

BELLMORE PHYSICAL THERAPY
CONFIDENTIAL PERSONAL MEDICAL HISTORY
UPDATE FORM

Date: _____

Patient Name: _____

Address: _____ City: _____ State/Zip: _____

Age: _____ Date of Birth: ____/____/____

Home Phone #: (____) _____ Work Phone #: (____) _____ Cell Phone #: (____) _____

AUTOMATED REMINDER FOR APPTS: Home ___ Cell ___ Email ___ Email Address: _____

Is your case: **Private Insurance/Self Pay** _____ **Worker's Comp Injury.** _____ **No-Fault Injury** _____

Date of Injury: ____/____/____ Time: _____ Location: _____

What is your major complaint (reason for visit)? _____ Date of Surgery: ____/____/____

Please describe how the injury happened: _____

Pain Scale 0-10 0=no pain 10=worst pain : _____

How long have you had this condition? _____ Have you had this condition in the past? Yes ___ No ___

What aggravates your condition? _____

What makes your condition feel better? _____

Is this condition interfering with your: (Check all that apply) Work _____ Sleep _____ Other _____

List all medications you are presently taking: _____

Present Medical Conditions: _____

Do you have any allergies? Yes ___ No ___ If yes, please list _____

Are you pregnant? Yes ___ No ___ Menopause? Yes ___ No ___

INSURANCE INFORMATION (PLEASE FILL OUT ONE SECTION ONLY)

Has your insurance changed? Yes ___ No ___ Insurance Name: _____ Policy Number: _____

Orthopedic Doctor or referring Doctor _____ Last Seen By Orthopedic Doctor: ____/____/____

Please list any past hospital admissions and/or surgery:

1. _____ Date ____/____/____ 2. _____ Date ____/____/____

3. _____ Date ____/____/____ 4. _____ Date ____/____/____

Do **you** personally have any past history of:

- | | | | |
|---|--|---|---|
| <input type="checkbox"/> Arthritis | <input type="checkbox"/> Multiple Sclerosis | <input type="checkbox"/> Diabetes | <input type="checkbox"/> Polio |
| <input type="checkbox"/> Heart Murmur | <input type="checkbox"/> Rheumatic Fever | <input type="checkbox"/> Kidney Disease | <input type="checkbox"/> Tuberculosis |
| <input type="checkbox"/> Measles | <input type="checkbox"/> Chest Pain | <input type="checkbox"/> Pacemaker | <input type="checkbox"/> Gout |
| <input type="checkbox"/> Rapid Heart Beat | <input type="checkbox"/> High Cholesterol | <input type="checkbox"/> Swelling of Ankles | <input type="checkbox"/> Loss of Weight |
| <input type="checkbox"/> Asthma | <input type="checkbox"/> Neurological Disorder | <input type="checkbox"/> Emphysema | <input type="checkbox"/> Poor Circulation |
| <input type="checkbox"/> Hepatitis | <input type="checkbox"/> Rheumatoid Arthritis | <input type="checkbox"/> Kidney Stones | <input type="checkbox"/> Ulcers |
| <input type="checkbox"/> Miscarriage | <input type="checkbox"/> Chronic Bronchitis | <input type="checkbox"/> Pneumonia | <input type="checkbox"/> Heart Attack |
| <input type="checkbox"/> Rheumatic Heart Beat | <input type="checkbox"/> Irregular Heart Beat | <input type="checkbox"/> Thyroid Problems | <input type="checkbox"/> Low Blood Pressure |
| <input type="checkbox"/> Cancer | <input type="checkbox"/> Osteoporosis | <input type="checkbox"/> Glaucoma | <input type="checkbox"/> Prostate Problems |
| <input type="checkbox"/> High Blood Pressure | <input type="checkbox"/> Stroke | <input type="checkbox"/> Liver Disease | <input type="checkbox"/> Parkinsons |

PHYSICAL THERAPIST REVIEWED: _____

DATE: ____/____/____

BELLMORE PHYSICAL THERAPY CONSENT FORM AND OFFICE POLICY

CONSENT FOR TREATMENT OF A MINOR: As a parent and/or legal guardian, I authorize **Bellmore Physical Therapy** to treat the minor patient named in the attached forms while I am not present.

***Parent/Guardian Signature _____ Date _____

FOR ALL PATIENTS PLEASE READ AND SIGN :

CONSENT FOR CARE & TREATMENT: Your Physical Therapist will complete an evaluation by examination and interview. Your individual treatment program will then be designed. A variety of treatment techniques may be used. I the undersigned do hereby agree and give my consent for **Bellmore Physical Therapy** to furnish physical therapy care and treatment considered necessary and proper in evaluating and treating my physical condition.

ASSIGNMENT OF INSURANCE BENEFITS: I hereby authorize **Bellmore Physical Therapy** to furnish information to insurance carriers concerning this treatment and I hereby assign all payments for services rendered to be paid directly to **Bellmore Physical Therapy**. A photo copy of this Assignment shall be considered as effective and valid as the original.

WORKERS' COMPENSATION CLAIMS: If you claim Workers' Comp benefits and are subsequently denied such benefits, you may be held responsible for the total amount of charges for services rendered to you.

CANCELLATION & NO-SHOW POLICY: We require adequate notice by phone before your appointment in the event of a cancellation. The charge for **ONE** no-show without proper notice is **\$40**. This charge will not be covered by insurance, but will have to be paid by you personally prior to receiving additional treatment. The therapist might also place you on a "schedule based on availability list", meaning that you have to call for an appointment each day you want to come in and we will try to accommodate you at that time.

FINANCIAL POLICY: We bill your personal insurance carrier directly. You are responsible for your deductible/copay/coinsurance. We require that arrangements for payment of your estimated share be made today. It is the patient's responsibility to provide all necessary information/referrals prior to receiving services. If the proper information has not been provided and your insurance does not agree to pay, you will be responsible for all charges incurred. Any change in your insurance must be immediately reported to us. In the event that your insurance company requests a refund of payments made to us, you may be responsible for the amount of money refunded to your insurance company. If any payment is made directly to you by the insurance company for services billed by us, you recognize an obligation to promptly remit the payment(s) to us. If you have a maximum benefit per calendar year and continue beyond that you will be responsible for any treatment beyond that #, even if your insurance company has deemed those services "not medically necessary". If formal collections procedures become necessary you will be responsible for additional costs incurred. There is also a \$25 fee for bounced checks. Your insurance benefits as quoted to us by your insurance carrier have been reviewed with you. We assume no liability for any errors made by your carrier in this quotation. We have reviewed these benefits with you and you agree to pay your portion of this bill.

Estimated patient payment / co-pay / deductible amount per visit \$ _____

Arrangements for payment of co-pay/deductible (circle one): **Will pay each visit/Will pay weekly in advance**

***The above information has been read and explained to me. I UNDERSTAND MY RESPONSIBILITY FOR THE PAYMENT OF MY ACCOUNT.

Patient / Parent or Guardian /Responsible Party _____ Date _____

Clinic representative _____ Date _____

HIPAA Notice of Privacy Practices

Bellmore Physical Therapy

2566 Jerusalem Avenue

N. Bellmore, NY 11710

(516) 785-1667

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED, AND HOW YOU CAN GET ACCESS TO THIS INFORMATION

This Notice of Privacy Practices describes how we may use and disclose your protected health information (**PHI**) to carry out treatment, payment or health care options (TPO) and for other purposes that are permitted by law. It also describes your rights to access and control your PHI. "Protected health information" is information about you, including demographic information, that may identify you and that relates to your past, present or future physical or mental health or condition and related health care services.

Uses and Disclosures of Protected Health Information

Your PHI may be used and disclosed by your physician, our office staff and others outside of our office that are involved in your care and treatment for the purpose of providing health care services to you, to pay your health care bills, to support the operation of the physician's practice, and any other uses required by law.

Treatment: We will use and disclose your PHI to provide, coordinate, or manage your health care and any related services. This includes the coordination or management of your health care with a third party. For example, we would disclose your PHI, as necessary, to a home health agency that provides care to you. For example, your PHI may be provided to a physician to whom you have been referred to ensure that the physician has the necessary information to diagnose or treat you.

Payment: Your PHI will be used, as needed, to obtain payment for your health care services. For example, obtaining approval for a hospital stay may require that your relevant PHI be disclosed to the health plan to obtain approval for the hospital admission.

Healthcare Operations: We may use or disclose, as needed, your PHI in order to support the business activities of your physician's practice. These activities include, but are not limited to, quality assessment activities, employee review activities, training of medical students, licensing and conducting or arranging for other business activities. For example, we may disclose your PHI to medical school students that see patients at our office. In addition, we may use a sign-in sheet at the registration desk where you will be asked to sign your name and indicate your physician. We may also call you by name in the waiting room when your physician is ready to see you. We may use or disclose your PHI, as necessary, to contact you to remind you of your appointment.

We may use or disclose your PHI in the following situations without your authorization; Required By Law, Public Health issues as required by law, Communicable Diseases, Health Oversight, Abuse or Neglect, Food and Drug Administration requirements, Legal Proceedings, Law Enforcement, Coroners, Funeral Directors and Organ Donation, Research, Criminal Activity, Military Activity and National Security, Worker's Compensation, Inmates, Required Uses and Disclosures: Under the law, we must take disclosures to you and when required by the Secretary of the Department of Health and Human Services to investigate or determine our compliance with the requirements of Section 164.500.

OTHER PERMITTED AND REQUIRED USES AND DISCLOSURES WILL BE MADE ONLY WITH YOUR CONSENT, AUTHORIZATION OR OPPORTUNITY TO OBJECT UNLESS REQUIRED BY LAW. You may revoke this authorization, at any time, in writing, except to the extent that your physician or the physician's practice has taken an action in reliance on the use or disclosure indicated in the authorization.

Your Rights: The following is a statement of your rights with respect to your PHI:

- **You have the right to obtain a paper copy of this notice from us**, upon request, even if you have agreed to accept this notice alternatively, i.e. electronically.
- **You have the right to request to receive confidential communications from us by alternative means or at an alternative location.**
- **You have the right to inspect and copy your PHI.** Under federal law, however, you may not inspect or copy the following records; Psychotherapy notes; information compiled in reasonable anticipation of, or use in, a civil, criminal, or administrative action or proceeding, and PHI that is subject to law that prohibits access to PHI.
- **You have the right to request a restriction of your PHI.** This means you may ask us not to use or disclose any part of your PHI for the purposes of treatment, payment or healthcare operations. You may also request that any part of your PHI not be disclosed to family members or friends who may be involved in your care or for notification purposes as described in this Notice of Privacy Practices. Your request must state the specific restriction requested and to whom you want the restriction to apply. **Your physician is not required to agree to a restriction that you may request. If physician believes it is in your best interest to permit use and disclosure of your PHI, your PHI will not be restricted. You then have the right to use another Healthcare Professional.**
- **You have the right to receive an accounting of certain disclosures we have made, if any, of you PHI.**

We reserve the right to change the terms of this notice and will inform you by mail of any changes. You then have the right to object or withdraw as provided in this notice.

Complaints: You may complain to us or to the Secretary of Health and Human Services if you believe your privacy rights have been violated by us. You may file a complaint with us by notifying our privacy contact of your complaint. *We will not retaliate against you for filing a complaint.*

This notice was published and becomes effective on/before April 14, 2003.

We are required by law to maintain the privacy of, and provide individuals with, this notice of our legal duties and privacy practices with respect to PHI. If you have any objections to this form, please ask to speak with our HIPAA Compliance Officer in person or by phone at our main phone number.

Signature below is only acknowledgement that you have received this Notice of our Privacy Policy.

Print Name: _____ Signature: _____ Date: _____