

Singletrack Health New Patient Request Form

Date form completed: _____

Legal Name (First, Middle, Last): _____

Preferred Name (What do you want us to call you?): _____

Date of Birth: _____

Gender at Birth: Female Male Prefer Not to Disclose

Address: _____

Email Address: _____

Home Phone (if none, leave blank): _____ Cell Phone: _____

Insurance (list all, including supplemental and secondaries): _____

List All Current Medications/Supplements/Over the Counter Vitamins You Take:

List All Chronic Medical Conditions (ex. Diabetes, High Blood Pressure, etc.):

Who is your current (or most recent) Primary Care Provider? _____

Reason for leaving current provider? _____

What are your current health goals? _____

Were you referred by one of our patients? If yes, who? _____

Our office is dedicated to safeguarding our patients and community against vaccine-preventable illness. We follow Michigan Department of Health and Human Services (MDHHS) recommended guidelines, supported by the American Academy of Pediatrics, the American Academy of Family Physicians, and the American College of Obstetricians and Gynecologists. **How do you feel about vaccinations?**

We value the diversity of our patients and staff. If you have reservations about receiving services from a diverse staff, Singletrack Health may not be a good fit for you.

Submission of this form is not a guarantee of acceptance into the practice. In the event there is an opening, our office will contact you. Thank you for your interest.

Singletrack Health – A Patient Centered Medical Home

At Singletrack Health, we aim to provide high quality, person-centered, and evidence-based medical care using a team-based approach. An important aspect of this team is the relationship between yourself and your provider.

What you can expect from us:

- Our office makes every effort to address your healthcare needs in a timely and compassionate manner.
 - Please allow 24-48 hour for medication refill request.
- We offer you **same day appointments** in cases of acute illness! When you feel unwell, you can expect to be cared for by one of our physicians. We will schedule you with one of our providers to keep your care in one place, from people you know and trust.
- Evenings, Weekends, and Holidays Provider Availability
 - To ensure your healthcare needs are met whenever they occur, we provide you with “on-call” services. This means that if you have a non-emergent medical need **after regular business hours, on the weekend, or on a holiday**, you can call our office at 906 662 4070 and follow the prompts to be transferred to the on-call provider for Singletrack Health.
- Provided services include, but are not limited to; laceration repair, wart removal, mole removal, fracture management, intrauterine contraceptive device (IUD) placement, vasectomies, and other gynecological procedures.
- In the event you are hospitalized locally, you will be seen by one of our amazing Singletrack Health providers.

What we expect from you:

- To maintain your status as a patient at our office, **you must be seen at least once per year for an annual exam**. Depending upon your age and coverage, this may be called a “complete physical exam”, an “annual wellness visit”, or a “well-child visit”. **Preventive exams are important to maintaining your health and keeping your medical records up to date.**
- You agree to follow guidelines for vaccination, including administration of annual flu vaccines.
- Individuals with chronic conditions (ex. Diabetes, high blood pressure, etc.) will adhere to the follow-up schedule recommended by your physician.
- **When you are sick with an acute illness** (ex. Ear infection, flu, COVID, muscle sprain, etc.), you will contact our office for a same day appointment. In the event the office is closed, you will use our on-call service to address your need. We can often get you in much faster and at a lower cost to you than an urgent care center.
- Review, understand, and agree to our office *No Show and Cancellation Policy*.
 - We request 24-hour notice prior to any cancellations.
- When you are seen outside of our facility, please ask them to share your record with us. This helps to keep your care coordinated and on-track and prevents duplication of services. Our fax number is 906 662 4091.
- Review, understand, and agree to our *Payment Policy*. Co-pays, deductibles, and/or coinsurances are due at the time of service. All bills are due upon receipt of a statement from our office. In cases of financial hardship, contact our office manager promptly to discuss a payment arrangement.
 - Bills can easily be paid on our website using the “PAY BILL” button at www.singletrackhealth.com.
- Our portal allows you to directly contact your physician via secure messaging. This is a great way of non-urgent communication and we recommend you take advantage of this.