



**CASCADE SURGEONS**  
**875 Wesley St. Ste 230**  
**Arlington WA 982231668**  
**(360) 435-6097**  
**Fax: (360) 435-1871**

**M.C. WHITMAN III, M.D., FACS**

**PETER WOLFF, M.D., FACS**

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You have been referred to Cascade Surgeons, the office of Dr. Whitman and Dr. Wolff.

Please drop off/mail/fax your insurance card, picture identification, and the completed paperwork enclosed back to our office at your earliest convenience. As soon as your paperwork is returned, we will contact you to schedule your Colonoscopy.

Cascade Surgeons bills most insurance companies. Please contact your insurance company prior to your appointment to verify coverage and benefits.

If you have any questions, please give our office a call at 360.435.6097.

Thank you,

Cascade Surgeons



## INITIAL PATIENT INFORMATION FORM

Welcome to our office. In order to make your visit as efficient as possible, we would like you to fill out some details about your medical history. Our goal is to make sure we do not miss a portion of your medical condition that could impact your surgical care. Please bring this completed form with you to your scheduled appointment.

Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Date: \_\_\_\_\_  
Pharmacy you use: \_\_\_\_\_ e-mail: \_\_\_\_\_

Please list **any medications you are currently taking**:

Name	Strength	# times/day	Name	Strength	# times/day
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Are you allergic to any medications? \_\_\_\_\_

Please list **all your medical problems/conditions**:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Please list **all surgeries you have ever had** and the year of your surgery:

_____	_____
_____	_____
_____	_____

yes  no Do you work outside the home? Occupation? \_\_\_\_\_

What is your marital status?  married  single  widowed  divorced

Are your parents alive?  yes  no If not, what did they pass away from and at what age?

mother: \_\_\_\_\_ father: \_\_\_\_\_

Do you have children?  yes  no Sons or daughters? \_\_\_\_\_

Are you a smoker? Yes  No  How much do you smoke per day? \_\_\_\_\_  
Are you a former smoker? Yes  No

yes  no Do you drink alcohol? How much per day? \_\_\_\_\_

yes  no Caffeine use? How much per day? \_\_\_\_\_

yes  no Recreational drug use? What do you use? \_\_\_\_\_

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

DOB: \_\_\_\_\_

**Please check any symptoms below that you are currently experiencing:**

**Systemic**

- Yes  No Weight change-loss  gain ? amount? \_\_\_\_\_
- Yes  No Chills
- Yes  No Fever
- Yes  No Night sweats
- Yes  No Feeling tired/poorly

**Head**

- Yes  No Headache
- Yes  No Facial pain
- Yes  No Sinus pain

**Eyes**

- Yes  No Eyesight problems
- Yes  No Sensitivity to light
- Yes  No Eye pain
- Yes  No Itching of eyes

**Ears, Nose, Throat**

- Yes  No Earache
- Yes  No Hearing loss
- Yes  No Ringing in ears
- Yes  No Nosebleeds
- Yes  No Nasal discharge
- Yes  No Mouth sores
- Yes  No Bleeding gums
- Yes  No Hoarseness
- Yes  No Throat pain

**Neck**

- Yes  No Neck pain
- Yes  No Neck stiffness
- Yes  No Lumps or swelling in neck

**Breasts**

- Yes  No Breast pain
- Yes  No Nipple discharge  
If yes, what color? \_\_\_\_\_
- Yes  No Breast lumps

**Heart**

- Yes  No Chest pain/discomfort
- Yes  No Fast heart rate
- Yes  No Feel heartbeat in chest (palpitations)

**Lungs**

- Yes  No Shortness of breath
- Yes  No Cough
- Yes  No Coughing up blood
- Yes  No Wheezing

**Gastrointestinal**

- Yes  No Changes in appetite
- Yes  No Difficulty swallowing
- Yes  No Heartburn
- Yes  No Nausea
- Yes  No Vomiting
- Yes  No Abdominal pain
- Yes  No Diarrhea
- Yes  No Black stool
- Yes  No Red stool
- Yes  No Constipation

**Urinary**

- Yes  No Difficulty urinating
- Yes  No Urinating more often
- Yes  No Change in urine color  
If yes, what color? \_\_\_\_\_

**Skin**

- Yes  No Itching
- Yes  No Moles, bruising, discoloration
- Yes  No Rashes

**Endocrine**

- Yes  No Excessive sweating
- Yes  No Excessive thirst

continued on next page

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

DOB: \_\_\_\_\_

**Musculoskeletal**

- Yes  No Joint pain  
If yes, where? \_\_\_\_\_
- Yes  No Joint stiffness  
If yes, where? \_\_\_\_\_
- Yes  No Muscle ache

**Psychological**

- Yes  No Sleep problems
- Yes  No Anxiety
- Yes  No Depression

**Neurological**

- Yes  No Dizziness
- Yes  No Vertigo (feel that the room is spinning)
- Yes  No Fainting
- Yes  No Movement disturbances (weakness, paralysis)
- Yes  No Tingling, numbness

Do you have any family history of colon cancer, colon polyps, or colon disease?

\_\_\_\_\_

Have you have any rectal bleeding, diarrhea, constipation or abdominal pain in the last month ? If so, what?

\_\_\_\_\_

Have you ever had a Colonoscopy?  Yes  No

What year was it done? \_\_\_\_\_

Where was it done? \_\_\_\_\_

What was found? \_\_\_\_\_



## Cascade Surgeons

Date \_\_\_\_\_ Patient Full Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

SS# \_\_\_\_\_ Male / Female \_\_\_\_\_ Birth-Date \_\_\_\_\_

Language \_\_\_\_\_ Race \_\_\_\_\_ Ethnicity \_\_\_\_\_

Circle appropriate status: Minor Single Married Divorced Widowed Separated

Primary Care Physician \_\_\_\_\_ Clinic \_\_\_\_\_

Patient's or parent/guardian's employer \_\_\_\_\_ Work Phone \_\_\_\_\_

Person to contact in case of emergency \_\_\_\_\_ Phone \_\_\_\_\_

### **Primary Insurance Information:**

Insurance Company \_\_\_\_\_ ID # \_\_\_\_\_  
Group # \_\_\_\_\_ Name of Insured \_\_\_\_\_ Birth-Date \_\_\_\_\_  
Ins. Co. Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
Insurance Company Phone # \_\_\_\_\_

### **Secondary Insurance Information:**

Insurance Company \_\_\_\_\_ ID # \_\_\_\_\_  
Group # \_\_\_\_\_ Name of Insured \_\_\_\_\_ Birth-Date \_\_\_\_\_  
Ins. Co. address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
Insurance Company Phone # \_\_\_\_\_

### **For a patient under the age of 18 please complete the following:**

Name of responsible person \_\_\_\_\_ Relationship \_\_\_\_\_  
Home Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
Employer \_\_\_\_\_ Work Phone \_\_\_\_\_

### **Release of information:**

I hereby give permission to the person(s) listed below to receive information about the care of the above named patient.

Names(s): \_\_\_\_\_ Relationship to patient: \_\_\_\_\_

I authorize release of any information concerning my (or my child's) health care, advice and treatment provided for the purpose of evaluating and administering claims for insurance benefits. I also hereby authorize payment of insurance benefits otherwise payable to me directly to the doctor.

X \_\_\_\_\_ Date \_\_\_\_\_

Signature of Patient or Parent/Guardian if Minor



Cascade Surgeons  
875 Wesley Street Suite 230  
Arlington, WA 98223

## Acknowledge of Receipt Of Notice of Privacy Practices

*\*You may refuse to sign this acknowledgement\**

I understand that I have certain rights to privacy regarding my protected health information. These rights are given to me under the Health Insurance Portability and Accountability Act of 1996 (HIPAA). I understand that by signing this consent I authorize you to use and disclose my protected health information to carry out:

- Treatment (including direct or indirect treatment by other healthcare providers involved in my treatment)
- Obtaining payment from third party payers (e.g. insurance company)
- The day-to-day healthcare operations of your practice

I have also been informed of, and given the right to review and secure a copy of the Notice of Privacy Practice, which contains a more complete description of the uses and disclosures of my protected health information, and my rights under HIPAA. I understand that you reserve the right to change the terms of this notice from time to time and that I may contact you at any time to obtain the most current copy of this notice.

I understand that I have the right to request restrictions on how my protected health information is used and disclosed to carry out treatment, payment and health care operations, but that you are not required to agree to these requested restrictions. However, any use or disclosure that occurred prior to the date I revoke this consent is not affected.

Please contact Cascade Surgeons if you would like a complete copy of the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

Printed Patient Name: \_\_\_\_\_

Relationship to Patient: \_\_\_\_\_

Signature \_\_\_\_\_

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### For Office Use Only

We attempted to obtain written acknowledgement of receipt of our Notice of Privacy Practice, however, acknowledgement could not be obtained because:

- Individual refused to sign
- Communications barrier prohibited obtaining the acknowledgement
- An emergency situation prevented us from obtaining acknowledgement
- Other (Please specify) \_\_\_\_\_

## Cascade Surgeons Payment Policy

Thank you for choosing Cascade Surgeons for your surgical care. We are committed to providing you with quality and affordable health care. Because some of our patients have had questions regarding patient and insurance responsibility for services rendered, we have been advised to develop this payment policy. Please read it, ask us any question you may have, and sign in the space provided. A copy will be provided to you upon request.

1. **Insurance.** We participate in most insurance plans, including Medicare. If you are not insured by a plan we do business with, payment in full is expected at each visit. If you are insured by a plan we do business with but don't have an up-to-date insurance card, payment in full for each visit is required until we can verify your coverage. Knowing your insurance benefits is your responsibility. Please contact your insurance company with any questions you may have regarding your coverage.
2. **Co-payments.** All co-payments must be paid at the time of service. This arrangement is part of your contract with your insurance company. Failure on our part to collect co-payments from patients can be considered fraud. Please help us in upholding the law by paying your co-payments at the time of visit.
3. **Non-covered services.** Please be aware that some - and perhaps all - of the services you receive may be non-covered or not considered reasonable or necessary by Medicare or other insurers. You must pay for these services in full at the time of visit.
4. **Proof of insurance.** All patients must complete our patient information form before seeing the doctor. We must obtain a copy of your driver's license and current valid insurance to provide proof of insurance. If you fail to provide us with the correct insurance information in a timely manner, you may be responsible for the balance of a claim.
5. **Claims submission.** We will submit your claims and assist you in any way we reasonable can to help get your claims paid. Your insurance company may need you to supply certain information directly. It is your responsibility to comply with their request. Please be aware that the balance of your claim is your responsibility whether or not your insurance company pays your claim. Your insurance benefit is a contract between you and your insurance company; we are not party to that contract.
6. **Coverage changes.** If your insurance changes, please notify us before your next visit so we can make the appropriate changes to help you receive your maximum benefits. If your insurance company does not pay your claim in 45 days, the balance will automatically be billed to you.
7. **Nonpayment.** If your account is over 90 days past due, you will receive a letter stating that you have 20 days to pay your account in full. Partial payments will not be accepted unless otherwise negotiated. Please be aware that if a balance remains unpaid, we may refer your account to a collections agency and you and your immediate family members may be discharged from this practice. If this is to occur, you will be notified by regular and certified mail that you have 30 days to find alternative medical care. During that 30-day period, our physician will only be able to treat you on an emergency basis.

Our practice is committed to providing the best treatment to our patients. Our prices are representative of the usual and customary charge for our area.

Thank you for understanding our payment policy. Please let us know if you have any questions or concerns.

I have read and understand the payment policy and agree to abide by its guidelines:

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Signature of patient or responsible party

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Date

# **Colonoscopy: What you need to know!**

The affordable Care Act passed in March 2010 allowed for several preventative services, such as colonoscopies, to be covered at no cost to the patient. However, there are many caveats that prevent patients from taking advantage of this provision. There are now strict guidelines on which colonoscopies are defined as a preventative/screening service. These guidelines may exclude many patients with gastrointestinal histories from taking advantage of the service at no cost. Patients may also be required to pay co-pays and deductibles.

Our practice has created this document to sort through some of the confusion and misinformation out there.

## **Here is what you need to know:**

### **Colonoscopy Categories:**

#### **Diagnostic/Therapeutic colonoscopy:**

Patient has current or recent gastrointestinal symptoms that require further investigation.

#### **Diagnostic/High Risk colonoscopy:**

Patient is asymptomatic (no gastrointestinal symptoms either past or present), has a personal history of gastrointestinal disease, colon polyps, personal or family history of colon cancer. Patients in this category are required to undergo colonoscopy surveillance at shortened intervals.

#### **Preventative/Screening colonoscopy:**

Patient is asymptomatic (no gastrointestinal symptoms either past or present), over the age of 50, has no personal or family history of gastrointestinal disease, symptoms, **colon polyps**, or cancer. The patient has not undergone a colonoscopy within the last 10 years.

Your primary care physician may refer you for a “screening” colonoscopy; however, you may not qualify for the “screening” category. This is determined in the pre-operative process. Before the procedure, you should know your colonoscopy category. After establishing what type of procedure you are having, you can do some research.

## **Who will bill me?**

You may receive bills from separate entities associated with your procedure, such as the physician, facility, anesthesiologist, pathologist, and/or laboratory. Cascade Surgeons can only provide you with information associated with our fees.

## **How will I know what I will owe?**

### **Gather your personal coding information.**

Obtain the preoperative CPT (procedure code) and ICD-10 (diagnosis code) as well as the facility name from our office.

CPT code: 45378 ICD-10 code: \_\_\_\_\_ Facility: \_\_\_\_\_



**Call your insurance company and ask the following questions. You will need to give the insurance representative your preoperative CPT code, ICD-10 code and name of facility.**

**1. What are my full benefits for a screening colonoscopy?**

What will be my responsibility/deductible? \_\_\_\_\_

Are there any limits regarding my age? \_\_\_\_\_

How often is a screening colonoscopy covered? \_\_\_\_\_

**2. What are my full benefits for a diagnostic colonoscopy?**

What will be my responsibility/deductible? \_\_\_\_\_

**3. Is the facility in network? \_\_\_\_\_**

Representative's Name: \_\_\_\_\_

Call Reference number: \_\_\_\_\_ Date: \_\_\_\_\_

Call Cascade Surgeons' billing department at 360-435-6097 with any questions or concerns. They are a great source of information and are happy to help if you are struggling to understand your financial obligations. However, it is still necessary for you to first call your insurance company and ask the above questions.

**Can the physician change or delete my diagnosis so that I can be considered a colon screening?**

**No.** The patient encounter is documented as a medical record from information you have provided as well as an evaluation and assessment from the physician. It is a binding legal document that cannot be changed to facilitate better insurance coverage. Strict government and insurance company documentation and coding guidelines prevent a physician from altering a chart or bill for the sole purpose of coverage determination. This is considered insurance fraud and punishable by law.

However, if a patient notices an error in the medical record (e.g. date of birth, medication dosage, history notation, etc.) he/she may request a correction/amendment to the document.

**What if my insurance company tells me that Cascade Surgeons can change, add, or delete a CPT or diagnosis code?**

This is actually a common occurrence. Often member service representatives will tell a patient that if only the physician coded it with a "screening" diagnosis it would have been covered at 100%. However, further questioning of the representative will reveal that the "screening" diagnosis can only be amended if it applies to the patient.

Remember, many insurance carriers only consider a patient over the age of 50 with no personal or family history as well as no past or present gastrointestinal symptoms as a "screening" (Z12.11).

If you are given this information, please document the date, name and phone number of the insurance representative. Next, contact our billing department who will perform an audit of the billing and investigate the information given. Often the outcome results in the insurance company calling the patient back and explaining that the member services representative should never suggest a physician change their billing to produce better insurance coverage.