

Department of
Internal Medicine
University Rheumatologists
*The Rush Arthritis and
Orthopedic Institute*

1611 West Harrison Street
Suite 510
Chicago, Illinois 60612-3824

Tel 312.942.6641
Appt 312.563.2800
Fax 312.563-2075
www.rush.edu

RUSH UNIVERSITY
COLLEGE OF NURSING
RUSH MEDICAL COLLEGE
COLLEGE OF HEALTH SCIENCES
THE GRADUATE COLLEGE



Dear Patient,

Welcome to University Rheumatologists. We are located at 1611 West Harrison Street, Suite 510 of the Orthopedic Building at Rush University Medical Center. Directions have been included for your convenience. Parking is available at the garage on the corner of Paulina and Harrison Street. If you park in this garage we are able to validate your ticket for a discounted rate, please inquire at our front desk. Valet parking is also available in the front of the Orthopedic Building but not at a discounted rate.

Please arrive 15 minutes prior to your appointment time to complete the registration process. Rush University Medical Center provides interpretive services when advance notice is given. If you require an interpreter, or need to change or cancel an appointment please call us at 312-563-2800 and press 1. We request that you notify us of your change or cancellation no less than 24 hours in advance. A timely notification will permit patients that are waiting to schedule a sooner appointment. If you fail to notify us at least 24 hours prior to your appointment time, it may result in being discharged from the practice.

We want your visit with us to be a success. Therefore, we have included a checklist to help you prepare for our time together. Please bring the completed packet with you on your appointment date. This will reduce your registration time on the day of your visit.

Thank you for choosing University Rheumatologists. We look forward to seeing you and participating in your care.

Sincerely,

University Rheumatologists

New Patient Checklist

Prior to Your Visit:

- FAX Copies of medical records.** This includes physician progress notes, blood tests, x-ray reports or any other tests that might be of helpful to your doctor. Please send to Attention: NP Medical Records (Fax) 312-563-2075 or to the Address on the front of this packet. If unable to access a fax machine please bring the records with you to your visit

Bring to Your Visit:

- A list of all current medications or the actual pill bottles (names, doses, frequency)**
- Please bring your current insurance card and photo ID to each visit.
- Your co-pay (look on your insurance card for amount) will be collected upon check-in at each visit. We accept cash, check, Visa, MasterCard, American Express and Discover credit cards.
 - If you will not be using insurance, please be prepared to pay the full fee for services. A discount of 50% will be offered on the professional fee and 65% off the facility fee only if you pay in full on the same day service was provided.
- If you have a HMO/Managed care plan: Please obtain a referral prior to your visit from your primary care physician and bring it with you. The referral must be valid for the date of your appointment and should indicate the services authorized.
 - Do you need a referral or authorization?
 - Yes
 - No

Forms Attached (Please fill out and bring with you):

- Authorization for release of patient health information. This is provided in case it is needed by outside facilities to send our office records. This can also be filled out to request records from our facility (that occurred prior to or on the signature date) to be sent elsewhere.
- Authorization for Use and Disclosure of Protected Health Information for Fundraising and Related Communication (*This form is optional*).
- Multi-Dimensional Health Assessment Questionnaire: Only the last 2 pages are included (3-4). Please fill these out prior to your appointment.

New Patient Checklist

PHARMACY

Retail Pharmacy

Name _____

Phone () _____

Address/Intersection

Mail-order Pharmacy (If Applicable)

Name _____

Phone () _____

Address/Intersection

PHYSICIANS

Primary Care Physician

Name _____

Phone () _____

Address/Intersection

Physician that referred you today

Same as PCP

Name _____

Phone () _____

Address/Intersection

**RUSH UNIVERSITY MEDICAL CENTER
AUTHORIZATION FOR RELEASE OF
PATIENT HEALTH INFORMATION**

HIM ROI Authorization
Authorization for Release of
Patient Health Information



IDN13151000

Patient Name: _____

Date of Birth: _____

Medical Record #: _____

Place Patient Label

INSTRUCTIONS: This authorization is made by you for the release of your healthcare information, as indicated. Please address questions about this form to: Rush University Medical Center, ATTN: Health Information Management Office, 1611 West Harrison Street, L1, Suite 001, Chicago, IL 60612, Telephone: (312) 942-7262, Fax: (312) 942-2264.

SECTION 1: Patient Information				
Name [Last, First, MI]			Date of Birth	
Address [Street, City, State, Zip]				
Phone Number(s): Home	Cell	Business	Medical Record Number [if known]	Social Security Number (Last 4) XXX-XX- ____

SECTION 2: Authorized to Request Use or Disclosure (FROM)			
I request that my medical record information be sent FROM the person(s)/location(s) indicated below			
Name [Last, First, MI]			
Organization			
Address [Street, City, State, Zip]			
Phone Number(s): Home	Cell	Business	Fax

SECTION 3: Authorized Recipient to Receive (TO)			
I request that my medical record information be sent TO the person(s)/location(s) indicated below			
If you are requesting access to your own medical record , please fill in your own personal information.			
Name [Last, First, MI]			
Organization			
Address [Street, City, State, Zip]			
Phone Number(s): Home	Cell	Business	Fax

SECTION 4: Purpose of the Use or Disclosure
The use or disclosure of my health information is requested for the following purposes (such as continuing care, attorney, self, employer, other):

SECTION 5: Information to be Disclosed	
The following type of information is authorized for release [initial next to each type] for the period of _____ to _____	
<input type="checkbox"/> General Medical _____	<input type="checkbox"/> Substance Abuse _____
<input type="checkbox"/> HIV Records _____	<input type="checkbox"/> Mental Health and Developmental Disability Treatment Records _____
<input type="checkbox"/> Genetic Testing Records _____	<input type="checkbox"/> Other _____

**RUSH UNIVERSITY MEDICAL CENTER
AUTHORIZATION FOR RELEASE OF
PATIENT HEALTH INFORMATION**

Patient Name: _____

Date of Birth: _____

Medical Record #: _____

Place Patient Label

SECTION 6: Disclosure to Include

This disclosure will include the following types of reports:

<input type="checkbox"/> X-Ray/Radiology Report	<input type="checkbox"/> Operative Report	<input type="checkbox"/> History and Physical	<input type="checkbox"/> Pathology Report
<input type="checkbox"/> Emergency Report	<input type="checkbox"/> Consulting Report	<input type="checkbox"/> Immunization Record	<input type="checkbox"/> Itemized Bill
<input type="checkbox"/> Progress/Physician Notes	<input type="checkbox"/> Discharge Summary	<input type="checkbox"/> EKG/EEG/EMG Report	
<input type="checkbox"/> Films/Slides	<input type="checkbox"/> Other: _____		
<input type="checkbox"/> Laboratory Report			

SECTION 7: Authorization Expiration Date

This authorization is approved for:

This occurrence only 60 days from the date of signature

On occurrence of the following event (which must relate to the individual or to the purpose of the use/or disclosure being authorized):

SECTION 8: Please read the following statements carefully:

This authorization is voluntary. Rush will not condition your treatment on giving this authorization. However, Rush may condition the provision of research-related treatment on the provision of an authorization.

I understand that I may change my mind and revoke this authorization at any time by giving written notice of my revocation to the contact office listed above. I understand that revocation of this authorization will not affect action you took in reliance in this authorization before you received my written notice of revocation.

I authorize the use and/or disclosure of my Protected Health Information (PHI) as described above. I understand that this authorization is voluntary and made to confirm my decision so Rush may use and/or disclose my PHI for a specific purpose. I understand that, if the persons or organizations I authorized above to receive and/or use the PHI described above are subject to federal health information privacy laws, they may further disclose the PHI and it may no longer be protected by federal health information privacy laws. However, any mental health, substance abuse, genetic testing, or HIV/AIDS information disclosed by Rush pursuant to the authorization may not be further disclosed except pursuant to my authorization.

I have had full opportunity to read and consider the contents of this authorization, and I confirm that the contents are consistent with my direction to you. I understand that, by signing this form, I am confirming my authorization that you may use and/or disclose to the persons and/or organizations named in this form the PHI described in this form.

SECTION 9: Signature

Patient Signature	Date
Personal Representative Name [Last, First, MI]	Personal Representative Phone Number
Personal Representative Relationship to Patient and Authority:	
Personal Representative Signature	Date
Witness Name [Last, First, MI] [Required for the release of mental health information]	Date
Witness Signature	Date

SECTION 10: Verification of Authority

How is the person's identity, authority, and relationship to the patient authorized?

<input type="checkbox"/> Personal Identification _____	<input type="checkbox"/> Personal representative status (identify as parent, guardian, executor, administrator, power of attorney) _____
<input type="checkbox"/> Government credentials _____	
<input type="checkbox"/> Authority is known _____	<input type="checkbox"/> Warrant, subpoena, order, summons, civil investigation, or other legal process _____

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Authorization for Use and Disclosure of Protected Health Information for Communications and Fundraising Opportunities

Patient's Name _____
Street Address _____
City/State/Zip _____
Phone _____ Birth Date: _____
E-mail _____
Physician/Practice _____

I authorize Rush University Medical Center (RUMC) to use and disclose the name of my physician and the name of the department in which I was treated. Information regarding my medical condition, diagnosis or treatment will not be disclosed.

I understand that this authorization will permit RUMC to provide me with relevant information on health care issues and programs through newsletters, publications, and other materials. In addition, I understand I may be contacted about opportunities to provide charitable support to RUMC in the areas pertaining to my personal health concerns.

RUMC fully supports the protection of health information. My name will not appear on any patient list that will be loaned or sold by RUMC or its medical practices nor will my name be used for telemarketing purposes.

My authorization is voluntary. My failure to sign this authorization will not affect my treatment, payment or eligibility for benefits in any way.

This authorization is valid until revoked. I may revoke this authorization at any time by submitting a request in writing to Rush University Medical Center, Philanthropy Office, 1700 W. Van Buren, Chicago, IL 60612. The revocation will be effective except to the extent that RUMC has already relied on my authorization.

Signature (patient or authorized representative)

Date

For office use only:

EPIC MR# _____

Approved by the Rush Privacy Office September 2011

19. Please write below all pills that you took over the last TWO WEEKS, with or without a prescription. Include aspirin, birth control pills, pain pills, alternative therapy, health supplements, pills sold in health food stores:

NAME OF DRUG, MEDICINE OR ALTERNATIVE THERAPY	DOSE (if known)	How Many per day or week?	NAME OF DRUG, MEDICINE OR ALTERNATIVE THERAPY	DOSE (if known)	How Many Per day or week?
1. _____	_____	_____	7. _____	_____	_____
2. _____	_____	_____	8. _____	_____	_____
3. _____	_____	_____	9. _____	_____	_____
4. _____	_____	_____	10. _____	_____	_____
5. _____	_____	_____	11. _____	_____	_____
6. _____	_____	_____	12. _____	_____	_____

20. What is your current occupation? (If you are not working now, what was your past occupation?)

22. How many other people live at home with you? _____

[Please check (✓) who lives with you.]
 ___ Spouse/partner ___ Parents ___ Sons or daughters
 ___ I live alone ___ Others (describe) _____

21. At this time, are you?[Please check(✓)all that apply.]

- Working full time Retired
- Working part time Student
- Homemaker-full time Disabled
- Seeking work Other (describe) _____

23. How many years of school have you completed?

Please circle the number of years of school:
 1 2 3 4 5 6 7 8 9 10
 11 12 13 14 15 16 17 18 19 20

24. Please write your weight: _____lbs. height: _____in.

Your Name FIRST _____ MIDDLE _____ LAST _____ Today's Date _____ Time of Day _____ AM/PM

Street Address _____ City _____ State _____ Zip _____

Telephone (____) _____ Area Code _____ Number _____ Social Security # _____ For Identification Purposes Only Date of Birth _____

SEX: Female Male ETHNIC Asian Hispanic Other MARITAL STATUS: Single Married Divorced
 Widowed Separated
 GROUP: Black White

Please check if this questionnaire is completed entirely by patient OR with help from (name) _____

WE ASK YOU FOR CONSENT TO REVIEW YOUR RECORDS FOR MEDICAL RESEARCH AND TO CONTACT YOU IN THE FUTURE. YOUR CARE WILL NOT BE AFFECTED IF YOU ANSWER "NO."

I agree to allow information from my medical record to be reviewed for medical research by selected colleagues of my doctor, and for you to send me similar questionnaires in the future, which I am not required to answer. I understand that this information will remain confidential with my doctor and his or her research associates only. Please check (✓) in **one** box. Thank you!

YES NO Signature _____ Date _____

I understand and agree that my doctor may share this information with colleagues at other medical research centers, in order to learn more about best treatments for my condition. Please check (✓) in **one** box. Thank you!

YES NO Signature _____ Date _____

Please list the name and telephone number of your primary care physician:

Name _____ Telephone _____

Please list the name of your rheumatologist and insurance center:

Rheumatologist _____ Insurance _____

Please list the name, address, and telephone number of someone who lives at a different address from you, and who will be likely to know your whereabouts if we are unable to reach you:

Name _____ Address _____
 City, State ZIP _____ Telephone _____ Relationship _____

FOR OFFICE USE ONLY: I have reviewed and recorded relevant questionnaire responses.
 Date: _____ Signature _____