

The Office of Dr. Mischa Grieder, N.D.

at

San Francisco Preventive Medical Group

Dear Patient,

Welcome to the office of Dr. Mischa Grieder, N.D. at San Francisco Preventive Medical Group! Dr. Grieder is a licensed Naturopathic Doctor who focuses on chronic illness, specifically tick borne diseases and immune related disorders, and utilizes an integrative approach in helping patients recover. We are pleased that you have chosen to entrust Dr. Grieder with your healthcare needs. We look forward to assisting you on your journey to health, and would like to take this opportunity to provide you with the necessary information regarding your upcoming appointment at our office. To make your visit as productive as possible, please read the following very carefully prior to visiting our office.

- **Complete the enclosed patient information and history sheets prior to your arrival at the clinic.** It is extremely important for you to complete them to the best of your availability. This will help ensure a more complete and accurate evaluation.
- **This packet must be received in our office (7) seven business days prior to your appointment. Failure to have your packet in advance may impact your appointment day/time.**
(Exceptions would include appointments made less than 7 days in advance)
- Patients who are being evaluated for Lyme disease and other tick-borne diseases often have extensive histories with multiple symptoms, physician encounters, and numerous tests and procedures. It will greatly assist Dr. Grieder to document your history in the form of a brief timeline. You may use the reverse side of the medical history form, or a separate sheet of paper. **If you have already obtained positive testing for Lyme disease, please make sure you bring COPIES of those results to your initial appointment. Also, please include COPIES of any relevant lab work or test results from the last three years.** Should copies need to be made in our office, you may be charged for extensive copying operations.
- **Please supply a copy of your current driver's license and insurance card (back and front).** While we are a "fee for service" clinic, having your insurance information on file will be necessary to provide you with proper paperwork to process your claim, should you choose to do so. It will also aid in the prior authorization process, should your insurance require it for certain medication coverage.
- **You must arrive (15) fifteen minutes prior to your scheduled appointment time.**
- **Please give us (5) five business days' notice if you need to cancel or reschedule your appointment.**
- **Failure to give (3) three full business days' (72 hours) notice of your cancellation will result in the loss of your deposit for your new patient appointment. If any follow up visit is cancelled without (2) full business days' (48 hours) notice, you may be charged ½ of your appointment fee. No-shows will be charged the full fee of the appointment and may be required to pre-pay the next appointment.**
- **If you know that you may be late for your appointment, please call our office at 415-566-1000.** If your tardiness exceeds thirty minutes, you may need to reschedule your appointment for another day.

If you have any questions regarding your travel, appointments, or the enclosed forms, please do not hesitate to contact the office. Next, in order to provide you with the quality of service that ensures your needs are best met, we ask that you please review our practice policies prior to your visit.

We look forward to meeting you,

Dr. Grieder and staff

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Scheduling

We realize that many of our patients are not local to San Francisco and travel from a distance to visit Dr. Grieder. In order to properly care for you, we require that you come to our office for follow-up visits and regular consultation. *Patients should plan to be seen every 4-8 weeks, depending on the complexity of their illness.* Phone consultations are available for in between appointments, but are not meant to replace in office follow up visits. Please take the travel requirement into your decision to visit Dr. Grieder at San Francisco Preventive Medical Group. At the time of your initial visit, a follow-up visit will also be scheduled to discuss our findings. *This must be an on-site visit.* Due to the complexity of Tick Borne and Immune Illnesses, we will not fax your lab results to you prior to this appointment.

New Patients

Dr. Grieder accepts new patients from either physician referral or self-referral. As a patient of Dr. Grieder, we strongly recommend that your Primary Care Physician be informed of our evaluation and treatment plans. This is not to say that your doctor must agree with our theories; however, the physicians to whom you entrust your health need full disclosure of any medications and/or supplements that could possibly interact with other prescriptions.

Your initial appointment:

In order for your appointment to be efficient and productive, you must have all forms in this packet completed and sent into our office 10 days prior to your arrival at the office. Should you have any questions on the packet, please contact our office at 415-566-1000. On the day of your appointment, you will need to arrive at the clinic 15 minutes prior to your scheduled appointment time.

At you initial appointment, Dr. Grieder will perform the following:

- Review your admission packet
- Obtain a thorough history
- Review any previous lab testing
- Perform a physical assessment
- Answer questions about our practice

Dr. Grieder will also recommend any pertinent testing, discuss treatment options, and recommend a treatment schedule if indicated. **Please plan to spend up to two hours at this visit.**

***It is highly recommended that a family member, partner, close friend, or advocate accompany the patient to their initial evaluation. This is to ensure a most successful and productive appointment.**

About Laboratory Testing:

Following this encounter, you will have blood drawn for lab tests. Some labs, such as those performed by Quest or Labcorp may be covered by your insurance. Please make sure that your insurance information is presented to the laboratory technicians when services are rendered.

Additionally, we may use specialty labs (including IGeneX) that do not accept insurance assignments, therefore prepayment is required. In regards to tick-borne illnesses, if your labs do not show a Center for Disease Control (CDC) positive result, it may be necessary to repeat specific labs due to current regulations prior to initiation of treatment.

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Labs prior to your visit:

If you have had testing for Lyme disease, or other relevant conditions, please bring the results to you.

Your second visit:

The purpose of the second visit is to review your lab results with Dr. Grieder and to develop a plan of care specifically tailored to you. This must be an **on-site** visit. *We do not fax any lab results prior to the second visit. Following this second visit, copies of lab results are available upon request.*

Please plan to spend **one (1) hour for this visit.**

Follow up visits:

Follow-up visits are scheduled according to your clinical needs and will vary according to the type of treatment you are prescribed. *In general, follow-up visits are every 4-8 weeks depending on the complexity of your illness and current protocol.* Please plan to spend **thirty (30) minutes at these visits.**

Prescription refill requests:

Should you need to have a prescription refilled, **please call your pharmacy and have them fax a refill authorization request form to 415-665-6732.** The office will not refill any request directly from patients unless an original prescription is needed. Please allow 24-48 hours for our staff to process this request. Neither Dr. Grieder nor the staff have access to patient charts after hours or on weekends; therefore prescriptions can only be handled during regular business hours.

Financial

Dr. Mischa Grieder, N.D. is fee-for-service, self-pay practitioner. Payment is due at the time services are rendered. We will provide you with a super bill, which you may submit to your insurance company or HSA/FSA. Depending on your insurance plan and coverage, it is possible you may be eligible for reimbursement. Additionally, we do our best to use utilize commercial labs where insurance is accepted, and work with companies as best we can to ensure medication coverage. Unfortunately, we cannot guarantee coverage on behalf of your insurance company. We regret that today's insurance can be so complicated; however, it is your responsibility to understand your insurance plan. If you have any questions regarding the rules and coverage provided by your health insurance, you should contact the insurance company directly.

Dr. Grieder does not participate with any U.S. Federal Gov't Health Insurances, including Medicare/Medicaid or Tricare. However, supervising physician Paul Lynn does participate in Medicare/Medicaid and to maintain an active status as his patient, you must be seen by him every six (6) months. Depending on the type of health insurance the patient has, the patient will be required in advance to sign an Advance Beneficiary Notice (ABN) or Balance Billing Waiver, which states that a patient accepts the clinic fees for services and waives the allowable fee limitations.

I have read the above policies and understand what is required of me as a patient of Dr. Grieder, N.D.

Patient Signature

Date

Patient Representative/Guardian Signature

Date

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Fee Schedule

Dr. Grieder is a fee-for-service practitioner and does not participate with any health care insurance plans. This includes the U.S. Federal Government plans Medicare, Medicaid and Tricare. Depending on the type of health insurance the patient has, the patient will be required in advance to sign an Advance Beneficiary Notice (ABN) or Balance Billing Waiver, which states that a patient accepts the clinic fees for services and waives the allowable fee limitations. We will provide the designated form to patients upon their arrival for their appointments.

Fee Schedule for Dr. Mischa Grieder, N.D.*

| Type of Appointment | Appointment Fee | Appointment Description |
|----------------------------------|--|--|
| Initial Visit with Dr. Grieder | \$600 | This visit includes a complete evaluation by Dr. Grieder. Please allow up to two (2) hours for this visit, which includes a review of your medical history, current health and symptoms, medical records or test results, and a physical examination. To schedule this appointment, we require a deposit. Failure to cancel within the required time period will result in the loss of deposit. |
| Second Visit | \$410 | This visit includes a review of your lab and test results and planning session for your treatment protocol for ongoing care. Please allow one (1) hour for this visit. |
| Follow-up visits | 30 minute: \$275 45 minute: \$410 60 minute: \$550 | This visit will include an evaluation of your treatment response and plans for ongoing care. These visits are traditionally 30 minutes in length, but longer visits may be scheduled. |
| Between visit phone consultation | 20 minutes - \$180 30 minutes - \$275 40 minutes - \$370 | We realize the hardship of travelling to the office from far distances, and so established patients are offered phone consultations, but are not meant to replace in-office appointments. This option is also available for in-town patients who need extra care between regular appointments. <i>Prior to phone consults, patients must submit a current medication/supplement and symptom list. Failure to submit this information 24 hours prior to the scheduled appointment will result in the appointment being rescheduled.</i> |

*Prices are subject to change without notice.

Payment methods accepted include cash, personal check and all major credit cards with the exception of American Express

- **If a patient's tardiness exceeds thirty (30) minutes, they will need to reschedule their appointment.**
- **All cancellations made with more than 48 hours' notice will not incur a fee.**
- **Cancellations made with less than 48 hours' notice will incur a penalty of ½ the cost of the visit.**
- **No show appointments will be responsible for paying the full cost of the appointment.**