

Financial Policy

We will file your insurance claims for you. We do request a copy of your current insurance card to ensure accurate billing. Please keep in mind we do not accept all insurances. If you do not have insurance or if your insurance does not cover the services you need from our clinic, payment is your responsibility. It is also your responsibility to confirm directly with your insurance company to find out whether or not we participate with them, and if they will cover the medical services being provided to you. If your insurance requires a referral, co-pay, deductible, or coinsurance, it is your responsibility to have it with you at the time of service. Failure to do so may result in us having to reschedule your appointment.

- Medicaid Patients: You must have a valid Medicaid card, presumptive eligibility, or letter/printout from your caseworker at every visit. We also require photo ID, which will be scanned into our computer system. Lack of this information may result in us having to reschedule your appointment.
- Minors: The parent/guardian accompanying the minor at the time of service is responsible for payment.
 - We will request payment at the time of service. If this is not possible, we will
 expect you to make acceptable payment arrangements, prior to receiving
 service.
 - You will receive at least two statements after to your visit to our clinic. If your
 account is not paid in full, or if you have not established an acceptable payment
 plan, we will refer your account to a professional credit bureau.
 - The credit bureau will send you a notification that a payment is due. The letter will arrive at your last known address. You must respond to this letter, to avoid damage to your credit record. If you do not respond to this letter, your account will be listed for collection and your credit will be adversely affected.
 - I understand and agree that if I fail to pay for services for which I am responsible, after such default and upon referral to a collection agency by Saint Alphonsus Medical Group, I will be responsible for all cost of collecting monies owed, including court costs, and collection agency fees.

We are disclosing our policy to you now to avoid misunderstanding in the future.



ę	Medical Group	
	Medicare# (HICN): _	
NOTICE TO BENEI	FICIARIES OF COINSURANCE LIABI	LITY
receive services at this facility, you will your services (which will be billed by the (which will be billed by Physician Service) owe a higher coinsurance amount than the hospital-based. The higher total coinsurance	tment of Saint Alphonsus Regional Medical receive two separate bills – one for the factorial he hospital) and one for the physician/profesices). You (or your supplemental insurance you would for the same services at a facility rance amount is based on Medicare's presentant Medicare supplement policies pay all orms.	cility component of essional service e carrier) are likely to y that is not ribed coinsurance rates
co-payment or deductible amount for the co-payment or coinsurance. This amou	Advantage Plan (Part C) you may have to place facility services that you receive in additional may be higher than the coinsurance owe esponsibility, please contact your Medicare	ion to your physician ed under traditional
	before delivering health care services to yo dical condition and we have not yet ruled of	
be happy to assist you. If you have que	nis notice, our Patient Service Representativestion regarding your coinsurance, co-paying Billing Department at 208-367-2130 or 1-8	nent or deductible,
Medicare requires us to give patients to	ce is different from the advance beneficiary notify them of their responsibility to pay f l, this is a notice that you will have to pay a	or services that
The following is a listing of services type will depend on the services you receive	pically provided at this facility. The actual	coinsurance amount
Please acknowledge receipt of this notice	ce by signing and dating below:	
Patient's Signature		Date and Time
Legal Representative Name/Relationship to pati People assisting with paperwork:	ent Legal Representative Signature	Date and Time
Interpreter's name	Interpreter's Signature and/or ID #	Date and Time

Saint Alphonsus Medical Group Medicare Coinsurance Schedule on Back side

NOTE: Your health information will be kept confidential. Any information that we collect about you on this form will be kept confidential in our offices. If a claim is submitted to Medicare, your health information on this form may be shared with Medicare. Medicare will keep your health information, which Medicare sees, confidential.

Office Staff Signature

	Place patient sticker here or handwrite	
Name: _		^
DOB: _		_

Office Staff name

White: Office Copy

Date and Time



NOTICE TO BENEFICIARIES OF CO-INSURANCE LIABILITY

SAINT ALPHONSUS MEDICAL GROUP MEDICARE COINSURANCE SCHEDULE

HCPCS	Service Description	Estimated Facility Coinsurance Amount	Estimated Professional Coinsurance Amount - Our Facility	Estimated Total Coinsurance Amount - Our Facility
99201	LEVEL 1 NEW PATIENT VISIT	\$17.61	\$5.01	\$22.61
99202	LEVEL 2 NEW PATIENT VISIT	\$17.61	\$9.57	\$27.18
99203	LEVEL 3 NEW PATIENT VISIT	\$17.61	\$14.54	\$32.15
99204	LEVEL 4 NEW PATIENT VISIT	\$17.61	\$24.90	\$42.51
99205	LEVEL 5 NEW PATIENT VISIT	\$17.61	\$32.22	\$49.83
99212	LEVEL 2 ESTABLISHED PTNT VISIT	\$17.61	\$4.82	\$22.43
99213	LEVEL 3 ESTABLISHED PTNT VISIT	\$17.61	\$9.80	\$27.40
99214	LEVEL 4 ESTABLISHED PTNT VISIT	\$17.61	\$15.06	\$32.67
99215	LEVEL 5 ESTABLISHED PTNT VISIT	\$17.61	\$21.22	\$38.83

Estimated Coinsurance at a Participating Physician Office		
\$8.03		
\$13.87		
\$20.13		
\$31.06		
\$38.83		
\$8.09		
\$13.56		
\$20.20		
\$27.13		

If you have a Medicare Advantage Plan the Above Schedule Does Not Apply

Please contact your Medicare Advantage Plan for your specific benefits. Let them know you are being seen at a hospital outpatient department and they will be receiving a split billing. Saint Alphonsus will be sending a claim for the professional services with place of service 22 indicating the service was performed in an outpatient department of the hospital as well as a claim from the hospital outpatient department using type of bill 131. They will need this information to determine your correct benefit. If you are told that the hospital billed incorrectly, please let your Medicare Advantage Plan know that you were seen in an outpatient department of the hospital and that the hospital is required to bill the professional and facility services on separate claims according to Medicare regulations.

	Place patient sticker here or handwrite
Name: _	
DOB: _	



Saint Alphonsus Medical Group	
Patient's Name: Medicare# (HICN):	
NOTICE TO BENEFICIARIES OF COINSURANCE LIABIL	ITY
This facility is now an outpatient department of Saint Alphonsus Regional Medical receive services at this facility, you will receive two separate bills – one for the facility your services (which will be billed by the hospital) and one for the physician/profes (which will be billed by Physician Services). You (or your supplemental insurance owe a higher coinsurance amount than you would for the same services at a facility hospital-based. The higher total coinsurance amount is based on Medicare's prescrifor each of the two components. Standard Medicare supplement policies pay all or coinsurances based on their contract terms.	lity component of ssional service carrier) are likely to that is not bed coinsurance rates
If you are covered through a Medicare Advantage Plan (Part C) you may have to pa co-payment or deductible amount for the facility services that you receive in addition co-payment or coinsurance. This amount may be higher than the coinsurance owed Medicare coverage. To find out your responsibility, please contact your Medicare	on to your physician lunder traditional
We are required to give you this notice before delivering health care services to you seeking treatment for an emergency medical condition and we have not yet ruled on the condition.	
If you have any questions concerning this notice, our Patient Service Representative be happy to assist you. If you have question regarding your coinsurance, co-payme you may also call the Saint Alphonsus Billing Department at 208-367-2130 or 1-80 concerning this notice, our Patient Service Representative be happy to assist you.	ent or deductible,
Finally, please understand that this notice is different from the advance beneficiary Medicare requires us to give patients to notify them of their responsibility to pay for Medicare is not likely to cover. Instead, this is a notice that you will have to pay a services that Medicare does cover.	r services that
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Legal Representative Name/Relationship to patient People assisting with paperwork: Legal Representative Signature	Date and Time

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Office Staff Signature

Interpreter's Signature and/or ID #

	Place patient sticker here or handwrite	
Name: _		_
DOB:		1

Interpreter's name

Office Staff name

Yellow: Patient Copy

Date and Time

Date and Time



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-	\$8.03
F	\$13.87
	\$20.13
	\$31.06
	\$38.83
	\$8.09
	\$13.56
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	\$27.13

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	Place patient sticker here or handwrite
Name: _	
DOB:	

Complete both sides

DETERMINATION OF MEDICARE AS PRIMARY OR SECONDARY PAYOR RESPONSIBILITY

As part of participation in the Medicare program it is necessary for beneficiaries (patients) seeking services to identify certain items relative to insurance issues that will allow Medicare to determine primary or secondary coverage. Therefore, please answer the following questions.

1)	Are you currently working full or pa	art time?	Yes	No	[12]
2)	If you are married, is your spouse we	orking full or part ti	me? Yes	No	[12]
3)	If YES to any of the above, are you your or your spouse's current employ			health plan No	
4)	If YES to (3) above, please provide	the following inform	nation:		
	Name of the insured and relations	ship to the Medicare	e Beneficiary		
	Name and address of employer				
	Name and address of the group in	nsurance carrier			
	Policy number				
	Group identification number				
5)	Are you entitled to Black Lung med	ical benefits?	Yes	No	[41]
6)	Is this service for treatment of a wor	k related injury?	Yes	No	[15]
	If YES please provide the name and carrier	address of your em	ployer and wo	orkers comp	ensation
	Place patient sticker here or handwrite Name:				
	DOB:	1		Ir	surance/DMPS

DOB:



DETERMINATION OF MEDICARE AS PRIMARY OR SECONDARY PAYOR RESPONSIBILITY, CONT'D

7) Is this service for treatment of an illn accident [47] or other accident [14]?		
If YES please provide the name and a 8) Are the services to be paid by a Disability [43] or a research grant [16 Yes No If Yes, Which 9) Are you entitled to Medicare based or Yes No [13] (If yes please complete additional form	government program such VA]? one? n ESRD (End Stage Renal Disease)	benefits [42],
Statement to permit payment of clinic and Medical Group	d medical insurance benefits to Sair	nt Alphonsus
I certify that the information given by methe Social Security Act is correct. I authorities request. I request that payment of au	orize release of any information neo	eded to act on
I assign payment for the unpaid charges of providers, to be billed in connection with any insurance deductibles and/or twenty. I request that payment of authorized Medbehalf for any services furnished me by Sphysician services. I authorize any holdes the Centers for Medicare and Medicaid Spheeded to determine these benefits or the	its services. I understand I am respected of the remaining allowable dicare benefits be made either to medical Alphonsus Medical Group income of medical information about medervices (CMS) and its agents any in	ponsible for charges. e or on my cluding to release to information
Patient Name	Patient Signature	Date/Time
The Patient is unable to sign because		2
therefore sign and agree to the other provisions of	this form as the Patient's authorized legal rep	presentative.
Legal Representative Name/Relationship to patient	Legal Representative Signature	Date and Time
Interpreter's name	Interpreter's Signature and/or ID #	Date and Time
Office Staff Name	Office Staff Signature	Date and Time
Place patient sticker here or handwrite		
Name:		
DOB:	2	Insurance/DMF



PATIENT REGISTRATION: PATIENTS 18 YEARS AND OLDER

Date: _____

	Last Name	First Name		Ini	tial		
Patient	Date of Birth Gende	er: 🗌 Female [☐ Male Email _				
	Address		City	State	Zip		
	Phone (Home)						
	Phone (Work)	Preferred M	Iessage/Contact P	hone: Home	Cell Work		
	Race (please circle) American Indi Native Hawaiian or Other Pacific I						
	Ethnicity (please circle) Hispanic of	or Latino Not	Hispanic or Latir	o Other			
	Preferred Language	panish 🗌 Othe	er				
	Employer						
	Employer Address				Zip		
	Have you been seen at a St Alphonsu						
	Who is your current / past primary ca	re provider? _					
	Preferred Pharmacy		_ Major Crossro	ads			
make orm.)	Primary Insurance						
rance in card, make If card on this form,	Policy Holder Name						
Surance scan card, n ch. If card to on this fo	Employer						
nsurance to scan card, tach. If card info on this f	Employer Address						
	Secondary Insurance						
Health I Clinic: If unable copy and au	Policy Holder Name						
Heal (Clinic: If un copy a unavailable,	Employer						
(Clin	Employer Address						
le	Last Name	First Name	e	Phone Number			
tional tact iving you)	Address						
Additio Conta (not livi	Relationship to Patient						
▼							
sed ves viii)	Would you like more information about Advance Directives? ☐ Yes ☐ No						
Advanced Directives Living Will							
Advanced Directives (Living Will)	Brochure Provided? ☐ Yes ☐ No						
People as	sisting with paperwork:						
Interpreter's	name Internre	eter's Signature an	nd/or ID #	 Date and Time			
interpreters	interpre	ici s olgilature an	id/Of ID #	Date and Time			
Office Staff	name Office S	taff Signature		Date and Time			
Name:	Place patient sticker here or handwrite						
					Insurance/PR		
DOD.					Rev 07-11-2012		



PROTECTED HEALTH INFORMATION RELEASE: PATIENTS 18 YEARS AND OLDER

Please check all applicable boxes and fill in any blank spaces where information is requested.

Patient Name	DOE	3
Only release information to me pe	ersonally.	
You have my permission to speak	with my Spouse/Significant C	Other about my medical care and test
results.		Dhone
		Phone
care.	ith my children or other famil	y members involved with my medical
		Phone
Relationship		
		Phone
Relationship		
Name Relationship		Phone
-		Phone
Relationship		
and test results.	, ,	machine regarding my medical care
Other, please describe:		
Emergency Contact:		
Last Name	First Name	Phone Number
Address	City	State Zip
Relationship to Patient		
Patient Contact:		
Patient Email		
Phone (Home)	Phone (Cell)	
Phone (Work)	Preferred Message/Contact	Phone: ☐ Home ☐ Cell ☐ Work
Patient Signature	Date	Time
People assisting with paperwork:		
Interpreter's name	Interpreter's Signature	e and/or ID # Date and Time
Office Staff's name	Office Staff Signature	Date and Time
	HAVE PAT	IENT/GUARDIAN DATE AND INITIAL:
Place patient sticker here or handwrite	Reviewed _	/ / Reviewed / / Date/Time/Initials Date/Time/Initia
i lace patient sticker here of nandwrite		
e		/ Reviewed// Date/Time/Initials/ Date/Time/Initials// Date/Time/Initials/ Date/Time/Initials

Insurance/HIPAA E3 Rev 03-05-2014 Form 0003 Complete



both pages	(3)	Medical Gr	oup			
Today's date:		NUAL HEALTH HISTO				
Name:	ANNOAL HEALTH			vsical exam:		
Health Review: Have you h	nad or are you now having any of	the following symptoms?				
Appetite decreased Appetite increased Appetite increased Chills/Rigors Dizziness Fainting Fatigue/Malaise Fever Sleeping difficulties / Insomnia Swollen glands Weight gain, unplanned Weight loss, unplanned Other: HEENT Head Headache Neck lumps/swelling Other: Eyes Blurred vision Double vision Eye changes Other: Date of last eye exam: Earache Hearing loss / Difficulty Other:		Lack of bladder control Other:		NEUROLOGIC & PSYCHIATRIC Depression or anxiety Forgetfulness Numbness Weakness Other: MEN Only Breast lump Erection difficulties Lump in testicles Penis discharge Prostate problems Sore/warts on penis Date of last PSA: WOMEN Only Abnormal menstrual period Abnormal Pap smear Bleeding between periods Breast Lumps Extreme menstrual pain Hot flashes Painful intercourse Vaginal discharge or itchin Other: Date of last period: Date of last period: Date of last period: Date of last mammogram: Are you pregnant? yes / no Birth control? yes / no	ng 	
_ ADD / ADHD _ _ AIDS _ _ Anemia _	tions you have or have had in the pa _ Colon cancer _ Crohn's _ Goiter / GERD	Miscarriage Mononucleosis Multiple sclerosis	st doctors who currently treat y	ou and the conditions treated:		
Appendicitis Arthritis Asthma Bleeding	Gonorrhea Gout Heart attack Heart disease	Mumps Pacemaker Pneumonia Polio	Dationt and Provide	der need to Date/Time/Initial		
disorder Breast lump Bronchitis Cancer	Heart uisease	Prostate problems Psychiatric care Rheumatic fever Stomach ulcers	Initial review by Provider:	Date / Time / Initial	/ /	
Chicken pox Developmental	High blood pressure _ High cholesterol	Stroke _ Suicide attempt	1 1	//	/	
disability _ Diabetes _ Eating Disorders _	HIV positive Kidney disease Liver disease	_ Thyroid problems _ Tonsillitis _ Tuberculosis	Date / Time / Initia		/	
Emphysema Epilepsy / Seizures	Measles / Mumps / Rubella Migraine	Vaginal discharge Vaginal disease Pe	Date / Time / Initia ople assisting with paperwork:	Date / Time	e / Initial	

Appendicitis	Gonorrnea	iviumps
Arthritis	Gout	Pacemake
Asthma	Heart attack	Pneumoni
Bleeding	Heart disease	Polio
disorder	Heart problems	Prostate p
Breast lump	Hepatitis	Psychiatri
Bronchitis	Hernia	Rheumation
Cancer	Herpes	Stomach ı
Chicken pox	High blood pressure	Stroke
Developmental	High cholesterol	Suicide at
disability	HIV positive	Thyroid pr
Diabetes	Kidney disease	Tonsillitis
Eating Disorders	Liver disease	Tuberculo
Emphysema	Measles / Mumps / Rubella	Vaginal di
Epilepsy / Seizures	Migraine	Vaginal di
Glaucoma	headaches	_ 3
Place Patient Stick	ker here or handwrite	
1 face I attent Stier	ter here or handwrite	
Name:		
DOB:		

List	uootoi 5 II	no oun only	il cut you un	u tilo	conditio	113 (104	icu.	
								-
		Dationt on	d Provider ne	and to	Doto/Tir	mallniti	ما	
	Initial rovi	ew by Provid		eeu to	Date/ Hi	// ///////////////////////////////////	al	
		ew by Floviu	Date		/ Time	_/ Initi	al	
	Date	/ <u>Time</u>	/ <u>Initial</u>		Date	 /	Time	/ Initial
Patient	Date	/ Time	/ Initial	Provider	Date	/	Time	/ Initial
Pa	Date	/ Time /	/ Initial	Pro	Date		Time	/ Initial
	Date	/ Time	/ Initial		Date	/	Time	/ Initial
Peop	ole assistin	g with paperv	vork:					
Interpreter's Name			Interpreter's	Signa	ture and	or ID #	Dat	te / Time
Office Staff Name			Office Staff Signature Date / Time			te / Time		



ANNUAL HEALTH HISTORY PAGE 2						
Medications and dosages:		Allergies:				
1.						
2.						
3.						
4.		Hospitalizations				
5.		1.	2.			
6.		3.	4.			
7.		5.	6.			
8.		Surgeries:	0.			
Injuries:		burgeries.				
injuries.						
Immu	nization - When did	vou last have? (m	m/vvvv)			
Immunizations: Tetanus Pneumonia		•		Other		
Family History of (mark all that apply						
□ Alcoholism	☐ Mental Illness / be		Age/cause of death o	f.		
☐ Asthma / respiratory problems	☐ Migraines	mavioral issues	-			
☐ CAD (Coronary Artery Disease)	☐ Osteoarthritis		Mother: n/a			
☐ Cancer: Type	□ Osteoporosis		Father: □ n/a			
□ CVA (stroke)	☐ Peripheral vascula	ar disease	Siblings: □ n/a			
☐ Depression	□ Renal disease		Siblings: □ n/a			
□ Diabetes	□ Seizure disorder	Siblings: □ n/a				
□ Glaucoma	☐ Thyroid disease		Siblings: □ n/a			
☐ High Cholesterol	Other		Sibilitys. 🗆 II/a	· · · · · · · · · · · · · · · · · · ·		
☐ High blood pressure	☐ Other					
Living Arrangements: □ Alone □ Family / Significant Other □ Other □ Assisted Living □ Daily help needed for self-care Name of caregiver: □ No □ Yes □ Formerly Type □ Frequency □ Amount Street Drug Use? □ No □ Yes □ Type □ Yes □ Yes						
<u>Tobacco</u> : Do you use tobacco products regularly, occasionally, or recreationally No Yes Are you exposed to second hand smoke? No Yes						
Nutrition: Have your eating habits ch		on since your last	visit? No Yes			
Any change in appetite, ability to eat, or any foods or weight changes that affected you differently? No Yes Functional Status: Have you noticed any change in your ability to take care of yourself or do any of your usual activities? No Yes At any time do you feel concerned for the safety/well-being of yourself and/or your children, in your home or elsewhere? No Yes Depression Screening: Over the last 2 weeks, how often have you been bothered by any of the following problems? Little interest or pleasure in doing things? No Yes Feeling down, depressed, or hopeless? No Yes						
Fall Risk: Have you fallen in the last year? No Yes						
If yes, how many times? Do you have problems with walking or balance? No Yes Do you have any barriers to learning? Are there any needs (learning, ethnic, cultural, or spiritual) we should						
know about that might impact your care or your ability to understand treatments / procedures/ educational materials? How do you best learn? and there any fields (learning, editing,						
materials: <u>How do you best learn?</u>	□ verbal explan		o materials	i materiais		
	•					

Place patient sticker here or handwrite Name: _____ DOB: _____

Left Top/AHH Rev 02-16-2014 Form 0002