980

**Communication with
 Family & Friends Involved in My Care
 or Payment of My Care**

Patient's Name: _____

Birth date: _____

Patients may allow family and friends, such as spouse, parent(s), significant others, guardians or others, to call and discuss medical information, request prescriptions, obtain vaccine information, request test results, pick-up completed forms (i.e., FMLA, sport physicals), and have messages left on answering machines or voicemail. They may also designate an individual to accompany them to medical appointments.

Completion of this form authorizes the release of the information identified above, to the individuals indicated below.

This authorization may be revoked at any time by submitting a written request.

1. Name: _____ Phone #: _____ Relationship: _____

I authorize representatives of Sparrow Health System to allow the person listed above to do the following:

(Please check all that apply)

- Receive information regarding appointments, including dates & times, and to pick up completed forms
- Discuss medical care or concerns including test results, prescriptions, and vaccines
- Accompany patient to appointments
- Other (describe) _____

2. Name: _____ Phone #: _____ Relationship: _____

I authorize representatives of Sparrow Health System to allow the person listed above to do the following:

(Please check all that apply)

- Receive information regarding appointments, including dates & times, and to pick up completed forms
- Discuss medical care or concerns including test results, prescriptions, and vaccines
- Accompany patient to appointments
- Other (describe) _____

3. Name: _____ Phone #: _____ Relationship: _____

I authorize representatives of Sparrow Health System to allow the person listed above to do the following:

(Please check all that apply)

- Receive information regarding appointments, including dates & times, and to pick up completed forms
- Discuss medical care or concerns including test results, prescriptions, and vaccines
- Accompany patient to appointments
- Other (describe) _____

I understand that the individual receiving my information is not a health care provider or health plan covered by state or federal privacy laws and regulations and that the information described above may no longer be protected by those laws and regulations.

I understand that I may revoke or change this authorization, in writing, at any time, by sending notification to the Sparrow Health Information Management at the address above.

 Signature of patient

 Date & Time