

# Sound Naturopathic Clinic

20270 Front Street, Suite 103  
Poulsbo, WA 98370  
(360) 598-6999 (Phone)  
(360) 598-2104 (Fax)

Welcome to Sound Naturopathic Clinic!

Please print and complete all (10 pages) of the following paperwork. Allow around 30-60 minutes to fill out all of the forms. Bring the completed forms to your first office visit, which is scheduled for 60 minutes.

## Special Instructions:

- Please bring any supplements or medications you are currently taking (the actual bottles).
- If you have had any lab work done in the last year please bring the results with you.
- **We strongly suggest that you contact your insurance company prior to your visit. not all policies cover naturopathic care.** Some policies list us as a provider, but the specific plan does not cover naturopathy.
- We are a fragrance and chemical free environment. Please do not wear any perfume or use heavily scented soap prior to your visit with us.

## Office Location:

Our office is located on the ground floor of the two story brown building on the corner of Bond Road and Front Street (suite103). When you are facing the building, the entrance is located on the LEFT side of the building.

## Office Hours:

Monday - Thursday from 9:00 am - 6:00 pm and Friday from 9:00 am - 1:00 pm. We are closed for lunch from 1:00 pm – 2:00 pm.

If you have any questions please give us a call at (360) 598-6999. We look forward to meeting you.

In Health,

Ruth Urand ND and Staff at SNC

# New Patient Intake.

## Patient Information

Date \_\_\_\_\_ Birth Date \_\_\_\_\_ Age \_\_\_\_\_ E-Mail \_\_\_\_\_

Name \_\_\_\_\_  
Last Name First Name Middle Initial

Address \_\_\_\_\_ Hm Ph# \_\_\_\_\_ Cell \_\_\_\_\_

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

Sex M F \_\_\_Single \_\_\_Married \_\_\_Long Term Partner \_\_\_Divorced \_\_\_Widowed \_\_\_Separated

Employer \_\_\_\_\_ Business Phone \_\_\_\_\_

Business Address \_\_\_\_\_ Occupation \_\_\_\_\_

How did you hear about us? \_\_\_\_\_

In case of emergency, who should we contact? \_\_\_\_\_ Phone \_\_\_\_\_

Spouse's name \_\_\_\_\_

## Insurance Information

(Please complete even if your insurance may not cover you)

Person Responsible for Account \_\_\_\_\_  
Last Name First Name Initial

Relationship to patient \_\_\_\_\_ Birth Date \_\_\_\_\_ Hm Ph# \_\_\_\_\_

Address \_\_\_\_\_

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

Responsible Party Employed By \_\_\_\_\_ Business Phone \_\_\_\_\_

Business Address \_\_\_\_\_ Occupation \_\_\_\_\_

Insurance Company \_\_\_\_\_

Subscriber ID# \_\_\_\_\_ Group # \_\_\_\_\_

### INSURANCE ASSIGNMENT AND RELEASE

I certify that I have insurance coverage with \_\_\_\_\_ and assign directly to Dr. Urand all insurance benefits, if any, otherwise payable to me for services rendered. I understand that I am financially responsible for all charges whether or not paid by insurance. I authorize the use of my signature on all insurance submissions.

The above-named doctor may use my health care information and may disclose such information to the above-named Insurance Company and their agents for the purpose of obtaining payment for services and determining insurance benefits or the benefits payable for related services. This consent will end when my treatment plan is completed.

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

**Reason for Visit**

Please state your present concerns in order of their significance \_\_\_\_\_

**Health History**

When was your last physical exam? \_\_\_\_\_ Physician's Name \_\_\_\_\_

Hospitalizations (year and reason) \_\_\_\_\_

Surgeries (year and type) \_\_\_\_\_

Serious illness or injury (year and cause) \_\_\_\_\_

Last immunization(year, type, adverse reaction)? \_\_\_\_\_

**Medications**

List medications you are currently taking \_\_\_\_\_

**Health Habits**

Alcohol Y N Tobacco Y N Caffeine Y N Soda Y N Filtered water Y N Sugar Y N

Meat Y N High fiber diet Y N Fast food Y N Dairy Y N Wheat Y N

Symptoms you experience now:

\_\_\_Nausea after eating \_\_\_ Food regurgitates \_\_\_ Fullness after meals \_\_\_ No interest in food \_\_\_ Pain/burning after meals

Exercise regularly? Y N What type? \_\_\_\_\_ Duration? \_\_\_\_\_ Days per week? \_\_\_\_\_

Do you sleep well? Y N Wake rested? Y N Average hours of sleep \_\_\_\_\_

**Allergies**

Please list any allergies you may have to: Foods \_\_\_\_\_ Medications \_\_\_\_\_ Other \_\_\_\_\_

What happens when you have an allergic reaction? \_\_\_\_\_

Have you ever been tested for food allergies? Y N Method? \_\_\_\_\_

**Elimination Assessment**

Bowel Movements: \_\_\_\_\_ to \_\_\_\_\_ times per day. Do you use a stool softener, laxative or herbal laxative? Y N

**Stools are:** \_\_\_ Soft, well-formed \_\_\_ Large, hard \_\_\_ Large (2"x 6"L) \_\_\_ Difficult to pass \_\_\_ Medium (1"x4")

\_\_\_ Diarrhea \_\_\_ Loose, not watery \_\_\_ Often float \_\_\_ Thin, long, narrow \_\_\_ Sink \_\_\_ Alt between constipation and diarrhea

**Stool Odor:** \_\_\_ Offensive usually \_\_\_ Occasionally \_\_\_ Little Odor Daily gas \_\_\_ Y \_\_\_ N Daily bloating \_\_\_ Y \_\_\_ N

**Stool Color:** \_\_\_ Brown \_\_\_ Yellow brown \_\_\_ Dark or black \_\_\_ Greasy \_\_\_ Shiny \_\_\_ Mucous \_\_\_ Blood \_\_\_ Greenish \_\_\_ Varies

Have you ever had internal bleeding? Y N When? \_\_\_\_\_

Have you ever had rectal bleeding? Y N When? \_\_\_\_\_

Have you ever had a barium enema? Y N When? \_\_\_\_\_

Have you ever been diagnosed with cancer? \_\_\_ Y \_\_\_ N

If yes, have you had Chemotherapy? \_\_\_ Present \_\_\_ Past When? \_\_\_\_\_ Radiation? \_\_\_ Present \_\_\_ Past When? \_\_\_\_\_

Family Health History	Age	Present health good/poor	Cause of death	Age at death	Type of Cancer	Diabetes	Heart disease	Other
Father								
Mother								
Brothers								
Sisters								
Children								
Pat Gr. Mother								
Pat Gr. Father								
Mat Gr. Mother								
Mat Gr. Father								
Spouse								

**Review of Systems** Y = a condition you have now

P = a condition you have had in the past

**GENERAL**

- Chills
- Depression/Nervousness
- Dizziness/Fainting
- Fever
- Forgetfulness
- Headache
- Loss of sleep
- Poor sleep habits
- Loss of weight
- Sweats
- Numbness

**GASTROINTESTINAL**

- Appetite poor
- Bloating
- Bowel changes
- Constipation
- Diarrhea
- Excessive thirst
- Vomiting
- Gas
- Hemorrhoids
- Indigestion
- Nausea
- Rectal bleeding
- Itchy anus
- Vomiting blood
- Stomach pain

**EYE, EAR, NOSE, THROAT**

- Bleeding gums
- Blurred vision
- Crossed eyes
- Difficulty swallowing
- Double vision
- Earache/Ear discharge
- Ringing in ears
- Hay fever
- Hoarseness
- Loss of hearing
- Nosebleeds
- Persistent cough
- Vision – Flashes/Halos
- Sinus problems
- Dry eyes

**MEN Only**

- Erection Difficulties
- Lump in testicles
- Penis discharge
- Sore on penis
- Other

**WOMEN Only**

- Abnormal Pap Smear
- Bleeding between periods
- Breast lump
- Extreme menstrual pain
- Vaginal discharge
- Nipple discharge
- Hot flashes
- Painful intercourse
- Other

**MUSCLE/JOINT/BONE**

Pain, weakness, or numbness in:

- Arms       Hips
- Back       Legs/Knees
- Feet       Neck
- Hands       Shoulders

**CARDIOVASCULAR**

- Chest pain
- High/Low blood pressure
- Irregular/Rapid heart beat
- Poor circulation
- Swelling of ankles
- Varicose veins

**SKIN**

- Bruise easily
- Hives
- Itching/Rash
- Change in moles
- Scars
- Sores that won't heal

Date of last menstrual period \_\_\_\_\_

Date of last Pap Smear \_\_\_\_\_

Have you had a mammogram? \_\_\_\_\_

Are you pregnant? \_\_\_\_\_

**GENITO-URINARY**

- Blood in urine
- Frequent urination
- Lack of bladder control
- Painful urination

- AIDS
- Appendicitis
- Arthritis
- Asthma
- Bleeding Disorders
- Breast Lump
- Cancer
- Cataracts
- Chemical Dependency

- Chicken pox
- Diabetes
- Emphysema
- Epilepsy
- Glaucoma
- Heart Disease
- Hepatitis
- Herpes
- High Cholesterol
- Gallstones

- HIV positive
- Kidney Disease
- Liver Disease
- Measles
- Migraine Headaches
- Mumps
- Multiple Sclerosis
- Pacemaker
- Pneumonia

- Polio
- Prostate Problem
- Rheumatic Fever
- Scarlet Fever
- Stroke
- Thyroid Problems
- Tuberculosis
- Ulcers
- Venereal Disease

Others: \_\_\_\_\_

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## HIPPA NOTICE OF PRIVACY PRACTICES

Effective date: April 14, 2003

We understand that health information about you and your health is personal. We are committed to protecting health information about you. We create a record of care and service you received from us. We need this record to provide you with quality care and to comply with certain legal requirements. This notice applies to all records of your care generated by this office, whether made by your personal doctor or others working in this office. This notice will tell you ways in which we may use and disclose health information about you. We also describe your rights to health information we keep about you, and describe certain obligations we have regarding the use and disclosure of your health information.

### We are required by law to:

- Make sure that health information that indemnifies you is kept in private.
- Give you this notice of our legal duties and privacy practice with respect to health information about you.
- Follow the terms of Notices that is currently in effect.

### How we may use and disclose health information about you:

- For treatment
- For payment
- For health care operation
- For appointment reminders
- As required by Law
- To avert a serious threat to health and safety
- As required by the Military or Veterans and Workers Compensation
- Public Health risks
- Health oversight activities
- Lawsuits and disputes
- Law enforcement
- Coroners, health examiner and funeral directors
- National Security and Intelligence activities
- Protective Service for the President and others
- Security officials for Inmates

### Your rights regarding Health Information about you:

- Right to inspect and copy
- Right to Amend
- Right to an Accounting of Disclosure
- Right to request restriction
- Right to request Confidential Communications
- Right to a paper copy of this Notice (full Notice is available upon request)

### Change to this Notice:

We reserve the right to change this Notice. We will post a copy of the current notice in our facility with the effective date on the first page.

### Complaints:

If you believe that your privacy rights have been violated, you may file a complaint with us. All complaints must be in writing. Please contact the administrator at the location where you were treated to file a complaint.

### Acknowledge:

We will request that you sign a separate form acknowledging you have received a copy of this notice. This acknowledgement will become part of your records.

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## NOTICE OF PRIVACY PRACTICES – ACKNOWLEDGMENT

We keep a record of the health care service we provide you. You may ask to see and copy that record. You may also ask to correct that record. We will not disclose your record to others unless you direct us to do so or unless the law authorizes or compels us to do so. You may see your record or get more information about contacting the administrator of the location at which you have been treated. Please call the main office phone number and ask for the administrator.

Our **Notice of Privacy Practices** describes in more detail how your health information may be used and disclosed, and how you can access your information.

**By my signature below I acknowledge receipt of the Notice of Privacy Practices.**

\_\_\_\_\_  
Patient or legally authorized individual signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Time

\_\_\_\_\_  
Printed name if signed on behalf of the patient

\_\_\_\_\_  
Relationship  
(Parent, legal guardian, personal representative)

This area for staff notes (if any):

This form will be retained in your medical record.

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## Informed Consent

I, \_\_\_\_\_, acknowledge that I am accepting treatment from a naturopathic doctor at Sound Naturopathic Clinic. I understand that there are intrinsic differences between the care of naturopathic doctors and medical doctors. At this time it is my decision to pursue naturopathic treatment for any condition that I have. Also, I understand that, as with any medical treatment, there is no guarantee that this treatment will offer complete resolution to any or all conditions that I may have. Furthermore, I understand that Sound Naturopathic Clinic is not to be held responsible for any adverse reaction that I may experience.

\_\_\_\_\_  
Patient or legally authorized individual signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Time

\_\_\_\_\_  
Printed name if signed on behalf of the patient

\_\_\_\_\_  
Relationship  
(Parent, legal guardian, personal representative)

\_\_\_\_\_  
Physician/Witness

\_\_\_\_\_  
Date

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## Authorization to Release of Confidential Medical Records

I hereby authorize : ( From previous clinic or doctor )

Facility Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

To release information from the health records of:

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

Date of Birth: \_\_\_\_\_

Dates of treatment: From: **2017** To: **Present**

Information to be released:

\_\_\_\_\_ **Lab results: 2017 to Present Lab Work ONLY** \_\_\_\_\_

\_\_\_\_\_ Other (specify) \_\_\_\_\_

Information is to be released to: **Ruth Urand, ND and/or**

**Sound Naturopathic Clinic**  
**20270 Front Street, Suite 103**  
**Poulsbo, WA 98370**

Purpose of disclosure: **Continuation of care**

This authorization is valid for ninety (90) days from the date signed. I understand this consent can be revoked by me at any time, unless disclosure has already occurred in compliance with this consent. I also understand that my records are protected under state and federal regulations regarding confidentiality and cannot be released or discussed without my written consent unless otherwise provided for in the regulations.

Unless specifically excluded, this authorization includes release of *specialty protected records* requiring specific written consent. This includes referral to, diagnosis of, and treatment for substance abuse, mental health conditions, and sexually transmitted diseases including HIV (CFR 42, part 2).

Certain records also require a *minor's consent* \*. This applies to persons aged 13 to 18 for records pertaining to substance abuse and mental health records, or persons aged 14 to 18 for records pertaining to sexually transmitted diseases and HIV/AIDS. I specifically consent to the release and disclosure of this information.

\* Minor/witness signature \_\_\_\_\_ Date: \_\_\_\_\_

**Patient/guardian signature** \_\_\_\_\_ Date: \_\_\_\_\_

(Fax or copy regarded as original.)



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## Patient's Waiver

I \_\_\_\_\_, understand that particular charges are not billable to my health insurance, including charges for:

1. Cancellation charge (\$45.00 - \$65.00 for less than 24 **business** hours notice)
2. Colon Hydrotherapy (colonic)
3. Eustachian Tube Adjustment
4. N.A.E.T (allergy elimination treatment)
5. Nasosympatico
6. Telephone consultation
7. IV push – Myers' Cocktail
8. Therapeutic Injection (B-12, Neural therapy, Prolo therapy, etc)
12. Supplements

I understand that I am financially responsible for all charges (listed above) at the time of service. This does not include the payable amount by insurance, we strongly suggest that you call your insurance company prior to your office visit, not all policies cover naturopathic care i.e. Regence Federal and Regence Boeing.

\_\_\_\_\_  
Patient or legally authorized individual signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Time

\_\_\_\_\_  
Printed name if signed on behalf of the patient

\_\_\_\_\_  
Relationship  
(Parent, legal guardian, personal representative)

\_\_\_\_\_  
Witness/Physician

\_\_\_\_\_  
Date

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## Client Fees

1. **First Office Visit** (60 minutes): \$255.00

2. **Return Office Visit** (15-30 minutes):  
\$85.00 Extended Return Visit: \$145.00

These fees are minimal charges for office visits. Visits that extend past their specified time will be charged for an extended office visit. There is an additional fee for various procedures that may be performed in this office such as therapeutic injections, PAP tests, and blood draws. Supplements are also an additional charge.

3. **Phone consultation:** Brief (1-15 minutes): \$55.00  
Extended (16-30 minutes): \$85.00

This fee is NOT charged if the patient is calling for clarification of on-going therapy or if the doctor has asked the patient to call. Telephone consultations are available for established patients when an office visit may not be deemed necessary or possible. Phone consultations are not covered by insurance.

4. **Cancellation Charge and No Show Fee:** There is no charge if your appointment is canceled with a minimum of 24 business hours' notice. If the office is notified with less than a 24-business hour notice, you will be charged \$45.00 - \$65.00. If we do not receive notice, the full service fees will be charged.

5. **Payment:** Payment is required at the time of service. We accept VISA, Master Card, American Express, cash and checks. There is a \$45 insufficient funds fee.

6. **Insurance:** We are an insurance provider for the following companies: Regence Blue Shield, Premera, Lifewise, Aetna, Cigna, Kaiser Permanente (Options plan only) and First Choice Health Plan Network. For all other insurance companies we will provide documentation to make it possible for you to submit claims. Laboratory work originating from this office may be covered by your insurance. The laboratory handles all billing and will bill either you or your insurance company.

7. **These procedures are not covered by insurance and are separate cost:**  
Colon Hydrotherapy \$95.00, Eustachian Tube Adjustment \$20.00, B.E.S.T (Balance/Manual Therapy) \$50.00,  
N.A.E.T (allergy elimination treatment) \$60.00, Therapeutic Injection (B-12) \$30.00, Mesotherapy  
\$40.00, Neural therapy \$40.00, R.I.T. \$175.00, Phone Consultations \$55.00-\$85.00.

We are committed to providing economical, quality health care.  
Thank you for your patronage.