

# Kitsap Clinic of Natural Medicine Inc.

Dr. Katherine Barkshire, ND, RN Dr. Heather Morton, ND, Dr. Ara Walline, ND  
1007 Scott Avenue, Suite E Bremerton WA 98310  
Ph: 360-475-0400 Fax: 360-450-5787 www.KitsapNaturalMedicine.com



## PATIENT INFORMATION

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

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

City/State/Zip: \_\_\_\_\_

Preferred Phone Number: \_\_\_\_\_  Cell  Home  Work  Other

Alternate Phone Number: \_\_\_\_\_  Cell  Home  Work  Other

E-mail Address: \_\_\_\_\_

\* Would you like an appointment reminder?  Via Phone/text  Via Email  No Reminder

\* Would you like to receive our monthly eNewsletter? (We will never sell/distribute your info.)  Yes  No

Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  Single  Married  Life Partner  Divorced  Widowed

Occupation: \_\_\_\_\_ Name of Company: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

How Did You Hear About Us? (Reference, Advertisement, Etc.) \_\_\_\_\_

Are you hearing impaired?  Yes  No If yes, do you need an interpreter or TTY line?  Yes  No

Are you visually impaired?  Yes  No Do you have any other special needs? \_\_\_\_\_

## INSURANCE INFORMATION

Primary Insurance Company & Plan Name: \_\_\_\_\_

ID Number: \_\_\_\_\_ Group/Policy Number: \_\_\_\_\_

Name of policy holder: \_\_\_\_\_ Policy holder's date of birth: \_\_\_\_\_

Relationship to policy holder: \_\_\_\_\_ Is your primary a:  POS  PPO  EPO  HMO

Secondary Insurance Company & Plan Name: \_\_\_\_\_

ID Number: \_\_\_\_\_ Group/Policy Number: \_\_\_\_\_

Name of policy holder: \_\_\_\_\_ Policy holder's date of birth: \_\_\_\_\_

Relationship to policy holder: \_\_\_\_\_ Is your primary a:  POS  PPO  EPO  HMO

*I, the undersigned, pledge that the above information is accurate and complete to the best of my knowledge. I understand that payment is due at the time of service for all visits unless prior arrangements have been made. I understand that if I am providing insurance billing information, I am financially responsible for all charges whether or not they are paid by my insurance. I hereby authorize Kitsap Clinic of Natural Medicine, INC to release all information necessary to secure the payment of insurance benefits, and I authorize the use of this signature on all my insurance submissions.*

x \_\_\_\_\_ x \_\_\_\_\_  
Signature of Patient Date Signature of Guardian Date

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



**Please List Specific Health Concerns in Order of Importance to You:**

**Concern # 1:** \_\_\_\_\_

Date Began: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Have you seen other health care providers for this?  Yes  No

If yes, what medications or treatments were given: \_\_\_\_\_

What makes it better? \_\_\_\_\_ Worse? \_\_\_\_\_

**Concern # 2:** \_\_\_\_\_

Date Began: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Have you seen other health care providers for this?  Yes  No

If yes, what medications or treatments were given: \_\_\_\_\_

What makes it better? \_\_\_\_\_ Worse? \_\_\_\_\_

**Concern # 3:** \_\_\_\_\_

Date Began: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Have you seen other health care providers for this?  Yes  No

If yes, what medications or treatments were given: \_\_\_\_\_

What makes it better? \_\_\_\_\_ Worse? \_\_\_\_\_

**Do you have any opinions regarding what may have caused your health conditions?** \_\_\_\_\_

**Do you have any specific goals for your health?** \_\_\_\_\_

**Do you have a Primary Care Provider?**  Yes  No

If Yes: Doctors Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Doctors City/State/Zip: \_\_\_\_\_

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**Allergies** (Medications, Food, Environmental): \_\_\_\_\_

**Please List Past Surgeries and Hospitalizations:**

Surgery/Hospitalization: \_\_\_\_\_ Date: \_\_\_\_\_

Name/Location of Hospital: \_\_\_\_\_

Outcome: \_\_\_\_\_

Surgery/Hospitalization: \_\_\_\_\_ Date: \_\_\_\_\_

Name/Location of Hospital: \_\_\_\_\_

Outcome: \_\_\_\_\_

Surgery/Hospitalization: \_\_\_\_\_ Date: \_\_\_\_\_

Name/Location of Hospital: \_\_\_\_\_

Outcome: \_\_\_\_\_

**Please List Past Major Injuries:**

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

Treatment: \_\_\_\_\_ Outcome: \_\_\_\_\_

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

Treatment: \_\_\_\_\_ Outcome: \_\_\_\_\_

**Please List Any Medications You Are Taking:**

Med: \_\_\_\_\_ Dosage: \_\_\_\_\_ Times/Day: \_\_\_\_\_ Doctor: \_\_\_\_\_

Med: \_\_\_\_\_ Dosage: \_\_\_\_\_ Times/Day: \_\_\_\_\_ Doctor: \_\_\_\_\_

Med: \_\_\_\_\_ Dosage: \_\_\_\_\_ Times/Day: \_\_\_\_\_ Doctor: \_\_\_\_\_

Med: \_\_\_\_\_ Dosage: \_\_\_\_\_ Times/Day: \_\_\_\_\_ Doctor: \_\_\_\_\_

Med: \_\_\_\_\_ Dosage: \_\_\_\_\_ Times/Day: \_\_\_\_\_ Doctor: \_\_\_\_\_



**Please List Supplements / Herbs You Are Taking:**

Name & Brand: \_\_\_\_\_ Dosage: \_\_\_\_\_ Times/Day: \_\_\_\_\_

Reason for Taking: \_\_\_\_\_

Name & Brand: \_\_\_\_\_ Dosage: \_\_\_\_\_ Times/Day: \_\_\_\_\_

Reason for Taking: \_\_\_\_\_

Name & Brand: \_\_\_\_\_ Dosage: \_\_\_\_\_ Times/Day: \_\_\_\_\_

Reason for Taking: \_\_\_\_\_

Name & Brand: \_\_\_\_\_ Dosage: \_\_\_\_\_ Times/Day: \_\_\_\_\_

Reason for Taking: \_\_\_\_\_

Name & Brand: \_\_\_\_\_ Dosage: \_\_\_\_\_ Times/Day: \_\_\_\_\_

Reason for Taking: \_\_\_\_\_

**Please Indicate Any of the Following:**

Cigarettes?  Yes  No If Yes, How Long: \_\_\_\_\_ How Often: \_\_\_\_\_ Quit Date: \_\_\_\_\_

Alcohol?  Yes  No If Yes, Type: \_\_\_\_\_ How Often: \_\_\_\_\_ Quit Date: \_\_\_\_\_

Caffeine?  Yes  No If Yes, What Drink: \_\_\_\_\_ How Often: \_\_\_\_\_

Sugar?  Yes  No If Yes, How Much: \_\_\_\_\_ How Often: \_\_\_\_\_

Exercise?  Yes  No Type: \_\_\_\_\_ How Often: \_\_\_\_\_

Food Cravings?  Yes  No For What: \_\_\_\_\_ How Often: \_\_\_\_\_

Sleep Problems?  Yes  No Type: \_\_\_\_\_ How Often: \_\_\_\_\_

Weight Change?  Yes  No Gain/Loss: \_\_\_\_\_ When: \_\_\_\_\_

Diet Restrictions?  Yes  No Explain: \_\_\_\_\_



**Personal and Family Medical History:**

**For grandparents, use P for paternal, M for maternal, PGM= paternal grandmother**

Check all those that apply:	Yourself	Mother	Father	GrandParents	Brother/Sister	Spouse	Children	
Alcoholism/addictions								
Allergies								
Alzeheimer's								
Anemia								
Arthritis								
Asthma								
Bleeding disorder								
Cancer ( <b>What type</b> )								
COPD/ Emphysema								
Depression								
Diabetes								
Eczema								
Heart Disease								
Hepatiits								
High Blood Pressure								
High Cholesterol								
HIV/AIDS								
IBS								
Kidney Disease								
Liver Disease								
Mental Illness								
Migraines/Headaches								
Stroke								
Thryoid disorder								
Tuberculosis								
Ulcers								
Other?								



**INFORMED CONSENT FOR TREATMENT**

I, \_\_\_\_\_, hereby authorize the naturopathic physicians of Kitsap Clinic of Natural Medicine, INC to perform the following specific procedures as necessary to facilitate my diagnosis and treatment:

- Common diagnostic procedures: e.g. venipuncture, Pap smears, radiography, laboratory, x-ray.
- Minor office procedures: e.g. cleaning, suturing, and dressing a wound, ear lavage, skin scraping, skin cryotherapy.
- Medicinal use of nutrition: e.g. therapeutic nutrition, nutritional supplementation, and intramuscular vitamin injections.
- Botanical medicine: e.g. botanical substances may be prescribed as teas, alcoholic tinctures, capsules, tablets, creams, plasters, or suppositories.
- Homeopathic medicine: the use of highly dilute quantities of naturally occurring plants, animals, and minerals to gently stimulate the body's healing responses.
- Lifestyle counseling and hygiene: diet therapy, promotion of wellness including recommendations for exercise, sleep, stress reduction, and balancing of work and social activities.
- Physical medicine: e.g. massage, hot and cold therapy, stretching, manipulation, electrical muscle stimulation, and therapeutic ultrasound.
- Psychological Counseling, Contraception, Vaccination

I recognize the potential risks and benefits of these procedures as described below:

- Potential risks: allergic reactions to prescribed herbs and supplements, side effects of natural medications or vaccinations, aggravation of pre-existing symptoms, discomfort, pain, infection, burns, nausea, light headedness, inconvenience of lifestyle changes, injury from injections, venipuncture, or procedures. Notify Kitsap Clinic of Natural Medicine if you experience any symptoms which may be secondary to the above procedures.
- Potential benefits: restoration of health and the body's maximal functional capacity without the use of drugs or surgery, relief of pain, and symptoms of disease, assistance in injury and disease recovery, and prevention of disease or its progression.

Notice to pregnant women: All female patients must alert the doctor if they know or suspect that they are pregnant as some of the therapies used could present a risk to the pregnancy.

Note: The Kitsap Clinic of Natural Medicine is not an urgent care center and cannot be utilized as such. Our clinic will do our best to schedule acute patient visits when needed, but cannot guarantee an available appointment time. Kitsap Clinic of Natural Medicine is not open on weekends. Please utilize an urgent care center, when appropriate, for acute care needs.

With this knowledge, I voluntarily consent to the above procedures, realizing that no guarantees have been given to me by Kitsap Clinic of Natural Health, or any of its personnel regarding cure or improvement of my condition. I understand that I am free to withdraw my consent and to discontinue participation in these procedures at any time.

I understand that a record will be kept of the health services provided to me. This record will be kept confidential and will not be released to others unless so directed by myself, or my representative, or unless it is required by law. I understand that I may look at my medical record at any time and can request a copy of it by paying the appropriate fee. I understand that my medical record will be kept for a minimum of three, but no more than ten years after the date of my last visit. I understand that information from my medical record may be analyzed for research purposes, and that my identity will be protected and kept confidential. I understand that any questions I have will be answered by my practitioner to the best of his/her ability.

\_\_\_\_\_  
Signature of Patient

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

\_\_\_\_\_  
Signature of Patient Representative or Guardian

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



**FINANCIAL POLICY**

Thank you for choosing the Kitsap Clinic of Natural Medicine Physicians as your healthcare provider! We feel that it is very important that our patients have a clear understanding of our expectations regarding billing and payments. Please read and sign the following financial policy prior to your treatment. Should you have any questions, feel free to ask.

**Patients are responsible to know the terms of their insurance and whether naturopathic services are covered. If services are not covered, patients are responsible for payment.** Kitsap Clinic of Natural Medicine is contracted with Kaiser PPO Health Plans, Premera, Regence, Uniform, First Choice, Lifewise, and Liberty Health Share. For patients with this type of health coverage, we bill directly and accept their payment plus any co-payments, co-insurance, deductibles and payments for non-covered services as payment in full. If your policy has an office call co-payment, you agree to pay the co-payment at the time of your visit.

For all other insurance carriers we will be happy to provide you with the form necessary for you to bill your own insurance company. It will be your responsibility to follow-up with your insurance company should they deny payment for any reason.

Payment is due at the time services are rendered.

If you pay for your services by check and that check is returned for non-sufficient funds, there will be an additional \$20.00 charge to your account. Also, you will be asked to remit the amount of the check plus the service charge in cash within 10 days. If there remains a balance on your account, after 15 days, we will refer it to a collection agency.

This practice is committed to providing the best treatment for our patients and our charges are based on a value scale developed by the American Medical Association and supported by most insurance companies. You are welcome to know what our normal charge is for any given service.

Showing up for your scheduled appointment time is very important. If you are unable to make your appointment, please give our office 24 hours' notice so that we may give another patient that time. Patients that "no show" or do not cancel 24 hours prior to their appointment may be assessed an appointment charge of \$75. This charge is your responsibility. Insurance companies do not pay for missed appointments.

When a child of divorced parents is seen, we will expect payment from whichever parent accompanies that child. We will not bill ex-spouses or parents who live outside the area.

If you are having financial difficulty, we will be happy to work with you. You may want to establish a payment plan. We ask that these payments are made as scheduled, each month and on time. We do monitor these accounts and non-payment may jeopardize your ability to be seen by our physicians.

I HAVE READ AND FULLY UNDERSTAND THE KITSAP CLINIC OF NATURAL MEDICINE FINANCIAL POLICY.

\_\_\_\_\_  
Signature of Patient

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

\_\_\_\_\_  
Signature of Patient Representative or Guardian

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



**CLIENT FEES**

**1. Office Visit Fees:**

- First Office Visit: \$255.00
- Extended First Office Visit: \$290.00
- Return Office Visit: \$160.00
- Extended Return Office Visit \$190.00
- Counseling: \$144.00
- Annual Gynecology Exam: \$160.00
- Massage/Cranial Sacral Therapy: \$100.00
- Blood Draw: \$10 Injection: \$15

If your insurance does cover our services, then you will be responsible for your copayment/coinsurance as specified in your insurance policy. Your insurance company will pay the remainder of the balance. *If your insurance company denies the claim and refuses to pay, you are responsible for the remainder of the balance.* These fees are minimal office visits. Visits that extend past their specified time will be charged for an extended office visit.

**2. Discounts:** If you do not have insurance or your insurance does not cover our services, we offer a 10% discount on listed prices. For children under 16 years old there is a \$20.00 discount for all office visits. Seniors receive a \$20.00 discount on all office visits.

**3. Phone Consultation:** \$80.00 minimum charge. No insurance coverage for this service. This fee is not charged if the patient is calling for a clarification of on-going therapy or if the doctor has asked the patient to call. Doctors will do telephone consultations for established clients under certain circumstances when an office visit may not be deemed necessary or possible. This fee is charged for any phone consultation requiring 15 minutes or less. If the call extends beyond 15 minutes, the regular return office fee will apply.

**4. Cancellation Charge:** There is no charge if your appointment is cancelled with a minimum of 24 hours' notice. If the office is not notified, or with less than 24 hours' notice, you will be charged \$75.00.

**5. Procedure Fees:** There are additional fees for various procedures that may be performed in this office such as therapeutic injections, PAP tests, blood draws etc.

**6. Payment:** Payment is required at the time of service. We accept Master Card, Visa, cash and checks. There is a \$20.00 insufficient funds fee. For Payment Plans, \$50.00 minimum is due each month.

**7. Insurance:** *It is your responsibility to ensure that your insurance policy covers services from our clinic.* We will bill your primary insurance. You may be responsible for billing any secondary insurance.

**8. Lab Work:** Laboratory work originating from this office *may* be covered by your insurance company. The laboratory handles all billing and will bill either you or your insurance company.

**9. Chart Copies:** Requested copies of charts, other than what we provide, will cost 69¢ per copy.

**10. Late Fee:** There will be a \$15.00 late fee assessed for all payments that are 30 days overdue after insurance payments or non-payments at time of visit.

We are committed in providing economical, quality health care. Thank you for your patronage.

\_\_\_\_\_  
Signature of Patient  
Date:\_\_\_\_\_

\_\_\_\_\_  
Signature of Patient Representative or Guardian  
Date:\_\_\_\_\_





**ACKNOWLEDGEMENT OF NOTICE OF PRIVACY PRACTICES**

Patient Name: \_\_\_\_\_

We keep a record of your health care services that we have provided. You may ask to see and copy that record. You may also ask to correct that record. We will not disclose your record to others unless you direct us to do so or unless the law authorizes or compels us to do so. You may see your record or get more information about it by contacting our office.

By my signature below I acknowledge receipt of the Notice of Privacy Policy.

\_\_\_\_\_  
Patient or legal authorized individual signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name if signed on behalf of the patient

\_\_\_\_\_  
Relationship

**AUTHORIZATION FOR VERBAL RELEASE OF INFORMATION**

In the course of your care at our clinic, another individual (example: spouse, children, etc) may request information regarding your treatment, test results, diagnosis, or other medically pertinent information. Unless, we have your authorization we cannot release or discuss your healthcare with any other individual. You may authorize our office to leave a message or speak with another individual. Please review the options below and check any or all that apply. This release will be in effect until revoked in writing by you.

Release the information only to me

I give permission to discuss my healthcare with \_\_\_\_\_  
Name of individual (spouse, child, friend)

I give permission to leave my healthcare information on my home answering machine

I give permission to call me at work. Work # \_\_\_\_\_

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

\_\_\_\_\_  
Date



Authorization to Release Confidential Health Information

I Hereby Authorize:

Kitsap Clinic of Natural Medicine, INC

1. Facility/Doctor's Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone#: \_\_\_\_\_ Fax #: \_\_\_\_\_

To Release:  Complete Chart Record (does not include billing information or radiographic images

Chart Notes:  All  Specify: \_\_\_\_\_

Labs/Reports:  All  Specify: \_\_\_\_\_

Billing Records:  All  Specify: \_\_\_\_\_

X-rays/Radiographic Images(specify): \_\_\_\_\_

Other: \_\_\_\_\_

From the Health Records of:

2.Name: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Daytime Phone: \_\_\_\_\_ ext: \_\_\_\_\_

Are you authorizing release of your own records?  Yes  No

Release of certain medical information requires a minor's consent. This applies to persons aged 13 to 17 for information pertaining to substance abuse and mental health information, or persons aged 14 to 17 for information pertaining to sexually transmitted diseases, HIV and AIDS. Other laws may apply.

To Be Released to:

Kitsap Clinic of Natural Medicine, INC  Self (please provide address below if requesting a copy of your own records)

Facility/Doctor: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

For the Purpose of:  Adjunctive/Concurrent Care  Transfer of Care  Other: \_\_\_\_\_

I understand that unless revoked this authorization is valid for 90 days from the date of signing. I understand that I may revoke this authorization in writing at any time except to the extent disclosure has already been made in accordance with this document.

substance abuse  mental health/psychotherapy notes  sexually transmitted diseases and  HIV/AIDS

I understand that my healthcare information is protected by state and federal regulations that protect the confidentiality of this information and that my healthcare information may not be released or disclosed without my written authorization, unless otherwise provided for by law. I also understand that if I authorize a third party that is not required to comply with such regulations to receive my health care information, my information may be re-disclosed by that party and would no longer be protected.

I understand that I do not have to sign this form as a condition for receiving treatment and that I am entitled to a copy of this authorization form at the time of signing. I may call Kitsap Clinic of Natural Medicine to inquire about revoking this authorization.

\_\_\_\_\_  
Guardian/Personal Representative's Name (PRINT)

3. \_\_\_\_\_  
Patient's Signature

\_\_\_\_\_  
Relationship/Representative's Authority

\_\_\_\_\_  
Patient's Name (PRINT)