

WELCOME TO OUR OFFICE

Patient : _____ Today's Date: _____

Address: _____ Apt/PO Box: _____

City: _____ State: _____ Zip _____

Home phone: _____ Cell: _____

Work phone: _____

Social Security # _____ DOB _____

Marital Status (please circle) Single Married Widowed Separated Divorced

If the patient is a MINOR please complete boxed area

Parent/Guardian Name: _____ DOB _____

Social Security #: _____

Insurance Information

Who is responsible for this account? _____

Card Holder: _____ DOB _____

Social Security #: _____

Emergency Contact:

Name: _____ Phone: _____

How did you hear about us? _____

Primary Doctor Name: _____ Phone: _____

Pharmacy Name: _____ Phone: _____

Name: _____ DOB: _____ Height: _____ Weight: _____

What is your main purpose for today's visit? (Please indicate what your complaint feels like, what makes it better or worse and what you are concerned the problem may be.)

CONSENT

I certify that the above information is true and correct to the best of my knowledge.

I understand if I do not cancel my scheduled appointment within 24 hours, I will be charged a \$25.00 fee for all missed appointments. I give my permission for Hans Blaakman, DPM to examine, photograph, administer and perform such minor operative procedures as may be deemed necessary, after discussions in the diagnosis and/or treatment of my foot and/or ankle.

Patient or Guardian’s Signature

Date

Assignment of Benefits & Authorization to Release Information to My Insurance

Company:

I, the undersigned certify that I (or my dependent) have insurance coverage with the above plan(s), and hereby assign all insurance benefits, if any, otherwise payable to me, directly to Instride Upstate Footcare or Dr. Hans Blaakman for services rendered. I understand that I am financially responsible for all charges whether or not paid my insurance. I hereby authorize the doctor to release all information necessary to secure the payment of benefits from my insurance company(ies).

I authorize the use of my signature below to reflect my agreement and authorization for the above for all insurance submissions.

Responsible Party Signature _____

Relationship _____ Date _____

Medicare Authorization

I, the undersigned, request that payment of authorized Medicare benefits be made on my behalf directly to Instride Upstate Footcare or Dr. Hans Blaakman for services rendered. I hereby authorize the doctor to release to the Center of Medicare and Medicaid Services (CMS) all information necessary to determine these benefits or the benefits payable for related services. I understand my signature requests that payment be made and authorizes release of medical information necessary to pay the claim. If “other health insurance” is indicated in Section 9 of the HCFA 1500 claim form, or elsewhere on other approved claim forms or electronically submitted claims, my signature authorizes releasing of the information to the insurer or agency shown. In Medicare assigned cases, the physician or supplier agrees to accept the charge determination of the Medicare carrier as the full charge, and the patient is responsible only for the deductible, copayment, coinsurances, and charges associated with non-covered services. Copayment and deductibles are based upon the charge determination of the Medicare carrier.

Beneficiary Signature _____ Date _____

PATIENT FINANCIAL POLICY

Thank you for choosing our practice for your Podiatric needs. We are committed to providing you with the best possible medical care. Please understand that payment of your bill is considered a part of your treatment. The following is a statement of our Financial Policy, which we require you read and sign prior to any treatment.

- Payment for all services provided by our practice is due in full at the time services are rendered. Exclusion to this policy are those patients who are members of a managed care or Insurance plan with which our practice participates.
- If we participate with your insurance plan, co-payments and any unmet deductible amounts will be required at the time you register. We will verify your insurance benefits at the time of service.
- If our practice does not have a contractual agreement with your insurance plan, you are responsible for the full payment at the time services are rendered.
- All patients are responsible for any non-covered services and will be asked to sign an Advanced Beneficiary Notice (ABN) for any non-covered services or supplies prior to the service. You will be responsible for your deductible, co-pays, and any service deemed medically unnecessary and all non-covered services or supplies.
- This practice will not file any secondary insurance to Medicare unless it is an e-crossover from Medicare, or a plan in which we participate. In this case, Medicare patients will be responsible for their co-payments and/or deductibles.
- This practice accepts Cash, Personal checks, MasterCard, and Visa as payment for services.
- A \$30 Return Check Fee will be assessed to your account for every check returned to this practice. No checks will be re-deposited.
- Some plans require prior authorization from your primary care provider in order for our physicians to see you and receive payment from your insurance plan. While we make every effort to obtain this prior to the date of service, if we do not have this authorization number, we may need to reschedule your appointment. The member is ultimately responsible for the authorization, not our office nor the Primary Care Provider.
- If you are scheduled to have a procedure/surgery performed, we will conduct a pre-operative benefits check with your primary insurance company to determine as accurately as possible what your patient responsible amount will be after insurance pays. Payment is expected prior to the procedure being performed.
- Refunds will be issued (when applicable) on a monthly basis. Refunds will be given in the form of a check.
- If you do not give us 24 hours notice of an appointment cancellation, you may be subject to a \$25 cancellation fee.
- If you do not have insurance or for services not covered by insurance, the practice requires payment of 100% of the total charges unless payment arrangements have been made. Please speak with our Office Manager if you have any questions or if you need information regarding our practice's self pay policies.
- It is our policy to send to the patient three consecutive monthly statements with any balance owed to the practice by the patient. Once all attempts at collections are exhausted, the patient's account is then placed with an outside collection agency with management's approval. After that time, the patient agrees to pay the cost of collection including a reasonable attorney's fee, if this account should be placed in the hands of an attorney for collections.
- We realize that temporary financial problems may affect timely payment of your account. If such problems do arise, we encourage you to contact us promptly for assistance in making payment arrangements.
- If you have any questions regarding our financial policies, please feel free to speak with our Financial Counselor or Office Manager. We will make every effort available to you to clarify any misunderstanding you have regarding your account.

PLEASE READ THE ABOVE INFORMATION CAREFULLY BEFORE SIGNING. By signing below, I acknowledge that I have read, understand, and agree to the terms of this policy. I also request that payment of authorized benefits be made to Instride Upstate Footcare. I authorize them to release medical information to my Insurance plan and its agents any information needed to determine these benefits or the benefits payable to related services. The undersigned certifies that they are either the patient, or is duly authorized by the patient as the patient's general agent to execute the above and accept the terms.

Patient or Representative Signature:

Date: _____

PLEASE COMPLETE THE FOLLOWING INFORMATION

Name: _____ DOB: _____ Height: _____ Weight: _____

What is your main purpose for todays visit? (Please indicate what your complaint feels like, what makes it better or worse and what you are concerned the problem may be.)

Please list any allergies that you may have:

Previous Surgeries: _____

Have you been in generally good health lately? Yes ___ No ___

Do you have any of the following?

- Heart/circulation problems Yes ___ No ___
- Arthritis Yes ___ No ___
- Asthma Yes ___ No ___
- Cancer Yes ___ No ___
- COPD Yes ___ No ___
- Depression/Anxiety Yes ___ No ___
- Diabetes Yes ___ No ___
- Fibromyalgia Yes ___ No ___
- Gerd Yes ___ No ___
- Gout Yes ___ No ___
- Headache Yes ___ No ___
- Hepatitis Yes ___ No ___
- Hypertension Yes ___ No ___
- Kidney, liver or lung disease Yes ___ No ___
- Back or neck pain Yes ___ No ___
- Neuropathy Yes ___ No ___
- Seizures Yes ___ No ___
- Sleep apnea Yes ___ No ___
- Stroke Yes ___ No ___
- Thyroid disease Yes ___ No ___
- Bleed or Bruise Easily Yes ___ No ___
- Joint Pain or Weakness Yes ___ No ___
- Memory Loss or Confusion Yes ___ No ___
- Frequent Cough Yes ___ No ___
- Glasses or Contacts Yes ___ No ___

Please let us know if you have any family history and who has/had the problem?

Shoe Size: _____

Marital Status: _____ Number of Children: _____

Are you employed? _____ Place of Employment: _____

Do you smoke or have you ever smoked? _____ If so, how much per day? _____ Date Stopped: _____

Do you drink caffeine? _____ If so, how much a day? _____

Please list all medications:

PATIENT HIPAA ACKNOWLEDGEMENT AND DESIGNATION DISCLOSURE FORM

I. Acknowledgement of Practice's Notice of Privacy Practices:

By subscribing my name below, I acknowledge that I was provided a copy of the Notice of Privacy Practices (NPP), and that I have read (or had the opportunity to read if I so chose) and understands the Notice of Privacy Practices (NPP) and agree to its terms.

Name of Patient	Date of Birth	Signature of Patient/Parent/Guardian	Date
-----------------	---------------	--------------------------------------	------

II. Designation of Certain Relatives, Close Friends and other Caregivers as my Personal Representative:
 I agree that the practice may disclose certain pieces of my health information to a Personal Representative of my choosing, since such person is involved with my healthcare or payment relating to my healthcare. In that case, the Physician Practice will disclose only information that is directly relevant to the person's involvement with my healthcare or payment relating to my healthcare.

Print Name: _____ DOB or other identifier: _____
 Print Name: _____ DOB or other identifier: _____

III. Request to receive Confidential Communications by Alternative Means:
 As provided by Privacy Rule Section 164.522(b), I hereby request that the Practice make all communications to me as I have listed below:

Home telephone number:

ok to leave a message with detailed information - OR - Leave message with call back number only

Work telephone number:

ok to leave a message with detailed information - OR - Leave message with call back number only

Cell telephone number:

ok to leave a message with detailed information - OR - Leave message with call back number only

Fax telephone number:

ok to fax at number listed here: _____

Email:

ok to email address Practice has on file

1. The above authorizations are voluntary and I may refuse to their terms without affecting any of my rights to receive healthcare at the Practice.
2. These authorizations may be revoked at any time by notifying the Practice in writing at the Practice's mailing address marked to the attention of "HIPAA Compliance Officer."
3. The revocation of this authorization will not have any effect on disclosures occurring prior to the execution of any revocation.
4. If you request it, a copy of the information described in this form can be obtained at the front desk.
5. This form was completely filled in before I signed it and I acknowledge that all of my questions were answered to my satisfaction and that I fully understand this authorization form.
6. This authorization is valid as of the date I have signed below and shall remain valid until changed or revoked.

Name of Patient (PRINTED)	Signature of Patient	Date
---------------------------	----------------------	------

E-PRESCRIBING CONSENT FORM

ePrescribing is defined by a Physician's ability to electronically send an accurate, error free and understandable prescription directly to a pharmacy. Congress has determined that the ability to electronically send prescriptions is an important element in improving the quality of patient care. ePrescribing greatly reduces medication errors and enhances patient safety. The Medicare Modernization Act (MMA) 2003 listed standards that have to be included in an ePrescribe program.

These include:

Formulary and benefit transactions - gives the prescriber information about which drugs are covered by the drug benefit plan.

Medication history transactions – provides the physician with information about medications the patient is already taking to minimize the number of adverse drug events.

I authorize Upstate Footcare to view my external prescription history via electronic prescribing services. I understand that prescription history from multiple other unaffiliated medical providers, insurance companies, pharmacies and pharmacy benefit managers may be viewable by my provider and staff at Upstate Footcare, and it may include prescriptions back in time for several years, and may include prescriptions to treat HIV, substance abuse and psychiatric conditions, if applicable. I understand that my prescription history will become part of my Upstate Footcare medical record.

Understanding all of the above, I hereby provide informed consent to Upstate Footcare to enroll me in the ePrescribe program. I have had the chance to ask questions and all of my questions have been answered to my satisfaction.

This consent will remain in force until revoked or changed.

Patient Name (PLEASE PRINT)

Signature

Date

WELCOME TO OUR NEW PATIENTS

Welcome to our practice! We appreciate the opportunity to be of service to you and hope that you will be pleased with our services.

Our practice is a division of the **InStride Foot & Ankle Specialists, PLLC**. We have divisions across North and South Carolina, and we operate under one tax id number. As such, if you have seen any of the following physicians in the past three years, we need to know so that we will not file a new patient code for your visit today. Since the insurance carriers look at us as one large practice, if you have been seen at any of the following divisions, you will not be considered a new patient in our practice. **Visits prior to 2013 do not need to be disclosed.**

Please review the names of the divisions and podiatrists below and indicate if you have been seen at any of these divisions by putting a **✓** on the line to the left of the practice name. Thank you for disclosing this information to us – it will allow us to be in compliance with nationally mandated correct coding initiatives.

	Division	Podiatrist
___	Alta Ridge Foot Specialists	Robert van Brederode, William Broyles, Thomas Verla
___	Ankle & Foot Center of Charlotte	Scott Basinger
___	Brunswick Foot & Ankle Surgery, PA	Joseph Kibler
___	Carmel Foot Specialists	Barbara Kaiser, Richard Lind, Richard Miller, Kevin Molan, Tori Simmons-Lewis
___	Carolina Foot Care Associates, PLLC	Ashma Davidson, Terry Donovan, William O'Neill
___	Carolina Podiatry Group	Brandon Percival, Julie Percival, William Harris
___	Central Carolina Foot & Ankle Associates	Melissa Hill, John Iredale, Gary Liao, Phill Ward
___	Chapel Hill Foot & Ankle Associates, P.A.	Jane Andersen, Alan Bocko, Katherine Williams
___	Charlotte Foot & Ankle Specialists, PLLC	Kristine Strauss
___	Coastal Carolina Foot & Ankle	Thomas Hagan, Tyler Hagan
___	Comprehensive Foot & Ankle Center, P.A.	Zack Nellas
___	Crystal Coast Podiatry	Thomas Bobrowski
___	Eastern Carolina Medical Center	Scott Matthews
___	Eastover Foot & Ankle, P.A.	Chris Fuesy, Ron Futerman, Kent Picklesimer
___	Edgewater Medical Center	Scott Matthews
___	Family Foot & Ankle Center, P.A.	Patrick Dougherty, Doug Smith
___	Family Foot Care	Kevin McDonald
___	Foot & Ankle Center of Durham	Eric Simmons
___	Foot & Ankle of the Carolinas, PLLC	Eric Ward, Blaise Woeste
___	Gaston Foot & Ankle Associates, P.A.	David Kirlin, Ryan Meredith, Wagner Santiago
___	Greensboro Podiatry Associates, P.A.	Martha Ajlouny, N'Tuma Jah
___	Hendersonville Podiatry	Russ Barone, Pam Stover
___	James Mazur, D.P.M., P.A.	James Mazur
___	Kinston Podiatry	Dale Delaney
___	Matthews Foot Care	Brian Killian, Kevin Killian
___	Mt. Airy Foot & Ankle Center, PLLC	Jim Shipley
___	Myers Podiatric Clinic	William Myers
___	Piedmont Foot & Ankle Clinic	Rick Hauser, Rob Lenfestey, Jason Nolan, Joel Kelly, Scott Matthews, Elizabeth Bass Daughtry
___	Piedmont Podiatry Associates	Subodh Choudhary, Nicholas Canoutas, Cassandra Pike, Smitha Joseph, Sarah Fitzgerald
___	Queen City Foot & Ankle Specialists, P.C.	Roxanne Burgess
___	Raleigh Foot & Ankle	Alan Boehm, Robert Hatcher, Jordan Meyers, Kirk Woelffer
___	Ryan Foot & Ankle Clinic	David Garchar, Jeff Glaser, Michael Ryan, Scott Whitman, Matthew Borns
___	Salem Foot Care	Walter Falardeau
___	Upstate Foot Care	Hans Blaakman
___	Wake Foot & Ankle Center	Mike Hodos, Jim Judge
___	Wilson Podiatry Associates, PA	Kendall Blackwell

___ I attest that I have been seen in the above indicated division of the InStride since 01/01/2013.

___ I attest that to my best recollection, I have not been seen by any of the above divisions/physicians since 01/01/2013.

Signature of patient: _____ Date: _____

Printed Name: _____ DOB: _____