



Elisa Song, MD | Donna Ruiz, MD | Suruchi Chandra, MD | Christina Peretz, MD | Kandice Stellmon, NC

New Patient Instructions

Thank you for your interest in becoming a patient at Whole Family Wellness.

Before scheduling your first appointment, we ask that you take the time to review, fill out, and return the documents and forms as outlined below. A new patient appointment will only be scheduled after we receive your completed forms. Once we receive your completed forms, our reception will call you to schedule your appointment.

The information that you provide will greatly enhance and maximize the time you spend with your doctor or nutrition consultant on your first visit, so please fill out the questionnaires as accurately and thoroughly as possible. For consultations regarding specific health issues, we also ask that you send all previous medical records, including previous lab work and consultations with other healthcare specialists, to our office at least three days before your scheduled visit. This will ensure that your doctor can provide you with the best comprehensive care. Use the **Authorization to Release Medical Information to Whole Family Wellness** form to request medical records from your other healthcare providers.

All of our forms are Adobe PDF documents. You may type directly into the forms and save them as you are working. You may also print the forms and write on them if you prefer. To access these forms you will need to have the free Adobe Reader installed on your computer. Most computers already have the Adobe Reader installed, but if you need to install it, please visit the Forms page of our website at www.wholefamilywellness.org.

You may return the forms in any of the following ways:

- E-mail (as email attachments) to info@wholefamilywellness.com
- Fax to 650-595-5438
- Regular mail to our office address at:
Whole Family Wellness
1601 El Camino Real, Suite 101
Belmont, CA 94002

Please consult the sections below for the type of appointment you are requesting to ensure you fill out the correct forms.

For new PEDIATRIC WELL-CARE appointments, please complete the following:

- Review the **Who We Are** page of our website for our most recent provider information.
- Review the **Whole Family Wellness Policies** document.
- Review the **Whole Family Wellness Privacy Practices** document.
- Completely fill out the **Pediatric New Patient Registration Form**.
- Completely fill out the **Family History Form**.
- Return the Pediatric New Patient Registration Form and the Family History Form to our office. Once we receive them, we will call you to schedule your appointment.
- Send all previous records and labs to us at least 3 days before your visit.

For new ADULT WELL-CARE appointments, please complete the following:

- Review the **Who We Are** page of our website for our most recent provider information.
- Review the **Whole Family Wellness Policies** document.
- Review the **Whole Family Wellness Privacy Practices** document.
- Completely fill out the **Adult New Patient Registration Form**.
- Completely fill out the **Family History Form**.
- Return the Pediatric New Patient Registration Form and the Family History Form to our office. Once we receive them, we will call you to schedule your appointment.
- Send all previous records and labs to us at least 3 days before your visit.

1601 El Camino Real, Suite 101 | Belmont, CA 94002 | tel: 650.595.5437 | fax: 650.595.5438

holistic care for your body, mind, & spirit



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New Patient Instructions (continued)

For new PEDIATRIC CONSULTATION appointments for specific health concerns, please complete the following:

- Review the **Who We Are** page of our website for our most recent provider information.
- Review the **Whole Family Wellness Policies** document.
- Review the **Whole Family Wellness Privacy Practices** document.
- Completely fill out the **Pediatric New Patient Registration Form**.
- Completely fill out the **Pediatric New Patient Health Questionnaire**.
- Completely fill out the **Family History Form**.
- Return the Pediatric New Patient Registration Form, the Pediatric New Patient Health Questionnaire, and the Family History Form to our office. Once we receive them, we will call you to schedule your appointment.
- Send all previous records and labs to us at least 3 days before your visit.

For new ADULT CONSULTATION appointments for specific health concerns, please complete the following:

- Review the **Who We Are** page of our website for our most recent provider information.
- Review the **Whole Family Wellness Policies** document.
- Review the **Whole Family Wellness Privacy Practices** document.
- Completely fill out the **Adult New Patient Registration Form**.
- Completely fill out the **Adult New Patient Health Questionnaire**.
- Completely fill out the **Family History Form**.
- Return the Adult New Patient Registration Form, the Adult New Patient Health Questionnaire, and the Family History Form to our office. Once we receive them, we will call you to schedule your appointment.
- Send all previous records and labs to us at least 3 days before your visit.

For new NUTRITION CONSULTATION appointments, please complete the following:

- Review the **Who We Are** page of our website for our most recent provider information.
- Review the **Whole Family Wellness Policies** document.
- Review the **Whole Family Wellness Privacy Practices** document.
- Completely fill out the **Pediatric New Patient Registration Form** or the **Pediatric New Patient Registration Form**.
- Completely fill out the **Nutrition Services Consent Form**.
- Completely fill out the **Family History Form**.
- Return the Pediatric New Patient Registration Form or the Adult New Patient Registration Form, the Nutrition Services Consent Form, the Nutrition Questionnaire, and the Family History Form to our office. Once we receive them, we will call you to schedule your appointment.
- Completely fill out the **3-Day Diet Journal** and return it to our office at least 3 days before your visit.