



**DaVita Kidney Specialists of Fredericksburg**

609 Jefferson Davis Highway, Suite #201

Fredericksburg, VA 22401

Phone: 540-899-3107 | Fax: 540-899-3183

[www.dksoffredericksburg.com](http://www.dksoffredericksburg.com)

Dear Patient,

*Welcome to our practice!*

We are both privileged and honored to be partnering with you for your kidney care. A DaVita Kidney Specialists of Fredericksburg, our mission is deliver state-of-the-art patient care while focusing on individual health needs. We look forward to working closely with you and your primary care provider to offer state of the art kidney care.

In the enclosed information, you will find a practice overview, a medical history questionnaire, and practice policies that you may find helpful.

We look forward to serving your medical needs. In the interim, please do not hesitate to call the office with any questions that may arise.

Warm regards,

DaVita Kidney Specialists of Fredericksburg



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## Practice Overview

### Important Reminders

Please bring to EVERY appointment:

- Your photo ID and current insurance card(s),
- A complete list of your current medications (or medication bottles) including dose, route and frequency information and, pharmacy name and phone number
- Primary Care & Other Physician names and addresses
- Co-pays and balance payments (cash, check, VISA, MC accepted).

### Office Hours

DaVita Kidney Specialists of Fredericksburg is open Monday-Thursday, 8:00am – 4:30pm and Friday, 8:00am to 12:00pm.

Our physicians and staff make every effort to return non urgent calls within 24 hours, Monday – Friday. Urgent calls or requests will be returned within 24 business hours. If it is an emergency, we request that you go to the nearest Urgent Care Facility or hospital Emergency Room.

### Laboratory Orders & Policy

If your physician orders lab work, you will receive an order at your appointment. The order will list any lab studies that need to be done *prior* to your appointment. Please take the order to a lab/clinic of your choice **5-7 days prior** to your appointment to ensure the results have been faxed to us. Your physician will review the results with you at your appointment. Should an appointment not be required, the physician or staff will call you. If orders are lost or misplaced we'd be happy to send you a duplicate or fax them directly to the lab. Please note we are **unable** to create, fax or send any orders outside of normal business hours.

### Cancel/No Show Policy

Coming to your scheduled appointments is very important to your health. Additionally, no-shows and late cancellations inconvenience your fellow patients who otherwise may have been able to use that appointment time. As such, we reserve the right to charge you a fee for missed appointments and any cancellations/reschedules *without 24 hour advance notice*. Patients who do not show up for their appointment without a call to cancel an office appointment will be considered as **NO SHOW**. Patients who No-Show two (2) or more times in a 12 month period, may be dismissed from the practice at the discretion of the provider.

### Medication Refill Policy

We ask our patients to monitor their prescription medication closely, and to assess supplies before each office visit. We request that patients get their medications refilled at the time of their appointments or call their pharmacy several days in advance of running out of medication. We will review and respond to all medication refill requests within 2 business days. However, certain classes of medications, such as pain medicines (narcotics), may require a visit to the office. Our on call providers will **not** refill any narcotic prescription written/ordered by another provider.

### Reminder calls and mailings

As a courtesy to all of our patients, we provide automated reminder calls to all of our patients starting 2 days prior to the scheduled appointment. Please notify one of the office teammates at check-in if you would like to opt out of our automated reminder call system.

DaVita Kidney Specialists of Fredericksburg is dedicated to our patients' health and satisfaction. To help us ensure we are meeting our patients personal and health needs, we send Patient Satisfaction Surveys to all of our patients twice a year. Please notify one of our office teammates if you would like to opt out of receiving them.

### Practice Website and Patient Portal

We encourage our patients to visit our website, <https://www.dksoffredericksburg.com>, 24 hours a day 7 days a week for patient educational materials, physician bios, pay your bill, and much more.

We also encourage our patients to take an active role in their health care by using our patient portal at <https://www.healthcompanion.com/falcon>. Please contact an office teammate to get your PIN number today.



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Patient Information					
Last Name		First Name		MI	Date Of Birth
Address		City		State	Zip
<b>Please Check Primary Phone</b>	Home Phone <input type="checkbox"/>	Work Phone <input type="checkbox"/>	Cell Phone <input type="checkbox"/>		
E-mail Address		Gender <input type="checkbox"/> M <input type="checkbox"/> F	SSN - -	Preferred Language	
<b>Marital Status</b> <input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Divorced <input type="checkbox"/> Separated <input type="checkbox"/> Widowed <input type="checkbox"/> Life Partner		<b>Preferred Contact</b> <input type="checkbox"/> Home Phone <input type="checkbox"/> Work Phone <input type="checkbox"/> Cell Phone <input type="checkbox"/> <b>Opt out</b> of Reminder Calls <input type="checkbox"/> <b>Opt out</b> of Patient Satisfaction Mailings		<b>Ethnicity</b> <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Non-Hispanic <input type="checkbox"/> Filipino <input type="checkbox"/> Other <input type="checkbox"/> Decline	
<b>Race</b> <input type="checkbox"/> American Indian <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> White <input type="checkbox"/> Other <input type="checkbox"/> Decline		Primary Care Provider		Referring Provider	
Primary Insurance Information					
Insurance Company			ID#	Group #	
Policy Holder Information <span style="float: right;"><input type="checkbox"/> Same As Patient</span>					
Insured Full Name		Date of Birth	Subscriber's SSN - -		Effective Date
Relationship to Patient					
Secondary Insurance Information					
Insurance Company			ID#	Group #	
Policy Holder Information <span style="float: right;"><input type="checkbox"/> Same As Patient</span>					
Insured Full Name		Date of Birth	Subscriber's SSN - -		Effective Date
Relationship to Patient					
Emergency Contact					
First Name		Last Name		MI	Date of Birth
Address		City		State	Zip
<b>Please Check Primary Phone</b>	Home Phone <input type="checkbox"/>	Work Phone <input type="checkbox"/>	Cell Phone <input type="checkbox"/>		
<p>The above information is true to the best of my knowledge. I authorize my insurance benefits be paid directly to the physician. I understand that I am financially responsible for any balance. I also authorize DaVita Kidney Specialists of Fredericksburg or insurance company to release any information required to process my claims.</p>					
<b>Patient signature</b>				<b>Date</b>	



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Patient Name \_\_\_\_\_

Pharmacy Information			
Preferred Pharmacy		Secondary Pharmacy	
Name		Name	
Address		Address	
Phone		Phone	
Fax		Fax	
Medications – List all medications you take, prescriptions and non-prescription, and the dosage			
<input type="checkbox"/> I do not take any medications			
Medication Name	Dosage	Medication Name	Dosage
Allergies – List all know allergies			
<input type="checkbox"/> No Known Allergies			
Medical History – Check (✓) if you have ever experienced the following conditions			
<input type="checkbox"/> None	<input type="checkbox"/> Deep Venous Thrombosis	<input type="checkbox"/> Kidney Stones	
<input type="checkbox"/> Anemia	<input type="checkbox"/> Eye Disease	<input type="checkbox"/> Neuromuscular Disease	
<input type="checkbox"/> Asthma	<input type="checkbox"/> GI Disorders	<input type="checkbox"/> Neuropathy	
<input type="checkbox"/> Bleeding Problems	<input type="checkbox"/> Gout	<input type="checkbox"/> Peripheral Vascular Disease	
<input type="checkbox"/> Broken Bones	<input type="checkbox"/> Hearing Problems	<input type="checkbox"/> Retinopathy	
<input type="checkbox"/> Coronary Artery Disease	<input type="checkbox"/> Heart Disease	<input type="checkbox"/> Sleep Apnea	
<input type="checkbox"/> Cancer – Type _____	<input type="checkbox"/> Hepatitis – Type _____	<input type="checkbox"/> Stroke	
<input type="checkbox"/> Congestive Heart Failure	<input type="checkbox"/> High Blood Pressure	<input type="checkbox"/> Thyroid	
<input type="checkbox"/> Depression	<input type="checkbox"/> Hyperlipidemia	<input type="checkbox"/> UTI's	
<input type="checkbox"/> Diabetes	<input type="checkbox"/> Kidney Disease	<input type="checkbox"/> Other _____	



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Patient Name \_\_\_\_\_

<b>Surgical History - Check (✓) if you have received the following procedures, and year performed</b>			
Surgical Procedure	Year	Surgical Procedure	Year
<input type="checkbox"/> None		<input type="checkbox"/> Hernia Repair	
<input type="checkbox"/> Angioplasty		<input type="checkbox"/> Hip Replacement	
<input type="checkbox"/> Angioplasty w/Stent		<input type="checkbox"/> Knee Replacement	
<input type="checkbox"/> Appendectomy		<input type="checkbox"/> LASIK	
<input type="checkbox"/> Arthroscopy Knee		<input type="checkbox"/> Liver Biopsy	
<input type="checkbox"/> Back Surgery		<input type="checkbox"/> Kidney Biopsy	
<input type="checkbox"/> CABG (Heart Bypass)		<input type="checkbox"/> Pacemaker	
<input type="checkbox"/> Carpal Tunnel Release		<input type="checkbox"/> Small Bowel Resection	
<input type="checkbox"/> Cataract Extraction		<input type="checkbox"/> Thyroidectomy	
<input type="checkbox"/> Cholecystectomy		<input type="checkbox"/> Tonsillectomy	
<input type="checkbox"/> Colostomy		<input type="checkbox"/> Other _____	
<input type="checkbox"/> Gastric Bypass		<input type="checkbox"/> Other _____	
<b>Hospitalizations</b>			
Type of hospitalization & reason	Hospital		Year
<b>Immunization History - Check (✓) if you have received the following</b>			
Immunization	Date/Year		
<input type="checkbox"/> Influenza			
<input type="checkbox"/> Pneumonia			
<input type="checkbox"/> Hepatitis			
<input type="checkbox"/> Tetanus			
<input type="checkbox"/> Chickenpox			
<input type="checkbox"/> MMR (Measles, Mumps, Rubella)			
<b>Personal and Social History</b>			
Personal	What is your Occupation?		
	Who do you live with? <input type="checkbox"/> Alone <input type="checkbox"/> Spouse <input type="checkbox"/> Partner <input type="checkbox"/> Child(ren) <input type="checkbox"/> Other _____		
Children	Do you have Children? <input type="checkbox"/> Yes <input type="checkbox"/> No      Number of Sons _____ Daughters _____		





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**PERMISSION TO DISCUSS HEALTH INFORMATION WITH OTHER INDIVIDUALS**

**Purpose:** The purpose of this document is to provide permission for DaVita Kidney Specialists of Fredericksburg to discuss your healthcare with the other people listed on the form as it relates to their involvement in your care. You must provide the names, relationships and numbers of those individuals you wish to be on the form and you can update or revoke it at any time. If you wish for us not to speak with any individuals, please do not complete the form.

**Instructions:**

1. Write the name of the family members or other individuals who are involved in the patient's health care, and have the patient or the patient's Personal Representative sign and date the form.
2. If the patient's Personal Representative is signing the form on behalf of the patient, the Personal Representative must also sign and date the acknowledgement that he or she has the legal authority to do so.

**1. Individuals to whom DaVita Kidney Specialists of Fredericksburg may disclose my PHI for coordination of care purposes**

**DO YOU WANT TO DESIGNATE A FAMILY MEMBER OR OTHER INDIVIDUAL WITH WHOM THE PROVIDER MAY DISCUSS YOUR MEDICAL CONDITION? IF YES, WHOM?**

I hereby grant DaVita Kidney Specialists of Fredericksburg permission to discuss my health information with the persons listed below as it relates to their involvement in the coordination of my care and payment for health care services I receive.

Name	Relationship (friend, relative, etc.)	Phone #
1 .		
2 .		
3 .		
4 .		
5 .		

1. I understand that if I do not list anyone and I am not present or is incapacitated, DaVita Kidney Specialists of Fredericksburg may share my information with family, friends, or others that DaVita Kidney Specialists of Fredericksburg has determined, based on professional judgment, is in my best interest and necessary for coordination of care and/or payment for health care services I have received from DaVita Kidney Specialists of Fredericksburg.
2. I understand that I may revoke or change the list of people with whom my provider may share my information by notifying the facility in writing.
3. I understand that a revocation is not effective to the extent that any person or entity has acted in reliance on my authorization.
4. I understand that information used or disclosed pursuant to this authorization may no longer be protected by federal or state law.
5. I understand that my treatment, payment, or eligibility for benefits will not be conditioned on signing this authorization.
6. This authorization/permission form will remain in effect for ten (10) years or the day my treatment relationship with Nephrology Medical Associates of Georgia d/b/a DaVita Kidney Specialists of Fredericksburg ceases or I revoke my permission, except for patients treating in Maine, Maryland, whose authorization/permission form will remain in effect for one (1) year or Montana whose authorization/permission form will remain in effect for six (6) months or the day I revoke my permission.

This form supersedes any and all previously completed forms. All previous forms are hereby revoked.

\_\_\_\_\_  
Signature of Patient or Legal Representative

\_\_\_\_\_  
Date of Signature

**2. Personal Representative Acknowledgement**

If the patient is a minor or has a personal representative, I represent that I am the legal Personal Representative of the patient named above and I have the legal authority to act on behalf of the patient in making decisions related to health care.

\_\_\_\_\_  
Signature of Patient or Legal Representative

\_\_\_\_\_  
Date of Signature



NOTICE ACKNOWLEDGEMENT

Purpose: This form is used to document a patient's acknowledgement of receipt of our Privacy Practices or our good faith, but unsuccessful effort to obtain that acknowledgement. We are not obligated to attempt to obtain this acknowledgement in an emergency treatment situation.

PATIENT NAME: \_\_\_\_\_

TO THE INDIVIDUAL: Please complete the following acknowledgement.

I acknowledge that I received the Privacy Practices Notice of this health care provider.

(Please sign in the space indicated below)

TO THE TEAMMATE: Please complete the following if the patient is unable to sign and sign in the space below.

If the individual refused or was unable to sign an acknowledgement that the individual received our Privacy Practices Notice, please check appropriate box below. Describe your good faith effort to obtain the individual's signed acknowledgement and the reason you were unsuccessful.

Individual refused or was unable to sign an acknowledgement that the individual received our Privacy Practices Notice.

Please provide an explanation of the patient's refusal or inability to sign: \_\_\_\_\_

Individual received our Privacy Practices Notice in connection to an emergency treatment situation. We are therefore not required to obtain an acknowledgement.

THIS FORM HAS BEEN SIGNED BY: (please check one)

PATIENT

PATIENT'S PERSONAL REPRESENTATIVE

TEAMMATE

I attest that the above information is correct.

Signature

Date

Printed name

Witness signature





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FINANCIAL POLICY (PRIVATE INSURANCE AND SELF-PAY PATIENTS)

Patient name: \_\_\_\_\_ DOB: \_\_\_\_\_ (Please Print)

Any healthcare insurance policy that you may have is a contract between you and your insurance company and/or employer. DaVita Kidney Specialists of Fredericksburg will assist you in obtaining payment from any healthcare insurance policy for medical services and goods that you receive at our practice; however, you remain primarily responsible to pay for all medical services and goods rendered from DaVita Kidney Specialists of Fredericksburg.

Table with 2 columns: Initial and Policy Description. Rows include: You are responsible for any and all applicable co-payments, coinsurance, and unmet deductibles; Payment is Due When Services are Provided; Assignment of Benefits; Payment Methods and Returned Check Fee; Prompt Payment of Mailed Invoices; Non-covered Services.

ACKNOWLEDGEMENT

I HAVE READ AND UNDERSTAND the Financial Policy of DaVita Kidney Specialists of Fredericksburg and agree to be bound by it. I understand that healthcare insurance does not cover all medical goods and services and my responsibilities with respect to healthcare insurance as explained above. I understand that I am ultimately responsible for payment for medical goods and services provided to me by DaVita Kidney Specialists of Fredericksburg. I hereby grant DaVita Kidney Specialists of Fredericksburg the right to bill and collect from my healthcare insurance plan for medical goods and services provided to me. If the patient is a minor (younger than 18 years old), the parent or guardian must sign below.

X \_\_\_\_\_ Relationship
Responsible party/Guarantor Printed Name

X \_\_\_\_\_ Date
Responsible party/Guarantor Signature

Billing questions, concerns and payments may be directed to: Nephrology Practice Solutions Revenue Cycle Management Team 1840 E. Ray Road Chandler, AZ 85225 Phone: (844) 725-7666