



Orthopedic Rehabilitation Specialists

Welcome to Our Office!

All information collected is confidential.

(PLEASE USE BLACK INK)

4310 Johns Creek Parkway, Suite 130

Suwanee, GA 30024

(770) 495-0610

Name: _____ Name you prefer to be called: _____

Address: _____ Date of Birth: ____/____/____

City: _____ State: _____ Zip: _____ Social Security Number: _____ - _____ - _____

Sex: M / F Marital Status: _____ Occupation: _____

Primary Insurance: _____ Secondary Insurance: _____

Employer (Name & Address) _____

Is Patient a Student? Y / N If yes: Name of School: _____

CONTACT INFORMATION:

How do you wish to receive reminders about appointments?

(You may select more than one):

Phone / Email / Text

Email Address: _____

PHONE: _____
Home Work Cell

Where do you prefer to receive calls: Home / Work / Cell

Emergency Contact: Name: _____ Phone Number: _____

POLICY HOLDER INFORMATION: (if other than self):

Name of Policy Holder: _____ Relationship: _____

Policy Holder Date of Birth: _____ Social Security # _____ - _____ - _____

Address & Phone (if different from above): _____
() _____ - _____

Policy Holder Employer: _____ City: _____

Is this injury work related? YES NO

Is this injury due to an auto accident? YES NO STATE _____



CONSENT FOR CARE & TREATMENT

I, the undersigned, do hereby agree and give my consent for **SPORTSCARE PHYSICAL THERAPY, INC.** to furnish medical care and treatment to (patient –printed name) _____ considered necessary and proper in diagnosing or treating his/her physical and medical condition.

Patient/Guardian/Responsible Party _____ Date _____

BENEFIT ASSIGNMENT/RELEASE OF INFORMATION

I hereby assign all medical benefits to include major medical benefits to which I am entitled, including Medicare, Medicaid, private insurance, and third party payers to **SPORTSCARE PHYSICAL THERAPY, INC.** A photocopy of this assignment is to be considered as valid as the original. I hereby authorize said assignee to release all information necessary, including medical records, to secure payment.

Patient/Guardian/Responsible Party _____ Date _____

FINANCIAL POLICY STATEMENT

We bill your insurance carrier solely as a courtesy to you. You are responsible for the entire bill when the services are rendered. We require that arrangements for payment of your estimated share be made today. If your insurance carrier does not remit payment within 60 days, the balance will be due in full from you. In the event that your insurance company requests a refund of payments made, you will be responsible for the amount of money refunded to your insurance company. In the event your company establishes an internal **usual and customer fee schedule**, you will be responsible for the difference remaining. If any payment is made directly to you for services billed by us, you recognize an obligation to promptly submit same to **SPORTSCARE PHYSICAL THERAPY, INC.** The above may not apply for those patients that are considered Worker’s Compensation or who have benefits with a balance billing contract, such as an HMO.

SPORTSCARE PHYSICAL THERAPY, INC. verifies benefits as a courtesy to you. However, SPORTSCARE PHYSICAL THERAPY, INC. does not accept responsibility for any incorrect information given by your insurance carrier regarding your co-pay/co-insurance benefits or benefit plans.

When you pay by check, you expressly authorize **SPORTSCARE PHYSICAL THERAPY, INC.,** if your check is dishonored or returned for any reason, to electronically debit your account for the amount of the check plus a processing fee of up to the state maximum legal limit (plus any applicable sales tax). Please note: the above language authorizes an electronic debit to your account for the state-allowed recovery fee. In accordance with the rules of the National Automated Clearing House Association, you may call (888) 235-4635 to revoke the authorization for the electronic transaction. This does not, however, mean that **SPORTSCARE PHYSICAL THERAPY, INC.** cannot collect a returned check fee by other methods.

I understand and agree that if my account is sent to our Collection Agency for payment that I will be assessed an additional charge that would increase my total bill by 34%. I further understand that I will also be responsible for any necessary attorney fees and legal costs.

I UNDERSTAND MY RESPONSIBILITY FOR THE PAYMENT OF MY ACCOUNT

Patient/Guardian/Responsible Party _____ Date _____



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PATIENT MEDICAL HISTORY

Name: Referring Physician: Family Physician: Date of first doctor visit for this injury: Last date worked due to this injury: Occupation: Date returned to work after this injury: Is Attorney involved in this case? YES NO Have you had surgery for this injury? YES NO Number of Surgeries: 1 2 3 4 Type of surgery: Is this injury work related? YES NO Is this injury due to an auto accident? YES NO STATE

1. Are you currently taking any prescription or non-prescription medications? YES NO

Anti-Inflammatories Muscle Relaxer Pain Medication List Medications

2. Have you had any of the following medical or rehabilitative services for this injury?

Table with 4 columns: Service, YES, NO, YES, NO. Rows include Chiropractor, EMG/NCV, Massage Therapy, Myelogram, Occupational Therapist, Physical Therapy, Emergency Room Care, CT Scan, General Practitioner, MRI, Neurologist, Orthopedist, Podiatrist, X-Rays.

3. How would you rate your overall health status? Excellent Good Fair Poor

4. Please rate your pain level from 0-10 under the following circumstances: At rest /10 At worst during the current episode of pain /10

5. Do you now have or have you ever had ANY of the following?

Table with 4 columns: Category, YES, NO, YES, NO. Categories include CARDIOPULMONARY, INTEGUMENTARY, NEUROLOGIC, MUSCULOSKELETAL. Items include Asthma, Skin Rash, Diabetes, etc.

6. List any other information that would assist us in your care:

7. Are you aware of what your diagnosis is? YES NO

8. Based upon your awareness, what are your expectations/goals while in this program?

9. How did you hear about SportsCare Physical Therapy?

Patient/Parent/Guardian Signature: Date:



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CANCELLATION AND NO-SHOW POLICY

Welcome **to SportsCare Physical Therapy**. In order to accommodate the scheduling needs of other patients as well as to allow us to properly schedule staffing needs, we require a 24 hour notice to cancel or reschedule an appointment.

Upon cancellation without 24 hour notice, a \$25 fee will be charged to you (not your insurance company) and will be collected prior to the subsequent visit. Please note that if multiple appointments are cancelled without notice, you may be discharged at the discretion of our staff.

In addition, due to high demand for Saturday appointments, any missed appointments/cancellations without notice by Friday morning may disqualify you from our weekend services.

Thank you for showing respect to our regular patients, to those who need emergent visits, and to our staff by cooperating with this policy.

I understand that **SportsCare Physical Therapy** requires a **24 hour notice** for cancellation of scheduled appointments. I understand that I am financially responsible for late cancellations and missed appointments and a **\$25 fee will be applied**.

Patient/Guardian Signature

Date

SportsCare Physical Therapy

NOTICE OF PATIENT INFORMATION PRACTICES

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED OR DISCLOSED AND HOW YOU CAN GET ACCESS TO INFORMATION. PLEASE REVIEW IT CAREFULLY.

SportsCare Physical Therapy's LEGAL DUTY

SportsCare Physical Therapy is required by law to protect the privacy of your protected health information, provide this notice about our information practices and follow the information practices that are described herein.

USES AND DISCLOSURES OF HEALTH INFORMATION

SportsCare Physical Therapy uses your protected health information primarily for treatment; obtaining payment for treatment; conducting internal administrative activities and evaluating the quality of care that we provide. For example, SportsCare Physical Therapy may use your protected health information to contact you to provide appointment reminders, or information about treatment alternatives or other health related benefits that could be of interest to you.

SportsCare Physical Therapy may also use or disclose your protected health information without prior authorization for public health purposes, for auditing purposes, for research studies and for emergencies. We also provide information when required by law.

Periodically, SportsCare Physical Therapy will use protected health information contained in its records without obtaining patients' prior authorization to develop marketing materials. Protected health information used in this way will be "de-identified" by removing all information that could distinguish the individual's record from a group of records.

SportsCare Physical Therapy does not participate in the selling of patients' health information. If your information is sold, prior notification and written authorization is required.

In any other situation, SportsCare Physical Therapy's policy is to obtain your written authorization before disclosing your protected health information. If you provide us with a written authorization to release your information for any reason, you may later revoke that authorization to stop future disclosures at any time.

SportsCare Physical Therapy may change its policy at any time. When changes are made, a new Notice of Information Practices will be posted in the waiting room and patient exam areas and will be provided to you on your next visit. You may also request an updated copy of our Notice of Information Practices at any time.

PATIENT'S INDIVIDUAL RIGHTS

You have the right to review or obtain a copy of your protected health information at any time. You have the right to request that we correct any inaccurate or incomplete information in your records. You also have the right to request a list of instances where we have disclosed your protected health information for reasons other than treatment, payment or other related administrative purposes. You may be charged a fee for the paper, labor, postage, preparation of an explanation.

You may also request in writing that we not use or disclose your protected health information for treatment, payment and administrative purposes except when specifically authorized by you, when required by law or in emergency circumstances.

SportsCare Physical Therapy will consider all such requests on a case by case basis, but the practice is not legally required to accept them.

If you pay out-of-pocket for everything for a particular treatment (not just their co-pay or deductible for example) and do not ask to bill your health plan for that treatment, then you can request that SportsCare Physical Therapy not disclose information about that treatment to the health plan.

In the event of an information breach, all affected individuals will be notified within a reasonable period not to exceed 60 calendar days.

CONCERNS AND COMPLAINTS

If you are concerned that SportsCare Physical Therapy may have violated your privacy rights or if you disagree with any decisions we have made regarding access or disclosure of your protected health information, please contact our practice manager at the address listed below. You may also send a written complaint to the US Department of Health and Human Services. For further information on SportsCare Physical Therapy's health information practices or if you have a complaint, please contact the following person:

SportsCare Physical Therapy

Office Administrator

4310 Johns Creek Parkway, Suite 130, Suwanee, GA 30024 Telephone: 770-495-0610 Fax: 770-495-0806



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SPORTSCARE PHYSICAL THERAPY

PATIENT INFORMATION ACKNOWLEDGEMENT FORM

I have read and fully understand SportsCare Physical Therapy's Notice of Information Practices. I understand that SportsCare Physical Therapy may use or disclose my protected health information for the purposes of carrying out treatment, obtaining payment, evaluating the quality of services provided and any administrative operations related to treatment or payment. I understand that I have the right to restrict how my protected health information is used and disclosed for treatment, payment and administrative operations if I notify the practice. I also understand that SportsCare Physical Therapy's PT/OT will consider requests for restriction on a case by case basis, but does not have to agree to requests for restrictions.

I hereby acknowledge to the use and disclosure of my protected health information for purposes as noted in SportsCare Physical Therapy's Notice of Information practices. I understand that I retain the right to revoke this acknowledgement by notifying the practice in writing at any time.

Patient Name

Signature

Date