





## NOTIFICATION OF OFFICE APPOINTMENT POLICES

1. When an appointment is made, that time is reserved exclusively for you. We strongly encourage you to keep your scheduled appointment. If you must change your appointment, we require at least 24 hours' notice. Failure to give 24 hours' notice will result in a missed appointment fee of **\$50.00** unless unpredictable circumstances occur. A missed initial consultation will be billed at **\$100.00**. **This will be strongly enforced.**

2. We do our best to stay on time and request that you be on time also. Any patient who is 15 minutes or more late may be rescheduled at discretion of the doctor. This will be considered a missed appointment.

Thank you for your understanding and cooperation as we strive to best serve the needs of all of our patients.

***By signing below, you acknowledge that you have received this notice and understand this policy.***

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature



## NO SHOW / CANCELLATION POLICY

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

I, \_\_\_\_\_, hereby authorize Core Health & Wellness to charge the credit card listed below in the case I either No Show or Cancel my appointment outside of the cancellation policy window.

Each patient has the opportunity to cancel their appointment within 24 hours. In the case an appointment is on a Monday or following a holiday, the appointment must be cancelled on the last business day prior to their appointment.

**The No-show/cancellation fee for a Wellness/Hormone initial consultation or follow-up appointment with Dr. Villarreal is \$50.**

If there is an emergency or last-minute cancellation due to illness, death or any other circumstances that would cause a patient to not attend their appointment, the cancellation policy will be based on a case-by-case basis.

I understand that Core Health & Wellness has enabled this policy in order to give each patient the opportunity to have an appointment each week and not be effected by no-show or late cancelled appointments.

Name on Credit Card: _____		
Credit card Number: _____		
Exp Date: _____	CV Code: _____	Zip Code: _____
Client Signature: _____		Date: _____



## INSURANCE DISCLAIMER

Preventative medicine and bio-identical hormone replacement is a unique practice and is considered a form of alternative medicine. Even though the physicians and nurses are board certified as Medical Doctors and RN's or NP's, insurance does not recognize it as necessary medicine BUT is considered like plastic surgery (esthetic medicine) and therefore is not covered by health insurance in most cases.

Core Health & Wellness is not associated with any insurance companies, which means they are not obligated to pay for our services (blood work, consultations, insertions or pellets). We require payment at time of service and, if you choose, we will provide a form to send to your insurance company and a receipt showing that you paid out of pocket. **WE WILL NOT**, however, communicate in any way with insurance companies.

The form and receipt are your responsibility and serve as evidence of your treatment. We will not call, write, pre-certify, or make any contact with your insurance company. Any follow up letters from your insurance to us will be thrown away. If we receive a check from your insurance company, we will not cash it, but instead return it to the sender. Likewise, we will not mail it to you. We will not respond to any letters or calls from your insurance company.

For patients who have access to Health Savings Account, you may pay for your treatment with that credit or debit card. This is the best idea for those patients who have an HSA as an option in their medical coverage.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## **HIPAA Information and Consent Form**

The Health Insurance Portability and Accountability Act (HIPAA) provides safeguards to protect your privacy. Implementation of HIPAA requirements officially began on April 14, 2003. Many of the policies have been our practice for years. This form is a “friendly” version. A more complete text is posted in the office.

What this is all about: Specifically, there are rules and restrictions on who may see or be notified of your Protected Health Information (PHI). These restrictions do not include the normal interchange of information necessary to provide you with office services. HIPAA provides certain rights and protections to you as the patient. We balance these needs with our goal of providing you with quality professional service and care. Additional information is available from the U.S. Department of Health and Human Services. [www.hhs.gov](http://www.hhs.gov)

### **We have adopted the following policies:**

1. Patient information will be kept confidential except as is necessary to provide services or to ensure that all administrative matters related to your care are handled appropriately. This specifically includes the sharing of information with other healthcare providers, laboratories, health insurance payers as is necessary and appropriate for your care. Patient files may be stored in open file racks and will not contain any coding which identifies a patient's condition or information which is not already a matter of public record. The normal course of providing care means that such records may be left, at least temporarily, in administrative areas such as the front office, examination room, etc. Those records will not be available to persons other than office staff . You agree to the normal procedures utilized within the office for the handling of charts, patient records, PHI and other documents or information.
2. It is the policy of this office to remind patients of their appointments. We may do this by telephone, e-mail, U.S mail, or by any means convenient for the practice and/or as requested by you. We may send you other communications informing you of changes to office policy and new technology that you might find valuable or informative.
3. The practice utilizes a number of vendors in the conduct of business. These vendors may have access to PHI but must agree to abide by the confidentiality rules of HIPAA.
4. You understand and agree to inspections of the office and review of documents which may include PHI by government agencies or insurance payers in normal performance of their duties.
5. You agree to bring any concerns or complaints regarding privacy to the attention of the office manager or the doctor.
6. Your confidential information will not be used for the purposes of marketing or advertising of products, goods or services.
7. We agree to provide patients with access to their records in accordance with state and federal laws.
8. We may change, add, delete or modify any of these provisions to better serve the needs of the both the practice and the patient.
9. You have the right to request restrictions in the use of your protected health information and to request change in certain policies used within the office concerning your PHI. However, we are not obligated to alter internal policies to conform to your request.

I, \_\_\_\_\_ date \_\_\_\_\_ do hereby consent and acknowledge my agreement to the terms set forth in the HIPAA INFORMATION FORM and any subsequent changes in office policy. I understand that this consent shall remain in force from this time forward.



I, \_\_\_\_\_, agree while a patient of Core Health & Wellness, I will not take any type of anabolic steroids, testosterone gels, hormone "boosters", prohormones or any additional testosterone supplement not provided by Core Health & Wellness during my treatment plan. At any time, if use of these items is discovered, I understand I may be discharged as a patient of Core Health & Wellness.

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

\_\_\_\_\_  
Patient Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Core Health & Wellness Representative

\_\_\_\_\_  
Date



### INFORMED CONSENT FOR TESTOSTERONE THERAPY

The following information is provided to assist you with making an informed decision regarding the use of testosterone therapy. Please review this information and ask any questions that you may have about it.

1. Testosterone is a controlled medication with risks and benefits. Some potential benefits include:
  - Improvement in energy levels
  - Improves depressive symptoms
  - Improvement in sexual drive
  - Increase muscle mass
  - Decrease in fatigue
  - Increase in bone density
2. Some known or suspected risks in testosterone therapy include (but not limited to)
  - Worsening of cholesterol (in particular, “good” HDL)
  - Raising of hematocrit (blood thickness)
  - Elevated blood pressure
  - Blood clots in the legs, lungs, or brain
  - Edema (water retention or swelling of arms and legs)
  - Increased risk of cardiovascular or cerebrovascular events
  - Elevated levels of calcium in the blood
  - Worsening of sleep apnea
  - Skin-to-skin transference to a partner or child (topical therapy)
  - Skin Irritation
  - Liver dysfunction
  - Interactions with insulin, blood thinners, or corticosteroids
  - Breast tissue growth, swelling, or tenderness
  - Acne and male pattern baldness
  - Reduced testicular size
  - Prostate cancer progression
  - Changes in urinary habits, such as increased difficulty urinating

Testosterone therapy requires close monitoring and regular office visits, and therefore I agree to have the appropriate laboratory testing and office examination as recommended. Testosterone therapy may require donating (therapeutic phlebotomy) if hematocrit levels become too high, and I agree to donate as needed. I also understand that I will only be eligible to continue receiving the medication(s) if I am up to date with my office visits, laboratory work, and my needed blood donations.

I certify that I have received and understand this information and had my questions answered. I also understand that I have the option to not take testosterone therapy at any time.



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

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

**PATIENT AUTHORIZATION TO RELEASE PROTECTED HEALTH INFORMATION TO DESIGNATED REPRESENTATIVE(S)**

I, \_\_\_\_\_ give my authorization to release my medical information including results of my laboratory test, ultrasound and/ or other results to my representative(s).

**Patient Initials**

\_\_\_\_\_ My spouse (Name) \_\_\_\_\_

\_\_\_\_\_ My child (Name) \_\_\_\_\_

\_\_\_\_\_ Other (Name) \_\_\_\_\_

\_\_\_\_\_ Personal Representative \_\_\_\_\_

\_\_\_\_\_ May be left on my voicemail at home \_\_\_\_\_

\_\_\_\_\_ May be left on my voicemail at work \_\_\_\_\_

\_\_\_\_\_ May be left on my cell phone \_\_\_\_\_

\_\_\_\_\_ **MAY NOT BE GIVEN TO ANYONE OTHER THAN MYSELF**

\_\_\_\_\_  
**Patient Signature**

\_\_\_\_\_  
**Date**







**Today's Date:** \_\_\_\_\_

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

**Date of Birth:** \_\_\_\_\_ **Age:** \_\_\_\_\_

**Weight/Height:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**Previous PCP (if any):** \_\_\_\_\_

**Other Physicians Involved In Your Care:** \_\_\_\_\_



**Family History (Please include living and deceased, medical issues and age.):**

**Father:** \_\_\_\_\_

**Mother:** \_\_\_\_\_

**Siblings:** \_\_\_\_\_

**Grandparents:** \_\_\_\_\_

**Habits:**

**Alcohol:** Yes \_\_\_ No \_\_\_ Frequency \_\_\_\_\_

**Tobacco:** Yes \_\_\_ No \_\_\_ Chew Or Smoke? \_\_\_\_\_ Frequency \_\_\_\_\_

**Caffeine:** Yes \_\_\_ No \_\_\_ Frequency \_\_\_\_\_

**Exercise:** Yes \_\_\_ No \_\_\_ If Yes, How Often? \_\_\_\_\_

**Social History:**

**Work:** Employed \_\_\_ Unemployed \_\_\_ Retired \_\_\_ Disabled \_\_\_

**Current Occupation:** \_\_\_\_\_

**Marital Status:** Married \_\_\_ Single \_\_\_ Divorced \_\_\_ Domestic Partner \_\_\_

**Children (age):** \_\_\_\_\_

**Past Surgical History (Indicate Date):**

\_\_\_ None \_\_\_\_\_ **Bariatric surgery** \_\_\_\_\_

\_\_\_ Cataracts \_\_\_\_\_ **Hysterectomy** \_\_\_\_\_

\_\_\_ LASIK \_\_\_\_\_ **Endoscopy** \_\_\_\_\_

\_\_\_ Tonsillectomy \_\_\_\_\_ **Colonoscopy** \_\_\_\_\_

\_\_\_ Adenoidectomy \_\_\_\_\_ **Hernia** \_\_\_\_\_

\_\_\_ Thyroidectomy \_\_\_\_\_ **Spinal Surgery** \_\_\_\_\_

\_\_\_ Coronary Bypass \_\_\_\_\_      \_\_\_ Tubal Ligation \_\_\_\_\_  
 \_\_\_ Cardiac Stents \_\_\_\_\_      \_\_\_ Bladder Surgery \_\_\_\_\_  
 \_\_\_ Pacemaker \_\_\_\_\_      \_\_\_ Prostate Surgery/Resection \_\_\_\_\_  
 \_\_\_ Heart Valve \_\_\_\_\_      \_\_\_ C-Section \_\_\_\_\_  
 \_\_\_ Gall Bladder \_\_\_\_\_      \_\_\_ Orthopedic/Joints \_\_\_\_\_  
 \_\_\_ Appendectomy \_\_\_\_\_      \_\_\_ Bowel/Stomach Resection \_\_\_\_\_  
 \_\_\_ Hemorrhoidectomy \_\_\_\_\_      \_\_\_ Other \_\_\_\_\_

**Patient Medical History**

Check Yes or No (Include Date/Explanation)

<b>History Of:</b>	<b>Yes</b>	<b>No</b>	
Headaches			
Stroke			
Seizures			
Pneumonia			
Diabetes (Type 1 Or Type 2)			
Thyroid Disease (Low Or High)			
Glaucoma			
Macular Degeneration			
Hearing Loss			
High Blood Pressure			
Blood Clots			
– Pulmonary Emboli			
– DVT (Leg Clots)			
Heart Burn, Reflux			
Stomach Ulcers			
Heart Disease			
– Coronary Disease			
– MI/Heart Attacks			
– Congestive Heart Failure			
– Atrial Fibrillation			

—Angina			
	<b>Yes</b>	<b>No</b>	
—Valve Disorder			
High Cholesterol			
Gastrointestinal Bleeding			
Hepatitis (A, B, C)			
HIV/ AIDS			
STD/Herpes			
Chronic Wounds			
Cancer (Type)			
Urinary Tract Infections			
Incontinence			
Kidney Stones			
COPD (Emphysema,Bronchitis)			
Asthma			
Depression			
Bipolar Disorder			
Anxiety			
Fibromyalgia			
Chronic Fatigue Syndrome			
Arthritis			
Gout			
Osteoporosis			
Prostate Disease			
Breast Disease			
Erectile Dysfunction			

Other \_\_\_\_\_

**For Women:**

Last Pap Smear: \_\_\_\_\_ Results: \_\_\_\_\_

Total Pregnancies: \_\_\_\_\_

Total Miscarriages: \_\_\_\_\_

Total C-Sections: \_\_\_\_\_

Hot Flashes Yes \_\_\_\_ No \_\_\_\_ Bleeding After Menopause Yes \_\_\_\_ No \_\_\_\_

Excessive Menstrual Bleeding Yes \_\_\_\_ No \_\_\_\_

Unusual Vaginal Discharge Yes \_\_\_\_ No \_\_\_\_

Menstrual Pain/Cramps Yes \_\_\_\_ No \_\_\_\_

Spotting Between Periods Yes \_\_\_\_ No \_\_\_\_

Age At Onset Of Menstruation: \_\_\_\_\_

First Day Of Last Menstruation: \_\_\_\_\_

**Review of Systems (Check Yes or No for Symptoms in Past 6 Months, Circle for symptoms TODAY):**

**Constitutional/Endocrine**

____ Yes ____ No	Fever	____ Yes ____ No	Chills
____ Yes ____ No	Weakness/Fatigue	____ Yes ____ No	Weight Loss
____ Yes ____ No	Weight Gain	____ Yes ____ No	Insomnia
____ Yes ____ No	Snoring	____ Yes ____ No	Excessive Thirst
____ Yes ____ No	Excessive Urination	____ Yes ____ No	Cold Or Hot Intolerance

Other: \_\_\_\_\_

**HEENT**

____ Yes ____ No	Sore Throat	____ Yes ____ No	Stiff Neck
____ Yes ____ No	Change In Voice	____ Yes ____ No	Sinus Drainage
____ Yes ____ No	Sinus Headache	____ Yes ____ No	Nose Bleeds
____ Yes ____ No	Earache/Drainage	____ Yes ____ No	Hearing Loss
____ Yes ____ No	Ringling In Ears	____ Yes ____ No	Blurred Vision/Loss
____ Yes ____ No	Glasses/Contacts	____ Yes ____ No	Itchy/Watery Eyes
____ Yes ____ No	Dental Problems		

Other: \_\_\_\_\_

**Gastrointestinal**

Yes  No Nausea/Vomiting       Yes  No Difficulty Swallowing  
 Yes  No Hemorrhoids       Yes  No Diarrhea  
 Yes  No Constipation       Yes  No Bloody Or Black Stools  
 Yes  No Abdominal Pain       Yes  No Heartburn/Indigestion  
 Yes  No Frequent Use Of Laxatives

Other: \_\_\_\_\_

**Urinary**

Yes  No Incontinence       Yes  No Pain/Burning With Urination  
 Yes  No Blood In Urine       Yes  No Dark Urine  
 Yes  No Urinary Frequency       Yes  No Slow Starting/Stopping Urine

Other: \_\_\_\_\_

**Genital/Sex Organs**

Yes  No Penile Dysfunction       Yes  No Breast Pain/Discharge/Lump  
 Yes  No Testicular Lump/Pain       Yes  No Painful Intercourse  
 Yes  No Lack Of Sexual Drive       Yes  No Problems With Performance

Other: \_\_\_\_\_

**Cardiac**

Yes  No Chest Pain       Yes  No Palpitation  
 Yes  No Irregular Heartbeat       Yes  No Exercise Intolerance  
 Yes  No Leg Swelling

Other: \_\_\_\_\_

**Respiratory**

Yes  No Persistent Cough       Yes  No Coughing Up Blood  
 Yes  No Shortness Of Breath       Yes  No Wheezing  
 Yes  No Can't Breathe Laying Flat

Other: \_\_\_\_\_

**Skin**

Yes  No Rashes/Hives  Yes  No Skin Discoloration  
 Yes  No Lesions/Moles/Warts  Yes  No Ulcers  
 Yes  No Itching  Yes  No Nail Problems  
 Yes  No Unusual Hair Loss  Yes  No Easy Bruising

Other: \_\_\_\_\_

**Psych**

Yes  No Depressed Mood  Yes  No Suicidal Thoughts/Plans  
 Yes  No Agitation/Irritability  Yes  No Insomnia  
 Yes  No Anxiety  Yes  No Frequent Crying Spills

Other: \_\_\_\_\_

**Musculoskeletal**

Yes  No Joint Swelling  Yes  No Joint Pain Or Stiffness  
 Yes  No Muscle Weakness  Yes  No Muscle Spasms/Cramp  
 Yes  No Back Pain  Yes  No Falling

Other: \_\_\_\_\_

**Neurologic**

Yes  No Frequent Headache  Yes  No Seizures  
 Yes  No Syncope (Fainting)  Yes  No Limb Weakness  
 Yes  No Limb Numbness  Yes  No Dizziness  
 Yes  No Swallowing Difficulty  Yes  No Balance Issues  
 Yes  No Tremors  Yes  No Rigidity

Other: \_\_\_\_\_