

NATUROPATHIC MEDICINE FOR THE WHOLE FAMILY

Billing Information – Patients paying at time of service are not required to fill out billing section but must sign Authorization

How did you hear about us? ____

Emergency Contact: Relation: Phone:

Insurance Company:	Plan Name:
Insurance Address:	Phone:
ID Number:	Group Number:
Whose policy is this? □ Self □ Spouse □ Other Name:	DOB:
Secondary Insurance:	
Is your visit due to a recent accident? \square Yes \square No - If yes, please con	sult reception for the correct forms

Authorization and Agreement of Payment

I hereby authorize direct insurance payment to my physician for services rendered. I understand that I am responsible for knowing and understanding my insurance policy and Naturopathic benefits and that I am responsible for any copays, co-insurances, deductibles or services not covered by my insurance.

I also authorize release of any medical records that may be necessary for either medical care or processing of claims.

Patient/Parent/Guardian Signature Date



Tilia Natural Health Policies and Fees

We plan for your experience at Tilia Natural Health to be an excellent one and wish to fully inform you of our fees and payment policies.

PAYMENT

- We accept payment by cash, check, or MasterCard / Visa / debit card.
- Checks denied for lack of funds will incur a fee of \$35.00.
- All balances must be paid within 30 days of the invoice date. Balances over 30-days past due will be charged to your card on file. If that charge is denied, you will be invoiced at the end of the month.
- A minimum billing fee of \$10.00 or 2%, whichever is greater, will be added to any unpaid balance that is over 30 days past invoice.
- Payment plans are available upon request, though balances over \$500 will continue to incur interest.

We reserve the right to make changes to our fees and/or policies without advance notice.

INSURANCE

All charges incurred at our office are your responsibility, regardless of insurance coverage. You are responsible for knowing the terms of your insurance coverage.

- <u>Dr. Eastman's</u> practice requires full payment at time of service. If you have out-of-network insurance coverage for naturopathic care and you wish to submit a bill to request reimbursement for services, please ask for a **superbill** at each visit.
- <u>Dr. Wells</u> is an in-network provider for Regence, Premera, First Choice Network, and FedMed. She is happy to see patients as an out-of-network provider. She provides courtesy billing for patients with out-of-network insurance; payment for the first appointment is taken at the time of service.
- L&I and PIP Accident Claims: In the event that your PIP coverage does not fully cover service
 received at Tilia Natural Health, you are responsible for payment. PIP coverage generally does not
 cover medications. These must be paid for at the time of purchase.
 Tilia Natural Health accepts L&I payments as payment in full for a claim that has been authorized
 by the Department of Labor and Industries. If payment is denied, you will be responsible for
 payment of all charges for service received.

Initials

Initials

COMMUNICATION

- Off hours An off-hours number is available for contacting each doctor when they are not in-office. If your provider plans to be unavailable, the office voicemail will alert you to who should be contacted instead.
 There is a \$75 fee for this service. Phone calls are not billable to insurance.
- **Texting** Texts are not received or reviewed on the clinic phone. Texts to your provider are never an appropriate form of communication, regarding either your own or another's healthcare.
- EMAIL Email correspondence is not appropriate for urgent medical needs!

 Short emails regarding follow-up on treatment plans or as requested by your provider are acceptable.

Emails are reviewed and responded to in the order in which they were received. Due to the high volume of emails, it may take *up to 1 week* for your doctor to be able to respond.

Email is not appropriate for new healthcare symptoms or concerns. If you have a medical concern or question, please call to make an appointment.

Email consults, as appropriate, are available for a fee. They are not billable to insurance.

• **Phone Consults** – Phone consults are available for established clients. There is a minimum \$45/15min fee for this service, unless covered by your insurance as an in-network service.

Initials



NATUROPATHIC MEDICINE FOR THE WHOLE FAMILY

CLINIC POLICIES

CANCELLATION

Tilia Natural Health requires **24** hours notice, received during normal business hours, for any established patients to cancel or change an appointment. Appointments cancelled with less than 24 hours notice or those missed entirely will be charged the appropriate fee. This applies regardless of whether or when you received an email reminder. **48** hours notice is required for new patient appointment.

Initials

Normal Business Hours

The voicemail message will alert you to any change in our hours and provide you with doctor contact numbers. Urgent messages left during our stated business hours for the day will be responded to within that day. If you need to speak with your doctor outside her regular hours, you may choose to call your doctor.

Purchase & Return of Dispensary Items/ Products

All pharmacy items must be paid for at the time of purchase. Credit on account will be given for unopened items in perfect condition if returned within 30 days. No credit will be given for items returned after 30 days.

Refunds cannot be made.

Medical supplies, products packaged in the clinic, refrigerated products, homeopathic remedies (including UNDA), and birth control devices cannot be returned.

Mailing of Dispensary Items

We will mail you items that were out of stock when requested, pre-paid, free of shipping cost.

We will mail requested refill items after payment is received, including a minimum handling-fee of \$5.00 plus postage. Unfortunately, we cannot be responsible for your reception of these items. We cannot re-send or refund if the shipment fails to reach you.

the terms of provider's practice and my insu	olicies of Tilia Natural Health. Tunderstand t rance coverage. By receiving products and s services regardless of insurance coverage.			
Patient Name (Please Print)	Patient / Representative / Guardian Signature		-	Date
	CREDIT CARD INFORMATION			
Cardholder Name:		Date:		
Card Number:		Exp:	/	CCV:
Billing Address:		ility to thi	s credit or	debit card.
Cardholder Signature:				

This information is stored securely on your chart and will only be used in the event of unpaid balances over 30-days past due, per the terms of our payment policy. Patients with no card on file will be billed monthly; over-due balances will incur a late fee.



NATUROPATHIC MEDICINE FOR THE WHOLE FAMILY

Billing Information – Patients paying at time of service are not required to fill out billing section but must sign Authorization

How did you hear about us? ____

Emergency Contact: Relation: Phone:

Insurance Company:	Plan Name:
Insurance Address:	Phone:
ID Number:	Group Number:
Whose policy is this? □ Self □ Spouse □ Other Name:	DOB:
Secondary Insurance:	
Is your visit due to a recent accident? \square Yes \square No - If yes, please con	sult reception for the correct forms

Authorization and Agreement of Payment

I hereby authorize direct insurance payment to my physician for services rendered. I understand that I am responsible for knowing and understanding my insurance policy and Naturopathic benefits and that I am responsible for any copays, co-insurances, deductibles or services not covered by my insurance.

I also authorize release of any medical records that may be necessary for either medical care or processing of claims.

Patient/Parent/Guardian Signature Date



Tilia Natural Health Policies and Fees

We plan for your experience at Tilia Natural Health to be an excellent one and wish to fully inform you of our fees and payment policies.

PAYMENT

- We accept payment by cash, check, or MasterCard / Visa / debit card.
- Checks denied for lack of funds will incur a fee of \$35.00.
- All balances must be paid within 30 days of the invoice date. Balances over 30-days past due will be charged to your card on file. If that charge is denied, you will be invoiced at the end of the month.
- A minimum billing fee of \$10.00 or 2%, whichever is greater, will be added to any unpaid balance that is over 30 days past invoice.
- Payment plans are available upon request, though balances over \$500 will continue to incur interest.

We reserve the right to make changes to our fees and/or policies without advance notice.

INSURANCE

All charges incurred at our office are your responsibility, regardless of insurance coverage. You are responsible for knowing the terms of your insurance coverage.

- <u>Dr. Eastman's</u> practice requires full payment at time of service. If you have out-of-network insurance coverage for naturopathic care and you wish to submit a bill to request reimbursement for services, please ask for a **superbill** at each visit.
- <u>Dr. Wells</u> is an in-network provider for Regence, First Choice Network, and FedMed. She is happy to see patients as an out-of-network provider. She provides courtesy billing for patients with out-of-network insurance; payment for the first appointment is taken at the time of service.
- <u>Dr. Cole</u> is an in-network provider for Regence, Premera, First Choice Network, LifeWise and FedMed. She is happy to see patients as an out-of-network provider, with payment taken at time of service. She provides courtesy billing for patients with out-of-network insurance.
- L&I and PIP Accident Claims: In the event that your PIP coverage does not fully cover service
 received at Tilia Natural Health, you are responsible for payment. PIP coverage generally does not
 cover medications. These must be paid for at the time of purchase.
 Tilia Natural Health accepts L&I payments as payment in full for a claim that has been authorized
 by the Department of Labor and Industries. If payment is denied, you will be responsible for
 payment of all charges for service received.

Initials

COMMUNICATION

- Off hours An off-hours number is available for contacting each doctor when they are not in-office. If your provider plans to be unavailable, the office voicemail will alert you to who should be contacted instead.
 There is a \$75 fee for this service. Phone calls are not billable to insurance.
- **Texting** Texts are not received or reviewed on the clinic phone. Texts to your provider are never an appropriate form of communication, regarding either your own or another's healthcare.
- EMAIL Email correspondence is not appropriate for urgent medical needs!

 Short emails regarding follow-up on treatment plans or as requested by your provider are acceptable.

Emails are reviewed and responded to in the order in which they were received. Due to the high volume of emails, it may take *up to 1 week* for your doctor to be able to respond.

Email is not appropriate for new healthcare symptoms or concerns. If you have a medical concern or question, please call to make an appointment.

Email consults, as appropriate, are available for a fee. They are not billable to insurance.

• **Phone Consults** – Phone consults are available for established clients. There is a minimum \$45/15min fee for this service, unless covered by your insurance as an in-network service.

Initials

Initials



NATUROPATHIC MEDICINE FOR THE WHOLE FAMILY

CLINIC POLICIES

CANCELLATION

Tilia Natural Health requires **24** hours notice, received during normal business hours, for any established patients to cancel or change an appointment. Appointments cancelled with less than 24 hours notice or those missed entirely will be charged the appropriate fee. This applies regardless of whether or when you received an email reminder. **48** hours notice is required for new patient appointments.

Initials

Normal Business Hours

The voicemail message will alert you to any change in our hours and provide you with doctor contact numbers. Urgent messages left during our stated business hours for the day will be responded to within that day. If you need to speak with your doctor outside her regular hours, you may choose to call your doctor.

Purchase & Return of Dispensary Items/ Products

All pharmacy items must be paid for at the time of purchase. Credit on account will be given for unopened items in perfect condition if returned within 30 days. No credit will be given for items returned after 30 days.

Refunds cannot be made.

Medical supplies, products packaged in the clinic, refrigerated products, homeopathic remedies (including UNDA), and birth control devices cannot be returned.

Mailing of Dispensary Items

We will mail you items that were out of stock when requested, pre-paid, free of shipping cost.

We will mail requested refill items after payment is received, including a minimum handling-fee of \$5.00 plus postage. Unfortunately, we cannot be responsible for your reception of these items. We cannot re-send or refund if the shipment fails to reach you.

the terms of provider's practice and	to the policies of Tilia Natural Health. Tunderstand my insurance coverage. By receiving products and acts and services regardless of insurance coverage	services f		
Patient Name (Please Print)	Patient / Representative / Guardian Signature		_	Date
	CREDIT CARD INFORMATION			
Cardholder Name:		Date: _		
Card Number:		Exp:	/	CCV:
Billing Address: I authorize Tilia Natural Health, LLC to ch	narge the portion of my bill that is my financial responsi	bility to th	is credit o	r debit card.
Cardholder Signature:				

This information is stored securely on your chart and will only be used in the event of unpaid balances over 30-days past due, per the terms of our payment policy. Patients with no card on file will be billed monthly; over-due balances will incur a late fee.



NATUROPATHIC MEDICINE FOR THE WHOLE FAMILY

PEDIATRIC INTAKE (6 - 12 years)

NAME:				DOB:		
Parent/Caregiver's name:						
Parent/Caregiver's name:						
The patient lives with: □ mother □ father □ tw						
Siblings (names and ages):						
oldinige (names and ages).						
Has any other family member already been a	a patient at	his clinic	?			
CONTEXT OF CARE REVIEW						
Successful health care and preventive medicine a possible of the patient's physical, mental, and emoverview will greatly aid me in assisting with your	otional state	Your tim	e, though			
Why did you choose to come to this clinic; what d	lo you know	about our	approac	h?		
What <i>three</i> expectations do you have from <i>this</i> visit. 1. 2. 3.	sit to our clin	ic?				
What <i>long-term</i> expectations do you have from w	orking with o	ur clinic?				
What expectations do you have of me personally	as your child	i's health	care prov	vider?		
What is your present level of commitment to addr	essing any ι	nderlying	issues th	nat relate	e to your	lifestyle choices?
	n 0 to 10 - 10 I	· ·	committe			
0% 1 2 3	4 5	6	7	8	9 upport v	100%
What behaviors or lifestyle habits do you currently	y engage in i	egulariy ti	iai you D	Jelieve S	ирроп у	our chiid's nealth?

What behaviors or lifestyle habits do you currently engage in regularly that you believe may be detrimental to your child's health?



What potential obstacles do you foresee in addressing any lifestyle factors undermining your child's health? Who in your child's life will sincerely and consistently support the beneficial lifestyle changes they will be making? What kind of support do you expect from me as your child's caregiver? **HEALTHCARE STATUS** Name of hospital/clinic(s) where your child's health records are kept: Reason for referral or presenting problems: What your child's most important health problems? List them in order of importance. Please place a star (*) by any health issues you prefer I NOT discuss in front of your child. This may require separate visits - one for evaluation and one to discuss treatment options. Does your child have any contagious diseases at this time? ☐ No ☐ Yes:



www.tilianaturalhealth.com

NATUROPATHIC MEDICINE FOR THE WHOLE FAMILY

PRENATAL HISTORY

Previous pregnancies fo	r biological mothe	r? □ No □	Yes: How ma	iny?		
	Miscarriages?	□ No □	Yes: How ma	ny?		
	Complications?	□ No □	Yes:			
Mother's age at child's b	oirth:					
Mother's health during p	regnancy (check a	all that apply):				
☐ Bleeding		□ Nausea		☐ Illnesses unrelated to pregnancy		
☐ Hypertension		Thyroid proble	ems	☐ Diabetes –	gestational or preexisting	
\square Tabacco, alcohol, or	drug use	☐ Medications u	nrelated to pre	gnancy		
☐ Physical or emotional	l trauma	Other:				
BIRTH HISTORY The child was born: T	ērm □ Prematui	re: [□ Post-term/la	te:	Length of labor:	
Complications: ☐ No ☐	Yes:					
Birth location (city & state/country):			_ Time:	Weight:		
Did your child experience	e any of the follow	ring problems sh	nortly after birth	า?		
☐ Rashes		Jaundice		□ Colic	☐ Birth Defects	
☐ Seizures		Cerebral Pals	/	☐ Fever	☐ Birth injuries	
☐ Other:						
Child's sleep patterns 1 ^s	^t year:					
					es – Type:	
Age began:	Sitting	Crawling		Walking	Talking	
HEALTH HISTORY						
Previous Illnesses						
Please mark any diseas	es you had as a cl	nild:				
☐ Rheumatic Fever	☐ Chicken P	ox [□ Tonsillitis –	Number of time	es:	
☐ German Measles	☐ Measles	[☐ Ear Infection	ns – Number: _		
☐ Other(s):						





Hospitalizations, Surgery and Imaging

Has your child had any	hospitalizations, surgeries,	x-rays, CAT scans, EEG, EKGs or othe	er procedures?
Procedure:	Year:	Procedure:	Year:
Procedure:	Year:	Procedure:	Year:
Procedure:	Year:	Procedure:	Year:
Evaluations			
Has your child ever ha	d any of the following tests?	If so, list when and where.	
Psychological evaluati	on:		
Hearing tests:			
. 3			
Immunizations – ch	eck those that your child has	received, in full or in part	
☐ Polio	☐ Tetanus	☐ Measles/Mumps/Rubella	
□ Pertussis □ Diptheria □ Influenza			
Allergies			
_	sitivities – please list all kno		
Environmental	s/chemicals: □ No □ Yes:		
Typical Food Intake	•		
Breakfast:			
Lunch:			
To driple			



Current Medications			
Please list any other pres	cription medications, over tl	ne counter medications, vita	amins or other supplements your child is
taking, including the dosa	ge:		
_		_	
•		<u> </u>	
•		<u> </u>	
•		•	
-			
•		• <u> </u>	
FAMILY HISTORY			
Do you or anyone in your	family have a history of any	of the following? (please of	check and write who)
☐ Cancer	☐ Diabetes	☐ Heart Disease	☐ High Blood Pressure
☐ Kidney disease	☐ Epilepsy	☐ Arthritis	☐ Glaucoma
☐ Tuberculosis	☐ Stroke	□ Anemia	☐ Mental Illness
☐ Asthma	☐ Hay fever	☐ Hives	☐ Depression or Suicide
☐ Eating Disorder	☐ Genetic Disorder	□ Dementia	☐ Alcoholism / Addiction
☐ Learning Disabilities	□ Osteoporosis	☐ Migraines	☐ Obesity
☐ Parkinson's	☐ Multiple Sclerosis	☐ Alzheimer's	☐ Other:
Other relevant family histo	ory?		
What is your family herita	ne?		

REVIEW OF SYSTEMS

For the following, please circle:

 ${f Y}$ - yes/condition you have now ${f N}$ - no/never had ${f P}$ - problem in the past

MENTAL/EMOTIONAL		ENDOCRINE	
Mood Swings	YNP	Heat or cold intolerance?	Y N P
Irritability	Y N P	Fatigue?	Y N P
Hyperactivity	Y N P	Excessive thirst?	Y N P
Introvert / Extrovert	Y N P	Excessive hunger?	Y N P
Motion / car sickness	Y N P	Low blood sugar?	Y N P
Anxiety / Nervousness	Y N P	High blood sugar?	ΥNΡ
Cries Easily	Y N P		
Unusual fears	Y N P	SKIN	
Sleep problems	Y N P	Rashes?	Y N P
Nightmares	YNP	Eczema or hives?	Y N P
Have a history of abuse?	YNP	Psoriasis?	Y N P
Experienced a major trauma?	YNP	Acne/boils?	Y N P
,		Itching?	Y N P





HEAD		URINARY
Headaches?	Y N P	Increased frequency of urination? Y N P
Head injury?	Y N P	Bedwetting? Y N P
Dizzy spells?	Y N P	
High fevers?	Y N P	GASTROINTESTINAL
		Belching or passing gas? Y N P
EYES		Stomach aches? Y N P
Impaired vision?	Y N P	Constipation? Y N P
Tearing or dryness?	Y N P	Diarrhea? Y N P
Eye pain or strain?	Y N P	Bowel movements: how often?
EARS		MUSCULOSKELETAL
Ear aches?	Y N P	Joint pain or stiffness? Y N P
Impaired hearing?	Y N P	Muscle spasms or cramps? Y N P
		Broken bones? Y N P
NOSE AND SINUS	V N D	
Frequent colds?	YNP	CARDIOVASCULAR
Nose bleeds?	Y N P	Anemia? Y N P
Stuffiness?	Y N P	Easy bleeding or bruising? Y N P
Hayfever?	Y N P	Heart palpitations? Y N P
Sinus problems?	Y N P	• •
Loss of smell?	Y N P	NEUROLOGIC
		Seizures? Y N P
MOUTH AND THROAT	V N 5	
Frequent sore throat?	YNP	
Canker sores?	Y N P	**FEMALE REPRODUCTIVE
Breath odor?	Y N P	Has menstruation begun? Y N
Dental cavities?	Y N P	Any symptoms?
RESPIRATORY		
Cough?	Y N P	Has breast development begun? Y N
Wheezing?	Y N P	
Asthma?	Y N P	**MALE DEDDODUCTN/F
Bronchitis?	Y N P	**MALE REPRODUCTIVE Have both testes descended? Y N
CARDIOVASCULAR		
Heart disease?	Y N P	
Murmurs?	Y N P	

Is there any information about your child's health that you would like to add?