



**Achilles
Foot & Ankle**

PATIENT REGISTRATION

Patient Information	
Patient's Name (Last, First, M.I.):	Date:
Home Street Address:	
City, State, Zip Code:	
Home Phone #:	Cell Phone#:
<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced <input type="checkbox"/> Separated	Email Address:
Date of Birth:	Age: SS #: _____ - _____ - _____ <input type="checkbox"/> Male <input type="checkbox"/> Female
Employer:	Occupation:
Business Street Address:	
Business City, State, Zip Code:	
Business Phone #:	
Spouse's Name (Last, First, M.I.):	DOB:
Employer:	Occupation:
Business Street Address:	
Business City, State, Zip Code:	
Business Phone #:	Email Address:
If Patient is a Minor, Name of Parent or Guardian:	
Emergency Contact Person:	
Relationship to Patient:	Contact Phone #:
Health Insurance Information	
Do you have health insurance: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please present insurance card (s) and photo ID to the receptionist for copying.	
If patient is not the financially responsible party, please complete the section below.	
Financially Responsible Party (Last, First, MI.):	SS #: _____ - _____ - _____
Street Address:	
City, State, Zip Code:	
Home Phone #:	Business Phone #:
Relationship to Patient:	Cell Phone #:
Primary Care Physician:	
Street Address:	
City, State, Zip Code:	Business Phone #:
Were you referred by a physician: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, by whom:	
How did you learn of our practice: <input type="checkbox"/> Friend <input type="checkbox"/> Patient <input type="checkbox"/> Relative <input type="checkbox"/> Newspaper <input type="checkbox"/> Magazine <input type="checkbox"/> Insurance Carrier	
<input type="checkbox"/> Internet <input type="checkbox"/> Other _____	
Did you find our web site helpful: <input type="checkbox"/> Yes <input type="checkbox"/> No Did not use	Suggestions:
Did you obtain these documents from our web site: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Our office maintains compliance with the infection control standards mandated by the CDC and OSHA.	

1. Insurance Assignment and Release Authorization

I, the undersigned, have health insurance coverage with _____ and assign directly to Achilles Foot & Ankle Center, Inc. All medical benefits. I authorize the use of this signature on all my insurance submissions. If any, otherwise payable to me for services rendered to me or my dependents. I hereby authorize the doctor and staff to release all information necessary to secure the payment of benefits.

2. Coinsurance, Copayments, Deductibles, Noncovered Services and Supplies

Copayments, noncovered services, and supplies are due at the same time of service. We accept Visa, MasterCard, American Express, checks or cash. If you are unable to pay your copayment at the time of your appointment, there will be a \$15.00 processing fee. All remaining balances are due upon receipt invoice. Balances over 30 days are subject to a monthly service charge. Balances over 60 days from the time of service are considered delinquent and will be turned over to an outside collections service. I understand that I am responsible for all deductibles, coinsurance, noncovered services, supplies. In the event that my account balances becomes delinquent, I agree to pay all costs related to collection including collection fees, court costs, and attorney fees.

I understand that my insurance carrier may exclude/disallow coverage for certain services, treatment, medication, appliances, orthotics, or other durable medical equipment that the physician may prescribe or recommend, and that I will be financially responsible for these noncovered charges. Furthermore, I understand that I cannot return such items for a refund because such items are considered single patient use only.

Our office charges \$10.00/50.00 for all forms completed by our staff. There will be a 5-7 day turnaround time for the completion of these forms. Please be aware that any surgeries cancelled without a valid medical reason within 7 days of the date of surgery will be subject to a cancellation fee of \$300.00. All cancellation notices must be in writing and must be received in our office no later than 7 business days prior to the surgery date.

3. Uninsured Patients

Payment in full is required at the time services are rendered and supplies dispensed. Please ask our staff about the Care Credit Program offered by Achilles Foot & Ankle Center, Inc.

4. Referral Authorization

Your insurance carrier may require authorization from your primary care physician for our services. Please be aware that it is your responsibility to obtain all necessary referral authorizations prior to your visit. Contact your insurance carrier if you have questions in regards to this issue.

5. General Consents

I voluntarily consent to medical and/or surgical treatment at Achilles Foot & Ankle Center, Inc. or affiliated facilities which may include examinations, diagnostic tests, photographs, x-rays, and treatments by the doctor and staff. I understand that the general nature, purpose, risks and alternatives associated with any procedure or treatment will be explained to me by the doctor, and in the case of other services, by healthcare staff. I understand that I will have an opportunity at that time to ask for more information and to ask questions. I further understand that medical care and treatment is not an exact science. No promises or guarantees have been made to me as to the results of examinations or treatment.

6. Checks

Checks presented for insufficient funds are subject to a \$50.00 processing fee per check.

I give permission for photographs to be used in scientific publications, presentations, and office use. The identity of these photographs shall remain confidential.

I consent to testing for bloodborne pathogens, in specific circumstances. Whenever any health care worker associated with or working for Achilles Foot & Ankle Center, Inc. is directly exposed to body fluids of a patient manner which, according to the guidelines of the Center for Disease Control, may transmit human immunodeficiency virus (HIV or AIDS) and/or Hepatitis B and C. In these circumstances, I understand that I will be deemed to consent to such appropriate testing. Achilles Foot & Ankle Center, Inc. will provide the results of these tests to the patient through his or her primary care physician and to the health care worker (s) who was/were exposed.

If there is a blood or body fluid exposure to me from a healthcare worker, or to a healthcare worker from me, I consent and understand that a blood sample may be drawn and tested for HIV (AIDS) and/or Hepatitis B and C for the protection of all concerned.

6. HIPPA Practice Requirements – Effective 4/15/03

- a) The Practice: Is required by federal law to maintain the privacy of your PHI and to provide you with this Privacy Notice detailing the Practice's legal duties and privacy practices with respect to your PHI.
- b) Under this Privacy Rule, may be required by State law to grant greater access or maintain greater restrictions on the use or release of your PHI than that which is provided for under federal law.
- c) Is required to abide by the terms of this Privacy Note.
- d) Reserves the right to change the terms of this Privacy Notice and to make the new Privacy Notice provisions effective for your entire PHI that it maintains.
- e) Will distribute any revised Privacy Notice to you prior to implementation.
- f) Will not retaliate against you for filing a complaint.

By subscribing my name below, I acknowledge my understanding and agreement of all above terms and conditions.

Patient/Guarantor Signature _____ Patient Name _____ Date _____