

EUGENE RHEUMATOLOGY
*** SIMONA BRAUN MD * SARAH CASSELL MD ***
*** SHIRREE EBERHART PA ***

132 East Broadway, Suite 830
Eugene, Oregon 97401
Phone: 541-687-0816
FAX: 541-687-1086

****PATIENT INFORMATION****

Name: _____ Date Of Birth: _____
Social Security Number: _____ Driver License#: _____
Mailing Address: _____ City, State ZIP: _____
Home Phone#: _____ Cell #: _____
Employer: _____ Work #: _____
Spouse: _____ Cell #: _____
Employer: _____ Work #: _____
Emergency Contact: _____ Ph# _____ Relationship: _____
***who referred you to our office:** _____ Relationship: _____
Phone: _____ FAX #: _____
Primary Care Physician: _____ Ph #: _____ FAX#: _____

.....
I, the undersigned, do hereby authorize payment directly to EUGENE RHEUMATOLOGY for all medical services rendered. I shall be personally responsible for any balance due to the doctor not covered by my insurance. I hereby authorize the release of any medical information necessary to process all claims.

X _____
PATIENT or Guardian Signature Date

******INSURANCE INFO******

Primary Ins: _____ **Secondary Ins:** _____

132 East Broadway, Suite 830
Eugene, Oregon 97401
Phone (541) 687-0816
Fax (541) 687-1086

Cancellation policy / No Show Policy for Appointments / Administrative Charges
EFFECTIVE JANUARY 1, 2020, amended June 10, 2022

Our goal is to provide quality medical care in a timely manner. In order to do so we have had to implement an appointment/cancellation policy.

1: Cancellation/No Show Policy for Appointments

We understand that there are times when you must miss an appointment due to emergencies or obligations for work or family. However, when you do not call to cancel an appointment, you may be preventing another patient from getting much needed treatment. Also, the situation may arise where another patient fails to cancel and we are unable to schedule you for a needed visit, due to a seemingly “full” appointment book.

A “No Show” patient is someone who misses an appointment without canceling it **48 business hours** in advance. No shows delay needed care for other patients.

2: How to Cancel Your Appointment

If it is necessary to cancel your scheduled appointment, we require that you call two working days in advance. Appointments are high in demand and your early cancellation will give another person the possibility to have access to timely medical care.

To cancel an appointment, please call our office 8:00am through 4:00 pm at (541)-687-0816, **press option 8 for appointments with Sarah Cassell, MD or Shirree Eberhart, PA, press option 7, for appointments with Simona Braun, MD. Alternatively, press option 1 to speak with the front office.** Please have your calendar ready so that we can give you the next available appointment date.

3: Late Arrivals

We understand that delays can happen, however, we must try to keep other patient and doctors on time. If you are running late, please notify the office.

If you are 15 minutes past your scheduled appointment time, we may have to reschedule your appointment.

4: Fees for Administrative Services

No Show Fee: \$50.00	Medical Records: \$5.00 One Time Fee (up to 10 pages)
	\$35.00 Annual Fee
Returned Check Fee: \$25.00	\$5.00 for disc of x-rays images

Please be aware that we are unable to continue to care for patients who frequently NO SHOW or come late to appointments.

I have read and agree to comply with the above cancellation, no show and administrative fee policies.

PRINT PATIENT NAME: _____

SIGNATURE/PATIENT/GUARDIAN: _____ DATE _____

NAME: _____ DOB _____

Date Updated: _____

Updates: _____

Current Primary Care Provider: _____ Phone: _____

Emergency Contact Name: _____ Phone: _____

Consent to Leave Messages / Share Information with Others

I understand that my health information is protected. I understand that, for Eugene Rheumatology to leave detailed messages containing specific medical information on my voicemail or answering machine, I need to grant permission for Eugene Rheumatology to do so.

Consent for Leaving Messages:

___ YES, I give my permission for messages to be left on my PRIMARY phone number above and/or Alternative# below:

Alternative # _____

Regarding the following (mark all that apply):

___ Appointment reminders and/or changes

___ Accounts Payment/Balances

___ Cost Estimates

___ Needed Treatment / Completed Treatment

___ Diagnostic Test Results

___ Prescription Information

___ NO, I prefer not to have voicemail messages from the clinic

Consent for Shared Information with Others:

Under the HIPAA Privacy Law, we are permitted and we may make a professional judgement that certain disclosures are in your best interests even without this signature. I understand that information is limited to verbal discussions and that no paper copies of my protected healthcare information will be provided without my signature on a Release of Information Form.

The name(s) listed below are family members or friends to whom I grant permission for Eugene Rheumatology to verbally discuss my care using their best judgement and grant them permission to disclose medical information that is relevant to my care or relevant for payment.

___ Yes ___ No

Name	Relationship	Phone Number

YES, Regarding the following (mark all the apply):

___ Appointment reminders and/or changes

___ Accounts Payment/Balances

___ Cost Estimates

___ Needed Treatment / Completed Treatment

___ Diagnostic Test Results

___ Prescription Information

It will be my responsibility to keep this information up to date, as I recognize that relationships and friendships may change over time. This consent will be considered valid until such time that I revoke it in writing. I reserve the right to revoke it at any time.

Printed Name (Patient/Guardian)

Signature (Patient/Guardian)

Date

FREQUENTLY ASKED QUESTIONS

Due to COVID-19

Please wear facemask in office
and patient only allowed in
office

What should I expect at my first visit?

The first visit will be a fact-finding visit. Our doctors will try to gather as much information as possible about you so that a precise diagnosis can be made. This usually includes a review of old records, a complete history, and physical examination and labs and x-rays as indicated.

What if I need to reschedule?

Please call at least 48 hours prior to your appointment to reschedule. If less or if you do not show up to your appointment, we may be unable to reschedule your appointment.

Will you bill my insurance and how should I plan on paying?

Yes, we are glad to bill your insurance for you. Please come prepared to pay any insurance **co-pay** at the time of service. If you have a **significant deductible** with your insurance policy, please contact our office *prior* to your appointment to make payment arrangements. Note: In order to make your first visit go smoothly, if we don't hear from you, expect a call from our office manager.

How long will the first visit take?

You should plan on spending about 2+ hours for your first visit. You will be interviewed by the staff and your doctor. X-rays and lab work may be required. These are all done within our office.

Do I need to be fasting?

NO. For the lab tests there is no need for you to fast.

Should I stop my medications when I come in so the doctor can see how bad I am?

NO. Unless you are told differently, you should continue taking your current medications as ordered by your doctor.

Do I need to bring ALL of my medications with me?

YES. It is **VERY** important that you bring ALL of your medications with you so we can see exactly what you are taking currently. It is best if you bring the bottles with the labels on them. It is not necessary for you to bring previous medication no longer used.

Does that include HERBALS and over the counter drugs?

YES. Please bring your vitamins, calcium, herbals, and any other medications that you take on a regular basis, and the ones you may only take on occasionally. Bring them in the bottles with the labels on them.

Can I bring family or friends?

YES. However, it is advisable to *leave young children at home*, as they will not be allowed in the exam room with the patient for their protection and the appointment can be very long.

What else can I do to make my first visit easy?

We will provide a gown for your physical examination; you may want to choose clothing that is easy to put on and take off. Please wear a limited amount of jewelry so as not to interfere with x-rays. We will want to evaluate any rashes. Limited make-up is best.

Thank you, we look forward to caring for you.

SEE BACK PAGE FOR DIRECTIONS

Our office is located within the 8-story **THE MINER BUILDING (large black awning)** in the middle of the block the entrance is to the east of the **blue mailboxes** and "**The Passion Flower**", on the south side of East Broadway between Oak St and Pearl St.

PARKING: There is street metered-parking **and** a self-pay diamond lot (at the corner of Pearl & Broadway), however we do validate if you park within the **CITY PARKING on Oak Street**, if possible we suggest you park there as your first appointment will be over an hour long. If you have a **handicapped placard**, you are able to park at any meter over 30 min. without paying the meter or worrying about how long you are parked.

DIRECTIONS

From West of Eugene

As you come into Eugene on **OR-126**, which becomes West 11th, turn right onto **Garfield Street**. Get in the far left hand lane and **turn left on 13th**. Continue on 13th and turn left on **Oak Street**, after you go thru the light at W. 11th - for parking stay in your left hand lane after you go through the light at 10th street on the left you will see the yellow awning for the Ballet Fantastique then the entrance for the **CITY PARKING, light blue P sign** (we will **validate** your parking ticket if you park within this structure). If you choose to park there, take the elevator to the street level then walking down Oak Street the direction of the traffic to the corner of Oak and East Broadway cross Oak going East we are located within the **THE MINER BUILDING** (the third building on the South side of East Broadway with DOUBLE etched glass DOORS with a large M on them, look for the **blue mailboxes**). Take the elevator to the 8th floor and you will find us at the end of the hall in Suite 830.

From East of Eugene

Take I-105 West toward Eugene; take the "**Downtown/City Center**" exit stay left of the "Y". This exit takes you to the Ferry Street Bridge. Continue across the bridge and take the **8th Ave/City Center** exit going to the right onto 8th Avenue then turn left onto **Pearl Street**, you will pass Broadway to go to the Parking Structure, go up to 11th turn right go one block turn right onto **Oak Street** for parking stay in your left hand lane after you go through the light at 10th street see on the left you will see the yellow awning for the Ballet Fantastique then the entrance for the **CITY PARKING, light blue P sign**, (we will **validate** your parking ticket if you park within **this structure**). If you choose to park there, take the elevator to the street level then walking down Oak Street the direction of the traffic to the corner of Oak and East Broadway cross Oak going East we are located within the **THE MINER BUILDING** (the third building on the South side of East Broadway with DOUBLE etched glass DOORS with a large M on them, look for the the **blue mailboxes sign**). Take the elevator to the 8th floor and you will find us at the end of the hall in Suite 830.

From South of Eugene

From I-5 traveling North take the **EXIT 192, Hwy OR99/OR126 BR W** toward Eugene, which merges into Franklin Blvd, which becomes **E Broadway** after approximately 2 miles staying to the left. Turn Left onto Pearl Street, up two blocks turn right on **11th Street**, then turn right onto **Oak Street** stay in your left hand lane a after you go through the light at 10th street on the left you will see the yellow awning for the Ballet Fantastique then the entrance for the **CITY PARKING, light blue P sign**, we will **validate** your parking ticket if you park within this structure). If you choose to park there, take the elevator to the street level then walking down Oak Street the direction of the traffic to the corner of Oak and East Broadway cross Oak going East we are located within the **THE MINER BUILDING** (the third building on the South side of East Broadway with DOUBLE etched glass DOORS with a large M on them, look for the **blue mailboxes**). Take the elevator to the 8th floor and you will find us at the end of the hall in Suite 830.

From North of Eugene

From I-5 traveling South take **Exit 194B-to I-105**. From I-105 take the "**Downtown/U of O**"EXIT 2, stay left of the "Y"exit ramp. This exit takes you to the Ferry Street Bridge. Continue across the bridge and take the **8th Ave/City Center** exit going to the right onto 8th Avenue then turn left onto **Pearl Street**, you will pass Broadway to go to the Parking Structure, go up to 11th turn right, go one block turn right onto **Oak Street** for Parking stay in your left hand lane after you go through the light at 10th street on the left you will see the yellow awning for the Ballet Fantastique then the entrance for the **CITY PARKING, light blue P sign**, (we will **validate** your parking ticket if you park within this structure). If you choose to park there, take the elevator to the street level then walking down Oak Street the direction of the traffic to the corner of Oak and East Broadway cross Oak going East we are located within the **THE MINER BUILDING** (the third building on the South side of East Broadway with DOUBLE etched glass DOORS with a large M on them, look for the **blue mailboxes**). Take the elevator to the 8th floor and you will find us at the end of the hall in Suite 830.

If you have any additional questions or concerns please feel free to contact us. We look forward to seeing you and assisting you in anyway we can.

132 E Broadway, Eugene, OR 97401

Location: 44.04963, -123.090643

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132 East Broadway ste 830
Eugene OR 97401

