

4052 Legacy Parkway Suite 200.
Lansing, MI 48911
Phone: 517-272-9700
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Visit us at www.glc.or.com

Great Lakes Center of Rheumatology



Mark Braden DO

Osteopathic Manipulative Medicine Department

Date of Appointment: _____

Arrival Time: _____ Appointment Time: _____ Provider: Dr. Mark Braden

Welcome to Great Lakes Center of Rheumatology

Our rheumatology practice aims to care for patients in a compassionate and cutting-edge style. We believe in the treatment of the entire person and our goal is to work with everyone to find the treatment plan that works for them.

This appointment was requested by another physician who is treating you and who should have already notified you of this appointment. The following points should be kept in mind to avoid delays or the need to reschedule. Visits with our physicians are by appointment only.

- **Due to the length of this packet, please arrive 20 minutes prior to your scheduled appointment time. This allows us time to process your chart. Arriving less than 20 minutes prior to your appointment will result in having to reschedule your appointment.**
- Have your attached new patient information packet COMPLETED PRIOR TO YOUR APPOINTMENT! Due to the length and detail of this paperwork, not having this completed when you arrive, will require us to reschedule your appointment.
- Bring a picture ID and all of your current insurance cards, if you do not bring your insurance cards to your new patient appointment, your appointment will be rescheduled.
- Bring copies of lab and X-ray reports with you to your appointment, if applicable.
- If your insurance changes between scheduling the appointment and your appointment date, please call our office to make sure that we accept your new insurance.
- We are frequently asked to fill out paperwork. It is office policy to meet with a patient at least 3 times before we are comfortable filling out paperwork.
- **COPAYS ARE DUE AT THE TIME OF SERVICE!** For your convenience, we accept Visa, MasterCard, and Discover. If your insurance does not cover office calls, you will be required to pay at the time of service. If you are unsure of your copay amount, please contact your insurance carrier prior to your appointment.

Contact Information

Great Lakes Center of Rheumatology

Address: 4052 Legacy Pkwy Suite 200.
Lansing, MI 48911

Phone: 517-272-9700

Fax: 517-272-9706

Website: GLCOR.com

OMM Office Hours: 7:00AM – 4:00PM Wednesday, Thursday, Friday. Closed for lunch daily
12:00PM – 1:00PM

Directions to Great Lakes Center of Rheumatology

From Ann Arbor: Take 23 North to 96 West (exit #60B on LEFT toward BRIGHTON/LANSING) to 496 towards Lansing (exit 106B). Take the Jolly Road exit (#11). See below for instructions once you exit the freeway.

From Detroit: Take 96 West to 496 towards Lansing (exit 106B). Take the Jolly Road exit (#11). See below for instructions once you exit the freeway.

From Flint: Take 69 West to 127 South (exit #89A towards LANSING/ JACKSON). Take the Jolly Road exit (#11). See below for instructions once you exit the freeway.

From Grand Rapids: Take 96 East to 496W/ US-127 N via exit 106B toward E Lansing. Take the Jolly Road exit (#11). See below for instructions once you exit the freeway.

From Kalamazoo: Take 94 East to 69 North (exit #108 toward LANSING). Merge onto 96 East via exit #72 toward DETROIT. Then merge onto 496 W/US 127 North (exit #106B) toward E Lansing to the Jolly Road Exit (#11). See below for instructions once you exit the freeway.

From St Johns: Take 27 South to 127 South. Take Jolly Road exit (#11). See below for instructions once you exit the freeway.

*** At the end of the exit ramp there will be a stop light. Turn RIGHT at the stop light. This is Dunckel Road. Follow this road around the curve. You will see a Quality Dairy on the corner of Jolly and Dunckel. Go thru the light to the street which is Legacy. Turn left on Legacy (this is the only way you can turn). Take this all the way until it ends which will be at Pine Tree. You will be looking directly at our building. Turn right onto Pine Tree and the first driveway on the left is our driveway. We are the first office that you will see.***

GLCOR
OMM Department
New Patient Packet

PATIENT REGISTRATION FORM

Date: _____ Work Related? Y / N Auto Related? Y / N If yes, injury date _____

PERSONAL INFORMATION

Name: _____ Date of Birth: _____ Social Security# _____

Address: _____ City: _____ State: _____ Zip: _____

Primary Phone: _____ Alternate Phone: _____ Email address: _____

Race: _____ Ethnicity: _____ Language: _____

RESPONSIBLE PARTY INFORMATION

Primary Insurance Company: _____ **Subscriber Name:** _____

Contract/ Policy #: _____ **Group #:** _____ **Co-pay:** _____

Subscriber relationship to patient: Self / Spouse / Parent

Gender: M / F

Subscribers Date of Birth: _____

Secondary Insurance Company: _____ **Subscriber Name:** _____

Contract/ Policy #: _____ **Group #:** _____ **Co-pay:** _____

Subscriber relationship to patient: Self / Spouse / Parent

Gender: M / F

Subscriber Date of Birth: _____

*** For Third Insurances- Please write in policy/ Subscriber information in the back of this form***

EMERGENCY CONTACT INFORMATION

Name: _____ Phone: _____ Relationship to Patient: _____

REFERRAL INFORMATION

Primary Care Physician: _____ Phone: _____

PATIENT INFORMATION RELEASE

Patient Name: _____ DOB: _____

I hereby give permission to release medical information regarding myself to the family and friends listed below:

Signature of Patient: _____ Date: _____

The following information will assist us in your care, and in any communications with you, while protecting your confidentiality. Please circle "YES" or "NO" and fill in the necessary information.

I give permission to:

- | | | | |
|-----|----|-----|---|
| YES | NO | N/A | Leave a message with test results on voicemail at my Primary Phone #. |
| YES | NO | N/A | Leave a message at my Primary Phone # requesting I call the office back. |
| YES | NO | N/A | Leave a message at my Alternative Phone # requesting I call the office back. |
| YES | NO | N/A | Fax lab results, x-ray results, or any other information regarding my condition, to my primary care physician, or the physician that Great Lakes Center of Rheumatology is referring me to. |
| YES | NO | | Fax or telephone information to and from my insurance company. This may be required, in some cases, to get the claim paid or obtain a prior authorization for medication. |
| YES | NO | | Send me a notice of a potential Research Study that I may qualify for. |

Signature of Patient: _____ Date: _____

CONSENT FOR TREATMENT:

I voluntarily consent to treatment by the medical staff of Great Lakes Center of Rheumatology as deemed necessary in their judgment. I am aware that the practice of medicine is not an exact science and that no guarantees have been made to me regarding the results of examinations, treatments or tests.

Patient or Responsible Party Signature: _____ Date: _____

HIPAA PRIVACY PRACTICES:

I agree to Great Lakes Center of Rheumatology's HIPAA and Privacy Practices. If you would like a copy of all policies, please request one at the front desk

Patient or Responsible Party Signature: _____ Date: _____

RELEASE OF INFORMATION:

I authorize the release of medical information to my primary care or referring physician, to consultants if needed, and as necessary to process insurance claims, insurance applications and prescriptions. I also authorize payment of medical benefits to Great Lakes Center of Rheumatology. I am aware that my provider may release my medical information to other providers, in order to continue my care.

Patient or Responsible Party Signature: _____ Date: _____

PAYMENT POLICY:

Medicare Patients: We are participating providers of the Medicare program. We will accept assignment on all claims. Patients are responsible for meeting their annual deductible and paying for the 20% co-payment. We do file with secondary/supplemental carriers. However, in the event that the secondary does not pay within 60 days, patient will be billed the balance.

HMO, PPO, or other Managed Care Patients: You will be responsible for paying your annual deductible and co-payments, as well as any changes for non-covered services. All copayments are due at the time of service.

Commercial Insurance Patients: If you are covered but a private or commercial plan in which our physicians are not providers, we will bill your insurance company as a courtesy, however, if your plan does not pay, you will be responsible for the entire charge. If your insurance plan does not cover office calls, you will be responsible to pay the entire amount at the time of service.

Patient co-pays are due at the time of check-in. If you do not pay your co-pay at check in you will receive a paper statement in the mail, that amount is due when received. If your payment is not received within 30 days, you will incur a \$20 late fee. If your payment is not received within 60 days, you will incur a second \$20 late fee. After 90 days of no payment you will be sent to collections and unable to be seen or scheduled with the practice. At any time, you may set up a payment plan with the office. There will be a \$5 fee for any phoned in prescription refills. It is patient responsibility to take care of all refills during appointment. Patients may schedule an appointment to receive their refills. All cancellations require 24-hour notice, the fee for not cancelling is \$25.

Patient or Responsible Party Signature: _____ Date: _____

MEDICARE PATIENTS ONLY:

This office is required to keep your signature on file authorizing us to file claims to Medicare for you and that payer if they require it for the proper consideration of a claim. Please read and sign the following statement:

I authorize any holder of medical or other information about me to release to the Social Security Administration and Health Care Financing Administration or its intermediaries any information needed for this or a related Medicare claim. I permit a copy of this authorization to be used in place of the original and request payment of medical insurance benefits either to the party who accepts assignments or to me. Regulations pertaining to Medicare assignment of benefits apply.

Signature as it appears on Medicare Card: _____ Date: _____

If you have a supplement policy and it is a MEDIGAP policy to which your Medicare Carrier automatically "crosses over", we are required to keep a separate signature on file.

I request authorized MEDIGAP benefits to be made on my behalf for any services furnished to me. I authorize any holder of medical information to release to the MEDIGAP carrier any information needed to determine these benefits or the benefits payable for related services.

Signature as it appears on MEDIGAP card: _____ Date: _____

**GLCOR
OMM Department
New Patient Packet**

Chief Complaint: _____

History of Chief Complaint:

Do you have pain? Yes No

Have you had previous episodes of this pain? Yes No

When did this episode of pain or problem begin? _____

Overall, your pain is (circle one)

Improving

About the same

Worsening

Throughout the day, your pain: (circle one)

Increases

Decreases

Stays the same

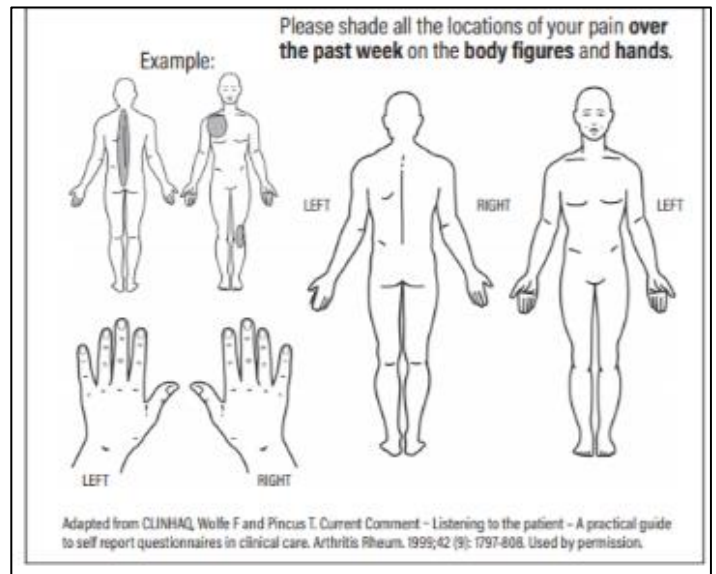
How did the current episode of pain occur? (mark all that apply)

- | | | |
|--|---|---------------------------------------|
| <input type="checkbox"/> Twisting | <input type="checkbox"/> Vehicle Accident | <input type="checkbox"/> A Fall |
| <input type="checkbox"/> Pushing/Pulling | <input type="checkbox"/> Recreational | <input type="checkbox"/> Overuse |
| <input type="checkbox"/> Bending | <input type="checkbox"/> Work Related | <input type="checkbox"/> Degenerative |
| <input type="checkbox"/> Lifting | <input type="checkbox"/> Unknown | <input type="checkbox"/> Other |

If your pain is the result of an injury, please list date of incident and describe incident:

Date of injury: _____

Description: _____



Type of pain:

- Sharp Dull Throbbing Aching Periodic Intermittent Occasional Constant

Does your pain interfere with sleep? If so when?

- Lying still Changing positions Both

List specific activities which relieve your pain:

- | | | | | | | | |
|-------------------------------------|-------------------------------------|--|-----------------------------------|-------------------------------|-------------------------------|-------------------------------|-----------------------------------|
| <input type="checkbox"/> Sitting | <input type="checkbox"/> Walking | <input type="checkbox"/> Wearing splints/orthotics | <input type="checkbox"/> Exercise | <input type="checkbox"/> Heat | <input type="checkbox"/> Cold | <input type="checkbox"/> Rest | <input type="checkbox"/> Standing |
| <input type="checkbox"/> Stretching | <input type="checkbox"/> Medication | <input type="checkbox"/> Massage | <input type="checkbox"/> Nothing | | | | |

List specific activities which increase your pain:

- | | | | | | |
|------------------------------------|---|---|---|----------------------------------|---|
| <input type="checkbox"/> Sitting | <input type="checkbox"/> Walking | <input type="checkbox"/> Reaching overhead | <input type="checkbox"/> Reaching across | <input type="checkbox"/> Yawning | <input type="checkbox"/> Household activities |
| <input type="checkbox"/> Sleeping | <input type="checkbox"/> Bending/Standing | <input type="checkbox"/> Walking up/down stairs | <input type="checkbox"/> Reaching forward | <input type="checkbox"/> Talking | |
| <input type="checkbox"/> Sports | <input type="checkbox"/> Coughing | <input type="checkbox"/> Laying Down | <input type="checkbox"/> Reaching Back | <input type="checkbox"/> Chewing | <input type="checkbox"/> Repetitive Activity |
| <input type="checkbox"/> Squatting | <input type="checkbox"/> Other: _____ | | | | |

How do you define treatment success?

- | | | |
|---|--|---|
| <input type="checkbox"/> Freedom from all pain | <input type="checkbox"/> Any amount of pain relief | <input type="checkbox"/> Doing all desired activities |
| <input type="checkbox"/> Tolerating simple activities | | |

Diagnostic Tests/ Prior Treatment

Please list prior diagnostic treatments that have been performed for this **specific** problem.

TEST BODY AREA/Approx. Date

- X-Rays _____
CT (Cat) Scan _____
Myelogram _____
MRI Scan _____
Discogram _____
Bone Scan _____
EMG/Nerve Conduction _____
Other _____

Please list practitioners you have seen for this problem along with the approximate dates:

Past Surgical History

Please list any past major surgeries or dental procedures you've had with the approximate dates:

List any previous injuries you've had and when. (motor vehicle accidents, bad falls, sports related injuries, etc)

Past Medical History:

Please list all medications and supplements that you take now. Include dosage and frequency:

Allergies:

Chronic medical problems that you are being treated for:

Type of Treatment	Improved	Made Problem Worse	No Change
Stretching Exercises.....	_____	_____	_____
Ultrasound.....	_____	_____	_____
Heat/Ice.....	_____	_____	_____
Massage.....	_____	_____	_____
Electrical Stimulation.....	_____	_____	_____
Physical Therapy.....	_____	_____	_____
Home Exercises.....	_____	_____	_____
Traction.....	_____	_____	_____
Bed Rest.....	_____	_____	_____
Chiropractic Treatment.....	_____	_____	_____
Osteopathic Treatment.....	_____	_____	_____
Injection Therapy.....	_____	_____	_____
Brace.....	_____	_____	_____
Acupuncture.....	_____	_____	_____
Anti-Inflammatory Medication.....	_____	_____	_____
Narcotic Medication.....	_____	_____	_____
Muscle Relaxant Medication.....	_____	_____	_____
Anti-Depressant Medication.....	_____	_____	_____
Surgery.....	_____	_____	_____

Social History

Did you or do you currently smoke? If so for how long? _____
Have you used smokeless/chew tobacco? How long? _____
Have you used e-cigarettes/vape pens? How long? _____

Relationship status: _____

Do you have children? If yes, please list ages _____

*Is there a religious/spiritual preference that may affect your care? _____

*In your opinion, have you experienced physical, sexual, verbal or mental/emotional abuse? _____

(*optional questions)

What is your work status? _____

Occupation? _____

Do you have work restrictions? _____

Do you use or have you used IV drugs? [] yes [] no

Do you drink alcohol? [] yes [] no If yes, how much? _____

If previous drinker, when did you quit? _____

Do you drink caffeine? [] yes [] no If yes, how much? _____

Do you drink alcohol to control pain? [] yes [] no

Do you use marijuana? [] yes [] no If yes, how often? _____

How often do you exercise or perform physical activity enough to raise your heart rate?

[] None [] 30 minutes a few days/week [] 1-2 hours/week [] 2-4 hours/week

[] More than 4 hours/ week