Patient Agreement

This agreement is between (patient name):

and Forouz Jowkar, PA-C, LLC.

Welcome to my Functional Medicine Practice.

To avoid any misunderstandings, please take your time reading this agreement. It is important that you understand what I expect from you, and also, what you may expect from me. I appreciate your time and cooperation.

Notice: This is a strictly fragrance-free office.

Many of my patients are chemically sensitive and cannot tolerate artificial scents such as perfumes, deodorants, fabric softeners, laundry detergents, shampoos, cigarette odor, lotions, etc., not strong nonartificial fragrances such as essential oils. Thank you for your cooperation in maintaining our fragrance free environment to protect them.

PROVIDER-PATIENT RELATIONSHIP

I do not treat patients for primary care, but will refer you to a provider of your choice.

As a patient, you are required to show proof of identity when necessary (i.e. Driver's License, Passport, etc.).

As a healthcare provider, I am dedicated to giving you the finest care that I believe can bring you the best treatment results. In return, I ask patients to show a strong sense of responsibility for their own health and well-being.

As a patient, you agree to:

-> ask questions when you don't understand any part of your medical care;

-> cooperate with the agreed upon treatment plan, or explain why cooperation is not possible;

-> keep scheduled appointments, or call to cancel on time (see cancellation policy);

-> update personal and medical information with each visit, such as change of address and other contact information, name, pregnancy, new medications and supplements and medical conditions, whenever there is a change.

HOW WE MAY COMMUNICATE WITH EACH OTHER

We may contact you regarding appointments, test results and other matters related to your healthcare at any of the addresses, fax and/or phone numbers that you have provided on the Patient Intake Form.

My intention is to respond to all patient inquiries. If you have left a phone message, sent a message via the online portal, sent a fax, or mailed an inquiry and have not received a response in a reasonable amount of time, you agree to call my office to make sure that we know you need to reach me.

Please give all calls, emails and requests five (5) office days (Tues, Wed, Thurs, except for holidays) to respond.

We are a busy office with limited hours and may not be able to get to your call/request sooner. This includes but is not limited to medication requests, records requests or general questions. If you need to come pick up anything (an order, supplements, test kit, etc.), please call ahead to make sure someone will be available in the office.

You may communicate with my office about medical issues by phone, fax, mail, or your online portal only. We do not use email for medical information or consults as our email is not HIPAA compliant at this time.

Please note that all communication with either Forouz or the front desk should go through the portal.

In the rare exception that anyone should decide to email us using the gmail account, it CANNOT be related to your case medically in any way or we cannot respond to it.

All recent labs will be uploaded to your portal and shared that way. If you choose not to set up a portal account, you will receive your labs when you come in for an in-person appointment or they will be mailed to you in regular mail as per request.

There is a word limit in the portal messaging system. If your message is too long for the portal, please do not send multiple messages. Instead, make a 15 minute appointment with Forouz. Messages are meant to be short communication and anything longer should be an appointment.

As a patient, you agree to actively participate and communicate with this office 10 working days after you have completed a lab or other diagnostic test. We encourage this to ensure that we have indeed received your test results. Test results will be discussed with you during an appointment only.

If we receive abnormal test results ordered by another provider, that provider would counsel you directly about those results. However, you may request additional counseling from me by scheduling an office visit.

The office has an email mailing list for our newsletter (no more than once a month) which includes important office announcements regarding hours, policies, and current regulations. In order to stay informed and have the best office experience possible, we encourage you to sign up for our mailing list on the Patient Intake Form.

REGARDING LABORATORY TESTING

Lab testing will most likely be needed in order to treat you. Although we have opted out of insurance, if you have a PPO plan your general labs (or bloodwork) should continue to be covered by your insurance carrier. However, it is always a good idea to check with your insurance to ensure there are no surprises.

This also holds true for regular Medicare and Medicaid Patients. Medicare-Advantage plans and HMOs may not cover your labs. For these patients, and for those with high deductibles or for those patients who do not have insurance, we offer some testing at discounted rates through Lab Corp and Ulta Labs. Our main focus and priority is serving our patients to the best of our ability and to do so at reasonable prices. We are continually striving to meet patient needs and will continue to work with labs to get the best pricing available. As an example of what we have been able to negotiate: a Whole Blood Histamine Test through Lab Corp (through Insurance) runs approximately \$300+. We can offer that same test through our office for \$68. Please note that some specialty labs may not be covered at all by any insurance.

POLICIES FOR PATIENTS LESS THAN 18 YEARS OF AGE

Any patient under 18 years of age must be accompanied by a parent or legal guardian during each visit. Proof of identity should be provided at the time of the first visit (School ID, Birth Certificate, etc.). If the patient is a minor or legally incapacitated, the parent or legal guardian agrees that he/she has the legal authority to authorize Forouz Jowkar, PA-C to treat the patient.

MEDICATION RENEWAL

As a patient, you are responsible to inform me at every visit of any change in medications or supplements that you decided to implement without my consult. Your medication renewal is subject to my periodic review of your health status to assess need and to monitor therapy.

As a patient, you must legally maintain your status as an "active" patient (in order to be eligible for any prescription renewals) by scheduling an in person appointment at least once a year. You agree to promptly make a follow-up office visit when you are notified of this requirement prior to annual renewal of your prescription(s). If you need a prescription, please ensure that you request this and give me at least five (5) office days to respond. Please note that if I am out of town, there may be an additional delay so monitor your medications closely.

PAYMENT POLICIES AND INSURANCE

My practice has no agreement with any health insurance company, including PPO, POS, HMO, IPA, Medicare, Medicaid, or any government program. This means that I do not accept insurance; you are responsible for paying me directly at the time of service.

Payment at time of service may be by cash, check or credit card.

For patients with PPO coverage, we can provide you with a "Super Bill" which you can submit to your insurance carrier. Super Bills will be provided by mail upon request by patient when checking out. As a patient, you understand that this medical practice is not responsible for any payment decisions made by your insurance carrier.

This medical practice is not a Medicare provider. Medicare patients who are interested in receiving services from Forouz Jowkar, PA-C, even though Medicare will not reimburse, need to review and sign an ABN form (Advance Beneficiary Notice of Non-Payment).

To review an ABN form, please call my office or send an email inquiry. We will forward the form to you by mail, email or fax.

As a patient in my practice, you agree that you do not expect to receive reimbursement from Medicare and you must indicate this fact by checking the appropriate box for Option 2 on the ABN form, signing it and sending it to my office by mail, fax, or email attachment.

Note: I cannot accept you as a patient if you check Option 1 on the ABN form.

This is simply because I do not file claims with Medicare. If you are expecting Medicare to reimburse you for services you receive as my patient, then please consider that this may not be the right practice for you.

Once we receive your signed ABN form, I will determine if I can offer you an appointment and see you as a patient.

FEES FOR LABORATORY AND DIAGNOSTIC TESTS

A Functional Medicine practice may require laboratory and diagnostic tests not commonly ordered by conventional medical practitioners, and these tests may or may not be covered by insurance carriers. Such tests may provide critical information for diagnosis and treatment. As a patient, you are responsible for checking with your insurance carrier for any diagnostic tests in order to see if they are covered. My practice is not responsible for your insurance carrier's failure to pay for your diagnostic tests or laboratory work.

Medicare and Medicaid patients' labs may be covered according to Medicare and Medicaid rules and limitations, even though I do not receive payment for office visits from them.

PPO insurance carriers may pay for tests ordered by me, and treat them as if ordered by an out of network provider.

HMO Patients may want to discuss the payment arrangement with their carriers to see if labs are covered when ordered by an out of network provider.

As a healthcare provider, I have arranged with some laboratories to provide diagnostic tests at a large discount. If your insurance does not cover all or some of the cost of your tests, you could consider paying the cost of those labs via our office at a much discounted rate. I can discuss these arrangements with you during your office visit.

FEES

All consultation fees are based on an hourly rate broken down into 15 minute increments. If an appointment goes over by 5 minutes, charges will go to the next bracket. The initial consultation is set for an estimate of 90 minutes. This is an estimate only and the consultation may go above or below that time. Charges will be based on the time you complete, not the time you book. This is true for all appointments going forward.

A phone consultation must be pre-arranged like any other appointment. The fee will be based on elapsed time, at the same rates as an office visit. Secure payment is required. Ask for details from my office when ready to make a phone appointment.

There is no charge for a call to ask questions about your previous office visit, if made within three days after that visit.

Any time spent per request to discuss a patient's case with another doctor will be billed to the patient at the same hourly rate as an appointment.

Fees for I.V. treatments and injections are separate from any medical consult. There will be an additional charge for any medical consultation with you during a treatment.

There will be a fee for letter or report preparation based on the time spent to complete this task. The fee is due when the report is ready, for services including: exemption from jury duty for medical reasons, school, immigration, airline and health club, life and health insurance, disability, and medical-legal forms. You can request a copy of your entire medical file or part of your records for a flat fee of \$25 plus postage (Priority Mail or similar). Records will not be provided until payment has been received. There is no fee for one-time copying of pertinent records to another physician upon written request.

NO-SHOW AND APPOINTMENT CANCELLATION POLICY

Please call my office at least 24 hours prior to a scheduled appointment if you need to make a change or cancel your appointment.

New patients who fail to call at least 24 hours prior to their appointment to reschedule or who no-show for their appointment will be charged the full amount of the appointment time that was missed.

For all follow up visits that are late-cancelled or missed, a \$75 charge will be incurred regardless of the length of time scheduled.

Missed or late-cancelled I.V.s or injections will be 50% of treatment. Policies and pricing are subject to change and notices will be posted in office.

TERMINATION OF AGREEMENT

The patient or provider can terminate this agreement without providing an explanation. If you choose to terminate, please let the office know that you no longer wish to be a patient. If the provider decides to terminate, she will provide you a notice in writing. At least 30 days from the date of the notice, she will remain available if you choose to consult with her until the effective date of termination for emergency treatment and prescriptions in order to give you time to find a replacement provider. She will also refer you to another practitioner to facilitate that transition.

A copy of this agreement is deemed as valid as the original.

By signing below, I confirm that I have read and agree to the Patient Agreement and Notice of Privacy Practices for the office of Forouz Jowkar, PA-C, Ph.D. This contract becomes effective upon first visit with the provider, not prior.

PATIENT SIGNATURE *	
Date: *	
PARENT/GUARDIAN SIGNATURE (if under 18):	
Date:	

Notice of Privacy Practices

THE PRIVACY OF YOUR HEALTH INFORMATION IS IMPORTANT.

PLEASE REVIEW THIS NOTICE CAREFULLY.

In compliance with the Health Insurance Portability and Accountability Act (HIPPA) and Health and Human Services Regulations – Effective April 21, 2003 – this notice describes how medical information about you may be used, how it may be disclosed, and how you may get access to this information.

Medical information about you is collected and stored as needed for treatment in the form of a personal history, treatment plan, treatment plan reviews, and progress notes on each session. This information is considered Protected Health Information or PHI. If you pay by insurance or other third party, I am often required to report your current diagnosis and progress in treatment. This report is either made by postal mail, fax or electronic mail. You are entitled to know the specific information your insurance company or other third party requires, and may request a copy of it at any time.

Disclosure of your PHI will only be made with your prior written authorization and consent. Please note these exceptions:

According to New Mexico state law, I am required to disclose your PHI in the event you are a danger to yourself or others or if you are involved in or report to me the abuse or neglect of a child or elderly person.

I may be required to disclose your PHI for reasons of national security.

I may be required to disclose your PHI if I receive a subpoena.

You may revoke your authorization, in writing, at any time.

Your Rights With Regard to Your Personal Health Information:

You have the right to request restrictions on certain uses and disclosures of your PHI. Your request will be honored whenever possible. Any denial of your request will be discussed with you.

You have the right to amend your PHI.

You have the right to receive an accounting of disclosures of your PHI when it is released for reasons other than treatment, payment and healthcare operations.

You have the right to receive a paper copy of this notice.

If you have any complaint with how your PHI has been handled, or if you believe your privacy rights have been violated, you may speak directly with me, or you may file a complaint with the Secretary of the U.S. Department of Health and Human Services. Your care will not be limited and action will not be taken against you if you file a complaint.

My Legal Duties:

I am required by law to protect the privacy of your individually identifiable health information, and to provide you with this notice.

I am required to abide by the terms of this notice.

In the event that my privacy practices or duties change, I am required to advise you of any changes in writing.

Patient Intake & Confidential Health History

Full Legal Name (First, Last, Middle Initial):

*			
Preferred Name: *			
Age: *			
Date of Birth: *			
Primary Phone Number (specify Home/Work/Cell): *			
Secondary Phone Number (specify Home/Work/Cell):			
Address: *			
Email Address*: *			
*Please be aware that email is not a sec used for any medical information or cor		nication. Subse	quently, email will not be
Gender: *	Female I'd prefer not to answer	Male	Custom/Other
How would you like to be addressed? (he/him, she/her, ze, they, or something else):			
Are you: *	Single	Married	Other
Occupation(s):			
In your occupation(s), are you (check all that apply):	Full-time	Part-time	Gig Worker
Current Employer(s)/School(s):			
Emergency Contact (Name, Relationship):			
Emergency Contact's Phone: *			

		Forouz 、	Jowkar Functional Medicine
		2019 Gal	isteo St, N10, Suite D
		Santa Fe	e, New Mexico, US - 87505
What is the best phone number to			
communicate with you between office visits?	Home	Cell	Work
Is there any place you do NOT want me to leave a message?			
Would you like to receive an email newsletter with news and updates from the office of Forouz Jowkar, PA-C, Ph.D.?	🗌 Yes 🗌 No		
How did you hear about us?			
Primary Insurance Details			
NOTE: This section is optional unless	you have PPO ins	urance. We are l	not in any insurance
networks, but we can provide you with	Super Bills for yo	our visits if you a	are enrolled in a PPO plan.
Insurance Type:	Medicare CHAMPVA Other	☐ Medicaid ☐ Group Hea	Tricare champus
Plan or program name:			
ID#:			
Policy Group/FECA #:			
Payer Name:			
Primary Insured Name:			
Primary Insured Date of Birth:			
Primary Insured Relationship			

Confidential Health History Questionnaire

What are the concerns for which you are seeking care? (Primary concern first)

Concern 1: *

Date of Onset: *

Concern 2:

Date of Onset:

Concern 3:	
Date of Onset:	
Concern 4:	
Date of Onset:	
Name of Primary Care Physician:	
For what concern did you last receive health or medical care?	
What medications (prescribed or over-th currently taking?	e-counter), herbs, vitamins, supplements, etc. are you
Medications:	
Supplements/Vitamins:	
Herbs, Medicinal Teas, etc.	
Do you follow a special diet? If yes, please describe:	
Do you have any known contagious diseases at this time?	Yes No
If yes, what?	
FAMILY HISTORY	
MOTHER	
Age, if living:	
Illnesses:	
Age at Death, if applicable:	

Cause of Death, if applicable:

FATHER

Age, if living:

Illnesses:

Age at Death, if applicable:

Cause of Death, if applicable:

BROTHER(s)

Age(s), if living:

Illnesses:

Age(s) at Death, if applicable:

Cause(s) of Death, if applicable:

SISTER(s)

Age(s), if living:

Illnesses:

Age(s) at Death, if applicable:

Cause(s) of Death, if applicable:

CHILDREN

Age(s), if living:

Illnesses:

Age(s) at Death, if applicable:

Cause(s) of Death, if applicable:

PATERNAL GRANDPARENTS

Age(s), if living:

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Illnesses:			
Age(s) at Death, if applicable:			
Cause(s) of Death, if applicable:			
MATERNAL GRANDPARENTS			
Age(s), if living:			
Illnesses			
Age(s) at Death, if applicable: Cause(s) of Death, if applicable:			
Have you ever had any of the following childhood illnesses? (Check all that apply)	Scarlet Fever	Diptheria	Rheumatic Fever German Measles
Have you had any immunizations?	Yes No		
Negative reactions to immunizations?	Yes No		
If yes, explain:			

Any other past medical history?

Hospitalizations, Surgery, X-Ray and Special Studies

What hospital-based surgeries, x-rays or special studies have you had? List the name and the year for each one:

Allergies

Are you hypersensitive or allergic to foods, drugs or environmental substances? Please list:

Please answer questions below or check any of the following you have or have had in the past 6 months.

GENERAL

Height:

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Weight:	
Weight one year ago:	
Maximum (non-pregnant) weight:	
When were you at your maximum weight?	
LIFESTYLE HABITS	
Main interests and hobbies?	
Do you exercise?	Yes No
If yes, what kind and how often?	
Do you have a religious/spiritual practice?	Yes No
Are you able to average 6-8 hours of sleep?	Yes No
Do you usually feel refreshed when you wake up?	Yes No
Do you have regular contact with pets or livestock?	Yes No
If yes, what kind?	
Do you live alone?	Yes No
Do you feel safe in your living situation?	Yes No
History of Abuse?	Yes No
Major Traumas?	Yes No
Use of recreational drugs:	Yes No
Treated for drug dependence:	Yes No
DO YOU:	
Drink coffee?	Yes No
Drink black or green tea?	Yes No

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Drink cola or other sodas?	Yes No		
Add salt to your food	Yes No		
Eat refined sugar	Yes No		
Enjoy your work	Yes No		
Take vacations	Yes No		
Spend time outside	Yes No		
Watch TV?	Yes No		
If yes, how many hours per day or week?			
Watch or engage in social media/online news/online videos?	Yes No		
If yes, roughly how many hours per day?			
What time of day? Check all that apply.	☐ Morning ☐ Nighttime	Afternoon	Evening
Do you read books/print publications?	Yes No		
If yes, how often?			
Use alcoholic beverages	Yes No		
# per week:			
Treated for alcoholism	Yes No		
Use tobacco currently	Yes No		
Used tobacco in the past	Yes No		
How many years?			
How many packs or tins per day?			

REVIEW OF SYMPTOMS

SKIN

Check any of the following that you have or have had in the past 6 months.

	lashes	🗌 Eczema, Hives	🗌 Acne, Boils
	ching	Fungal Infections	Color Change
Пн	lair Loss	Dry Skin/Scalp	Lumps
		Slow healing ulcerations	Flushing or Hot Flashes

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NOSE AND SINUSES	Frequent colds	Nose bleeds	Stuffiness
	Hay fever	Sinus problems	Loss of smell
EYES AND EARS	Itchy eyes	Watery eyes	Dry eyes
	Swollen/painful	Red eyes	Impaired vision/blurriness
	eyes	Floaters in vision	
	Color blindness	Double vision	Glaucoma
	Hearing difficulty		Earaches/Infection
			_
MOUTH AND THROAT	Sore throat	Copious Saliva	Teeth Grinding
	Sore Tongue/lips	Gum problems	Hoarseness
	Gagging/Choking	Difficulty swallowing	
		Eaintness	Dizziness
HEAD/NECK	Headaches/Migraine		Swollen glands
	Goiter	Pain or stiffness	
	—	_	_
RESPIRATORY	Chest congestion	Wheezing	Asthma
	Bronchitis/Pneumonia	Emphysema a	Difficulty/Pain breathing
	Shortness of	Tuberculosis	Cough (Wet)
	breath	Cough (Dry)	Coughing blood
CARDIOVASCULAR	Heart disease	Angina/chest pain	Hlgh/Low blood pressure
	Murmurs	Blood clots	Irregular heartbeats
	Palpitations/fluttering		Swelling in legs/ankles/feet
		at rest	Large swings in blood pressure and/or heart rate
	Easy bleeding or	Anemia	Deep leg pain
CIRCULATION	bruising	Varicose veins	Cold hands/feet
		_	_
ENDOCRINE	Hypothyroid	Heat or cold intolerances	Excessive sweating
	Sweat less than	Hypoglycemia	Diabetes
	normal or not at all	Excessive thirst	Excessive hunger
	Fatigue	Seasonal	
		depression	
IMMUNE	Chronic Fatigue	Chronic infections	
	Syndrome		swollen glands
	wound		
	Joint Pain	Muscle Pain	Muscle
MUSCLES/JOINTS/BONES			spasms/cramps
	Hyperflexible joint		Sciatica
		Syndrome	Osteoporosis

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NEUROLOGICAL	Seizures	Paralysis	Muscle weakness
	Numbness or	Head pressure	Brain fog
	tingling	Easily stressed	Vertigo or
	Loss of balance	Tics	dizziness
	_	_	_
DIGESTION	Trouble swallowing	Heartburn/Acid	L Change in thirst/appetite
	Ulcer	Nausea/Vomiting	Gas/bloating
	Belching/passing	Diarrhea	Constipation
	gas	Pain or cramps	Mucous in stool
	Black/bloody stool	Hemmorrhoids	Itchy/Burning anus
	Rectal pain	Liver/gall bladder trouble	Jaundice (yellow skin)
How often do you have a bowel movement			
currently?			
currently :			
Is this a change from before?			
Consistency of Stools:	Hard	Firm	Soft
Consistency of Stools.	Loose	_	
		—	_
URINARY	Pain on urination	Increased frequency	Frequency at night
	<u> </u>		Frequent infections
	lnability to hold urine	Full bladder but no urge to urinate	
			Pain or stiffness
	Blood in urine		
MENTAL/EMOTIONAL	Mood swings	Anxiety or nervousness	Self-harm (cutting, etc.)
		Depression	Poor
	Considered/Attempted suicide		Concentration
		Other	
If you checked "Other," please describe:			
GENERAL	Poor sleep/insomnia	Dream disturbed sleep	Fatigue/Low energy
	·		Unable to recover after exertion
	Chills	Fevers	Poor Appetite
	Constant hunger	Hungry but feel ful very quickly	
	Low libido	Extremely high libido	Experience High stress
Do you experience any cravings? If yes,			
please list:			

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MALE PHYSIOLOGY ONLY:	Hernias Prostate disease	Testicular masses	 Testicular pain Discharge or sores Sexual dysfunction
Are you sexually active?	Yes No		
Sexual orientation:			
Birth control?	Yes No		
If yes, what type?			
FEMALE PHYSIOLOGY ONLY:	Irregular cycles Clotting	Bleeding between cycles Heavy or excessive flow	intercourse PMS Endometriosis
	Difficulty conceiving	Painful menses	Chronic Pelvic Pain
	Vaginal odor Abnormal PAP	Ovarian cysts	Menopausal symptoms Breast
	Nipple discharge	Sexually transmitted disease	pain/tenderness
Vaginal Discharge?			
If yes, what color?			
Age at which menses began:			
Age of last menses (if menopausal):			
Length of flow (First day of period to first day of next period):			
Date of last period?			
Are you sexually active?	Yes No		
Sexual orientation?			
Do you use birth control?	Yes No		
If yes, what type?			
Number of pregnancies:			
Number of live births:			
Number of miscarriages:			
Number of abortions:			

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Number of difficult or premature births	
Do you do breast self-exams?	Yes No
Date of last pap smear?	
Date of last mammogram?	
Could you be pregnant now?	Yes No
Any other feminine difficulties?	

Additional comments or symptoms not listed:

Please list any additional major symptoms that were not listed in this form:

By signing below, I verify that the above information is correct and true to the best of my knowledge.

PATIENT SIGNATURE: *

Date: *