

Patricia StandTal Clarke, MD, DMin

SheDoc.com

Welcome...

Welcome to SheDoc Integrative Family Practice! We are a Primary Care Medical Home, eager for you to be healthy and happy to your full potential. Firstly, we want you to register with our virtual office called **Patient Ally**. ([Register for Appointment button](#)). Patient Ally will be an important part of your care: scheduling appointments, finding resources, contacting our office, for example. Don't worry, those who do not have a computer are accommodated as well.

It is important for all new patients to be thoroughly evaluated. To prepare for your initial visit, please complete the Patient Ally registration. Once you receive our New Patient packet, please fill out all of the forms. We need a list of all the medications (including supplements) you take, along with the dose and how often you take them. We also need to know the name and fax number of all the medical providers you have seen in the last 3 years.

Your initial appointment will be a detailed Medical History with Dr. Clarke. Most people are impressed by how thorough and welcoming she is. Our clinic feels like a second home. We want you to know you have found a place you can trust. Your second appointment in about a week will include a Head-To-Toe (HTT) physical exam. More comprehensive than you will ever remember. She will order appropriate lab work, radiology, and studies specifically for you. In two weeks, you will return to learn what she found and to design a plan for your acute, chronic, and wellness needs. Once the labs are back, she can refill appropriate medications.

Now that you are a patient of ours, you need never to go to urgent care or the emergency room for primary care again. If you wake up ill, you will be seen that day. Chronic issues will be followed by a mutually designed plan. You will find effective support and lots of new resources to improve on your daily path to health and wellness. We look forward to meeting your healthcare needs.

Practice Policies:

1. Complete honesty is expected. In return complete confidentiality is given, to the extent the law and insurance companies permit.
2. We ask that you be prompt in arriving for your scheduled appointments. We do our best to closely adhere to your appointment time as we understand how valuable your time is as well. Patients that arrive late may be asked to reschedule. If you need to cancel an appointment, please call us at least **forty-eight hours** in advance, **not including weekends**. We need time to schedule other patients with urgent needs, otherwise you will be charged a **fifty-dollar (\$50)** service fee. A Monday appointment requires a Thursday cancellation, **not Saturday**.

3. It is **YOUR** responsibility to know the rules of your particular insurance policy including co-pay, deductible, specific lab requirements, pre-authorization expectations, etc. We do not have access to the details of your policy; it is a matter solely between you and the company. Payment is expected at the time of service. We do offer a service to our patients by billing your insurance, but it is essential that the insurance information you provide us is accurate and up to date. Please be aware that you are financially responsible for any balance not covered by your insurance and all co-pays. We accept cash, check, HSA/FSA cards, and most major credit cards. **All bills are considered past due after 30 days of service at which time a 2.5% monthly interest will begin. Should it become necessary to initiate 3rd party Collection Proceedings for unpaid account balances, 33.3 percent of your balance and any attorney costs will be added to your total amount due.** Our Billing Service can answer questions regarding your billing statements, and in some cases, establish payment plans with you.

4. Treatment plans are a cooperative venture between patient and physician. Medicine is an imperfect science and ultimately, we are each responsible for our own personal emotional, spiritual, and physical health. Mutual cooperation is the cornerstone of this practice; therefore, your input is essential in our work together, as well as your follow through. **We are a Primary Care Practice including telemed service. In order to evaluate the continued appropriateness of a medicine, you will need to make an appointment for medicine refills.**

5. Over-the-counter supplements, herbs, and compounding medicines are not FDA regulated. That means most have contaminants and can be very detrimental to your health. It is the policy of this practice to recommend only “pharmaceutical grade” nutritional medicines. Your choice to utilize other medicines which may hold heavy metals, interact with other medicines or foods, is your sole responsibility.

I/we have received, read and understand the Notice of Privacy Practices for SHEDOC, PLLC. By my signature below I/we consent to treatment of myself/ my minor child by SheDoc, PLLC. I authorize the release of any medical or other information necessary for treatment, or for Public Health, and payment of government or third-party benefits to SheDoc, PLLC or her agents. I authorize payment of medical benefits directly to SheDoc, PLLC or her agents. I understand I am responsible for what my insurance company does not cover. In the event action is brought hereof, SheDoc, PLLC shall be entitled to recover collection fees, all court costs, and attorney fees. If this account is referred for collection, I / we agree to pay collection fees in addition to the balance owed.

Signature: _____

Print name: _____

Date: ____/____/____