

# Welcome to the Colorado Mountain Medical Endocrinology Team!

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Please fill out the new patient paperwork for your upcoming appointment. Read the instructions carefully and let us know if you have any questions.

#### **Instructions for New Patients:**

- Please arrive at least <u>30</u> minutes prior to the time of your appointment, even if your paperwork is already completed
- This ONE HOUR appointment has been reserved for you
- If you arrive more than 10 minutes late, we may not be able to see you and your appointment will be rescheduled
- Please give at least 2 business days' notice by calling our office if you are unable to keep this appointment
- Canceling the day of your appointment may require you to obtain another referral

#### Please bring to your appointment:

- Completed New Patient Paperwork. This can also be emailed to us prior to your appointment at endocrinology
- <u>All</u> of your medications in their original containers (in addition to your written list):
  - Prescriptions
  - Over-the-counter medicine
  - Vitamins
  - Herbal supplements
- PLEASE STOP TAKING BIOTIN PRODUCTS A WEEK PRIOR TO YOUR SCHEDULED APPOINTMENT
- Government issued photo identification (driver's license, passport)
- Insurance card
- Every effort will be made by our office to obtain your past medical records. Please bring any records you may have with you to your appointment.

Please contact our office if you have any questions.

We look forward to meeting you!

## Thank you,

Colorado Mountain Medical - Endocrinology Physical: 322 Beard Creek Road, Suite 1300

Edwards, CO 81632 Mailing: PO Box 4330 Avon, CO 81620 P: 970-446-1300

F: 970-926-6348



## Patients' Bill of Rights- Please read and keep for your records

## **Patient Responsibilities**

Patients are responsible for:

- Providing the clinic with as much information as possible about their health, medical history and insurance benefits.
- Showing behavior that is respectful and considerate to other patients, families, visitors, and employees of Colorado Mountain Medical.
- Participating in their treatment.
- Informing their health care provider or physician immediately if you need clarification when you do not understand the medical words or details about your plan of care.
- Notifying their care provider or physician about any changes in their condition.
- Following the plan of care established by their health care provider or physician. If they are unable or unwilling to follow the defined plan, they are responsible for telling their care team.
- Keeping their scheduled appointment times, and if unable to keep the appointment time to contact the clinic 48 hours in advance of your scheduled appointment.
- Assuring that their financial obligations are fulfilled as promptly as possible.
- Signing up for the patient portal, the portal allows for direct communication of Colorado Mountain Medical lab results and direct communication with their provider. This is the preferred method of communication with our providers.
- Contact your pharmacy for refills on any medications; they will contact the provider's office for approval.

### **Clinic Responsibilities**

The clinic is responsible for:

- Providing patients with an after care summary of their visit which includes their plan of care.
- Showing respect and compassion to each patient and their family members.
- Protecting the confidentiality of patient's health care records.
- Contacting patients with test results within 1 week after results are final.
- Returning patients phone calls within 3 days with answers to non-emergent patient questions or issues.
- Providing patients advanced notice if a surgery, procedure, or clinic visit needs to be rescheduled and the reason behind the schedule change.

## **Quick Reference Phone Numbers**

Endo Clinical Line: 970-688-8431
 Medical Records: 970-688-8398
 Edwards Front Desk: 970-446-1300



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## Admission Health Survey

Patient Name:		Date of Birth:					
Primary Care Provider:		Referring Physician:					
Other Providers (name and	specialty):						
Reason for Visit: Preferred Pharmacy:							
Allergies/Sensitivities	(Can attach list	if needed)					
Name of Drug/Food	Reaction	Name of Drug/Food	Reaction				
dietary supplements and co *MUST BRING EVERYTHING	mpounded products	ptions including injections/top that you take daily, weekly, n DTTLES/PACKAGING IN AD	nonthly, etc.  DITION TO YOUR LIST				
Name of Drug	Dosage	How Often	Reason for taking				
Medical Problems: (ca	n attach a list) in	clude year of diagnosis					



Name:	
DOB: _	

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Social History	:						
Profession			Marrie	d □Si	ingle □ Divorced □ Widowed		
Do you drink alcoh	nol? 🗆 Ye	es□No If	yes, how many o	drinks in	n a week: □ 1-7 □ 8-14 □ 14+		
Do you or have yo	ou ever us	ed tobacco	′nicotine? □ Ye	s 🗆 No	)		
Packs/day_	Ag	e Started	Age Quit		<u> </u>		
In past year have	you used	marijuana?	□Yes □No	Other	recreational drugs? ☐ Yes ☐ No		
Type of Diet: □ Re	egular □\	/egetarian	□ Vegan □ Calo	rie Res	stricted □ Low Salt □ Low Carb		
Servings of vegeta	ables/day_		Servings of	fruit/day	у		
Do you exercise?	□ Yes □	No Type			Days per week		
Local Resident?	∃Yes □I	No □ Part	Time Home	e Eleva	tion:feet		
Procedures/Su	Year						
			<del>-</del>				
Family History	<b>':</b>						
Relative	Aliv	ve? (Y/N)		Medical Conditions			
Mother							
Father							
Siblings:							
Children:							
Wellness	Date	Wor	men Only	Y/N			
Colonoscopy			be pregnant?	1,11	Date of last menstrual period		
EKG		Post-menopausal?			Birth control method		
Sleep Study		Last pap smear? Last mammogram?			# of pregnancies		
					# of Miscarriages		
Patient/Parent/Gua	rdian Sig	<mark>gnature</mark>			Date		