



Name/Nombre:	Phone #:
Email Address:	DOB:
Address:	Date

1. - What is the reason for your visit today? Cual es la razón de su visita de hoy?	
2.- Any specific issues you would like to discuss today? Usted necesita discutir algún problema en particular hoy?	
3.- When was your last Pap smear? Cuando fué su última Citología o Papanicolaou?	Was it Normal? <input type="checkbox"/> YES <input type="checkbox"/> NO Fué Normal?
4.- When was your last Mammogram? Cuando fué su último Mamograma?	Was it Normal? <input type="checkbox"/> YES <input type="checkbox"/> NO Fué Normal?
5.- When was your last menstrual period? Cuando fué su última Menstruación?	
6.- What Health Insurance do you have? What is the policy #? Cual Seguro de Salud tiene usted? Cual es el número de su póliza?	
7.- Are you pregnant? Está usted embarazada?	



Dear Patient

You are scheduled for your Annual Woman’s Wellness Exam with one of our providers. The exam is conducted for a patient that has no symptoms/problems that need to be addressed by the provider. If an abnormality is encountered or a preexisting problem is addressed in the process of performing this preventive medicine evaluation and management service, and you would like the provider to address this, then an additional office visit procedure codes, 99201-99215 would also be reported to your insurance.

In some occasions, you may be responsible for additional co-payment or deductible. Our office will determine this at the end of your visit and collect any applicable monies at that time or after your insurance company pays our office for their portion.

If a problem is encountered that involves additional services (including minor surgery procedures) and your appointment for the Annual Woman’s Wellness Exam at a later date.

By signing this notification, I verify that I have read the above and questions have been answered to my satisfaction. I understand that monies may be due prior to my departure from this office.

Print Name: _____ D.O.B: _____

Signature: _____ Date: _____

Witness: _____ Date: _____





Appointment Cancellation/No Show Policy

Our goal is to provide all of our patients with exceptional care. “No Shows” and late cancellations inconvenience those individuals who are in need of medical care. We would like to remind you of our office policy regarding missed appointments.

Cancellation of an Appointment

In order to be respectful of the needs of other patients, please call us promptly if you need to cancel or reschedule your appointment. We require that you call twenty-four (24) hours in advance. Appointments are in high demand, and your early cancellation will give another person the possibility to receive medical care in a timely manner.

As a courtesy, our staff will call you forty-eight (48) hours in advance to confirm your appointment. We will leave a voice mail message if we are unable to reach you personally. If you are not able to keep your appointment, we will be happy to reschedule it for you. Please do give us a 24 hour advance notice to cancel or reschedule.

No Show Policy

A “No Show” is someone who is not present at the time of their scheduled appointment and has not provided adequate notification. We understand that emergencies may occur, however, when you do not call to cancel an appointment, you are preventing another patient from getting much needed treatment.

Charge for Late Cancellations and No Show’s

Failure to give a 24 hour advance cancellation or being a “No Show” will result in a non-refundable administrative charge of \$40.00. This fee will not be covered by your insurance company.

If you have any questions regarding this policy, please ask our staff and we will be glad to clarify your questions. We thank you in advance for your cooperation and understanding.

Appointment Cancellation/No Show Policy

I acknowledge that I have been presented with the Appointment Cancellation/No Show Policy and that I understand the policy.

Patient Name	Patient Signature	Date
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