

# WELCOME TO OUR PRACTICE

**PATIENT INFORMATION** *Please print clearly*

Patient First Name \_\_\_\_\_ MI \_\_\_\_\_ Last Name \_\_\_\_\_  
 Male  Female  Marital Status: Single  Married  Widowed  Separated  DM   
 Spouse/Partner Name \_\_\_\_\_ Spouse Date of Birth \_\_\_\_\_  
 Do you have children? Yes  No  Ages \_\_\_\_\_  
 Patient Home Street Address \_\_\_\_\_ Apt # \_\_\_\_\_  
 PO Mailing Address (if applicable) \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Patient Home Phone # [ ] \_\_\_\_\_ Cell Phone # [ ] \_\_\_\_\_  
 Patient email address [please print clearly] \_\_\_\_\_  
 Patient Date of Birth \_\_\_\_\_ Age \_\_\_\_\_ Social Security Number \_\_\_\_\_  
 Patient Height \_\_\_\_\_ Weight \_\_\_\_\_ Shoe Size \_\_\_\_\_  
 Patient Occupation \_\_\_\_\_ Employer Name \_\_\_\_\_  
 Employer Address \_\_\_\_\_ Phone [ ] \_\_\_\_\_

**BEST CONTACT INFORMATION** Home Phone  Cell Phone  Work  Email

If patient is a minor - provide name of patients or guardian \_\_\_\_\_  
 Address of parents of guardian \_\_\_\_\_  
 Phone # [ ] \_\_\_\_\_ Cell Phone # [ ] \_\_\_\_\_  
 Emergency Contact Name \_\_\_\_\_ Phone \_\_\_\_\_ Relationship \_\_\_\_\_

**PAYMENT AND INSURANCE INFORMATION** *Please present your insurance card and drivers license upon arrival*

Check here no health insurance   
 Full Name of Insured \_\_\_\_\_ Relationship to Patient \_\_\_\_\_  
 Insured SS # \_\_\_\_\_ Insured Date of Birth \_\_\_\_\_  
 Insured Employer \_\_\_\_\_  
 Employer Address \_\_\_\_\_  
 According to my insurance, I am responsible to pay a Co-Pay Amount \$ \_\_\_\_\_ Deductible Amount \$ \_\_\_\_\_  
 Payment today will be made by: Cash  Check  Visa  Master Card  American Express  Discover   
 My insurance requires a referral from my PCP before I see a specialist. Yes  No

**REFERRAL INFORMATION** *We appreciate your referrals! Who may we thank for referring you to our office?*

Name \_\_\_\_\_ Address \_\_\_\_\_  
 Is this person your PCP  Other Specialist  Family Member  Friend

**OTHER REFERRAL SOURCES** [check all the apply and please specify names where indicated]:

Internet Search [name]	Phone Book [name]	Our Practice [name]	Newspaper Ad [name]	Saw our Sign [name]	Insurance Plan/Website [name]	Other [name]

Please turn over to continue

**PODIATRIC HISTORY**

Have you ever been to a podiatrist before? Yes  No   
 What is your chief foot complaint for which you came to be treated?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

When did it begin? \_\_\_\_\_

Did you receive treatment for this condition? Yes  No

If so, what type? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Circle the degree of pain you are currently experiencing”  
**Minimal** 1 2 3 4 5 6 7 8 9 10 **Severe**

Have you ever had any of the following foot conditions?

Please check all that apply:

- |  |   |
|--|---|
| <input type="checkbox"/> Ankle Instability             | <input type="checkbox"/> Ingrown Toenails                     |
| <input type="checkbox"/> Arthritis                     | <input type="checkbox"/> Intoe - Out toe walking              |
| <input type="checkbox"/> Back Pain                     | <input type="checkbox"/> Joint Pain                           |
| <input type="checkbox"/> Blisters                      | <input type="checkbox"/> Knee Pain                            |
| <input type="checkbox"/> Bone Spurs                    | <input type="checkbox"/> Limb Length Discrepancy              |
| <input type="checkbox"/> Bunions                       | <input type="checkbox"/> Neuromas                             |
| <input type="checkbox"/> Burning Feet                  | <input type="checkbox"/> Numbness or tingling in foot or toes |
| <input type="checkbox"/> Corns/Calluses                | <input type="checkbox"/> Plantar Fasciitis                    |
| <input type="checkbox"/> Diabetic Evaluation           | <input type="checkbox"/> Postural Fatigue                     |
| <input type="checkbox"/> Flat Feet                     | <input type="checkbox"/> Pronation                            |
| <input type="checkbox"/> Fracture                      | <input type="checkbox"/> Shin Splints                         |
| <input type="checkbox"/> Fungal Infections (skin/nail) | <input type="checkbox"/> Sprains                              |
| <input type="checkbox"/> Gout                          | <input type="checkbox"/> Sweating/Odor                        |
| <input type="checkbox"/> Hammertoes                    | <input type="checkbox"/> Tendonitis                           |
| <input type="checkbox"/> Heel Pain                     | <input type="checkbox"/> Tired feet                           |
| <input type="checkbox"/> Hip Pain                      | <input type="checkbox"/> Ulcers                               |
| <input type="checkbox"/> Infections                    | <input type="checkbox"/> Warts                                |

**MEDICAL HISTORY**

Have you ever been treated for any of the following conditions?  
 Please  all that apply to you; Put an **M** if on your mother's side; Put an **F** if on your father's side

- |                          |                                   |
|--------------------------|-----------------------------------|
| _____ Acid Reflux        | _____ Hypothyroidism              |
| _____ Anemia             | _____ Irritable Bowel Syndrome    |
| _____ Arthritis          | _____ Kidney Problems             |
| _____ Asthma             | _____ Liver Disease               |
| _____ Bleeding Disorders | _____ Low Blood Pressure          |
| _____ Cancer             | _____ Nervous Disorder            |
| _____ Depression         | _____ Muscle or Joint Pain        |
| _____ Diabetes           | _____ Peripheral Arterial Disease |
| _____ Epilepsy           | _____ Parkinson's Disease         |
| _____ Fatigue            | _____ Phlebitis                   |
| _____ Fibromyalgia       | _____ Poor Circulation            |
| _____ Headaches          | _____ Respiratory Disease         |
| _____ Heart Condition    | _____ Rheumatic Fever             |
| _____ Hepatitis          | _____ Shortness of Breath         |
| _____ High Cholesterol   | _____ Seizure Disorders           |
| _____ HIV/Aids           | _____ Stomach Ulcers              |
| _____ Hypertension       | _____ Stroke                      |
| _____ Hyperthyroidism    | _____ Varicose veins              |

**MEDICATIONS**

Are you currently on Blood Thinners? Yes  No

You can provide a printed list of your medications or list them below:

Name of Medication	Strength/Mg	Take how often?

Do you currently use: Cigarettes or Tobacco? Yes  No  Quit   
 If yes, for how long? \_\_\_\_\_ How many pks/day? \_\_\_\_\_

If quit, when? \_\_\_\_\_ yrs \_\_\_\_\_ months

Alcohol use? Yes  No  If yes, quantity \_\_\_\_\_ daily \_\_\_\_\_ weekly

**SURGERIES**

Please list all surgeries	Approximate Date

Name of MD/Family Physician \_\_\_\_\_

Address \_\_\_\_\_

Date of last visit \_\_\_\_\_

**ALLERGIES**

Have you ever had any adverse side effects or allergies to:				
	YES	NO	YES	NO
Adhesive Tape			Metal/Jewelry	
Anticoagulants			Novocaine	
Anti-inflammatory Meds			Peanuts	
Aspirin			Penicillin	
Codeine			Seafood	
Cortisone			Other antibiotics	
Iodine			Other pain medication	
Latex			Other	

If other, please explain \_\_\_\_\_

**SIGNATURE ON FILE AND PERMISSION TO TREAT**

- I understand that the information provided on this form is true and correct to the best of my knowledge.
- I request that payments of authorized benefits be made on my behalf for any services furnished by **Professional Foot & Ankle LLC**.
- I authorize any holder of information about me to release any information needed to determine these benefits or the benefits payable to related services to the insurance agent.
- I recognize my financial obligation of any coinsurance, co-pays or deductibles and non-covered services that may be required.
- I hereby give permission to **Professional Foot & Ankle LLC** and any qualified staff to evaluate, diagnose and treat my foot and/or ankle condition as may be deemed necessary.

Patient or Authorized Signature \_\_\_\_\_

If not patient, state relationship \_\_\_\_\_ Date \_\_\_\_\_

# **FINANCIAL POLICY**

## **PAYMENT POLICY**

Thank you for choosing **Professional Foot & Ankle LLC** as your foot care provider. We are committed to providing you with quality and affordable health care. Please read the following office payment policy and feel free to ask us any questions that you may have. Once you accept this policy, kindly sign in the space provided. A copy will be provided to you upon request.

**1. Insurance.** We participate in most insurance plans, including Medicare. If you are not insured by a plan we participate with, payment in full is expected at each visit. If you are insured by a plan we participate with but do not have an up-to-date insurance card, payment in full for each visit is required until we can verify your coverage. Knowing your insurance benefits is your responsibility. Please contact your insurance company with any questions you may have regarding your coverage.

**2. Co-payments and deductibles.** All co-payments and deductibles must be paid at the time of service. This arrangement is part of your contract with your insurance company. Failure on our part to collect co-payments and deductibles from patients can be considered fraud. Please help us in upholding the law by paying your co-payment at each visit.

**3. Non-covered services.** Please be aware that some - and perhaps all - of the services you receive may be uncovered or not considered reasonable or necessary by Medicare or other insurers. You must pay for these services in full at the time of visit.

**4. Proof of Insurance.** All patients must complete our patient information form before seeing the doctor. We must obtain a copy of your driver's license and current valid insurance to provide proof of insurance. If you fail to provide us with the correct insurance information in a timely manner, you may be responsible for the balance of a claim. If required, obtaining the proper referral from your Primary Care Physician is your responsibility. Patients presenting to our office without a valid referral will be asked to pay in full. This payment will be held for 48 hours and will become non refundable if the proper referral is not obtained by then.

**5. Claims submission.** We will submit your claims and assist you in any way reasonably can to help get your claims paid. Your insurance company may need you to supply certain information directly. It is your responsibility to comply with their request. Please be aware that the balance of your claim is your responsibility whether or not your insurance company pays your claim. Your insurance benefit is a contract between you and your insurance company.

**6. Coverage changes.** If your insurance changes, please notify us before your next visit so we can make the appropriate changes to help you receive your maximum benefits.

**7. Nonpayment.** Invoices are sent out every 30 days. Your prompt payment will assist us in keeping the cost of healthcare down. If your account is over 60 days past due, you will receive a letter requesting immediate payment. A \$10.00 rebilling fee will be charged for each additional invoice sent out after 30 days. Partial payments will not be accepted unless otherwise approved by our Billing Department. Please be aware that if a balance remains unpaid, we may refer your account to small claims court and you and your immediate family members may be discharged from this practice. If this is to occur, you will be notified by regular and certified mail that you have 30 days to find alternative podiatric care. During that 30-day period, our physician will only be able to treat you on an emergency basis.

**8. Missed appointments.** Our policy is to charge \$30.00 for missed appointments not canceled within a reasonable amount time or for an understandable reason. These charges will be your responsibility and billed directly to you. Please help us to serve you better by keeping your regularly scheduled appointment.

**9. Forms and Documents.** It is our policy to charge \$10.00 for completion of all forms, such as disability applications, etc.

**10. Fees.** Our fees are representative of the usual and customary charges for our area.

Thank you for understanding our payment policy. Please let us know if you have any questions or concerns.

I have read and understand the payment policy and agree to abide by its guidelines:

\_\_\_\_\_  
Signature of patient or responsible party

\_\_\_\_\_  
Date

# **PRIVACY STATEMENT**

The **Professional Foot & Ankle LLC** will use and disclose your health information for the following purpose: to treat you, to assist other healthcare providers in treating you, to allow insurance companies to process insurance claims for services rendered to you, to obtain payment for services rendered to you and for certain limited operational activities, such as quality assessment, licensing, accreditation and training of students. Except as stated in more detail in the Notice of Privacy Practices, we will not use or disclose your health information without your written authorization. If you have any questions, concerns or complaints regarding our privacy practices, please refer to the actual Notice of Practices provided to you for the person(s) whom you may contact.

## **ADDITIONAL DISCLOSURE AUTHORITY**

In addition to the allowable disclosures described in the State of Privacy Practices, I hereby specifically authorize disclosure of my protected health care information to the persons indicated below.

**Please circle your choice(s) below:**

Any member of my immediate family	yes	no
Spouse Only	yes	no
Other (Please specify)	yes	no

### **Acknowledgement of Receipt of Notice of Privacy Practices:**

*(Signature represents that I have been offered a copy of the policy)*

I acknowledge that I was provided a copy of the Notice of Privacy Practices and have read (or had the opportunity to read if I so chose and understood the Notice.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Patient Name or Authorized Representative (Print)