PEDIATRIC FOOT & ANKLE

DATE: _____/_____/_____

PATIENT NAME: _____ _____ _____ DATE OF BIRTH:_____/_____/_____ SEX: M F

LAST FIRST MI

HOME ADDRESS:_____ CITY/STATE/ZIP:_____

PREFERRED PHONE NUMBER:_____ MAY WE LEAVE A MESSAGE? : YES NO ALTERNATE

PHONE NUMBER:_____ MAY WE LEAVE A MESSAGE? : YES NO

EMAIL ADDRESS:_____ TEXT REMINDERS : YES NO

PRIMARY LANGUAGE:_____ HOW DID YOU HEAR ABOUT US? _____

PARENT INFORMATION

PLEASE CIRCLE ONE:

MOTHER STEP-MOTHER LEGAL GUARDIAN

NAME:_____

CELL#:_____

WORK#:_____

DATE OF BIRTH:_____/_____/_____

EMPLOYER:_____

PLEASE CIRCLE ONE:

FATHER STEP-FATHER LEGAL GUARDIAN

NAME:_____

CELL#:_____

WORK#:_____

DATE OF BIRTH:_____/_____/_____

EMPLOYER:_____

EMERGENCY CONTACT INFO:

NAME/PHONE#:_____ RELATIONSHIP:_____

NAME/PHONE#:_____ RELATIONSHIP:_____

PEDIATRICIAN:_____ OFFICE:_____ PHONE:_____

PHARMACY:_____CROSS STREETS:_____PHONE:_____

INSURANCE INFORMATION

PRIMARY INSURANCE COMPANY:_____

ADDRESS:_____ CITY/STATE/ZIP:_____

MEMBER ID#:_____ GROUP#:_____

POLICY HOLDER NAME:_____ DOB:_____/_____/_____

RELATIONSHIP TO PATIENT:_____

SECONDARY INSURANCE COMPANY:_____

ADDRESS:_____ CITY/STATE/ZIP:_____

MEMBER ID#:_____ GROUP#:_____

POLICY HOLDER NAME:_____ DOB:_____/_____/_____

RELATIONSHIP TO PATIENT:_____

PATIENT NAME:_____

DOB:_____/_____/_____

MEDICAL HISTORY

PLEASE LIST ALL KNOWN ALLERGIES:

_____ _____

_____ _____

_____ _____

_____ _____

CURRENT DAILY/SEASONAL MEDICATIONS AND DOSAGE:

_____ _____

_____ _____

_____ _____

_____ _____

PATIENT HEIGHT: _____ PATIENT WEIGHT: _____ PATIENT SHOE SIZE: _____

WHAT AGE DID YOUR CHILD:

CRAWL:_____ | STAND: _____ | WALK: _____

MEDICAL CONDITIONS/ILLNESSES

☐ ARTHRITIS	☐ ASTHMA	☐ ADD/ADHD
☐ AUTISM	☐ BONE / JOINT PAIN	☐ BLEEDING
☐ CEREBRAL PALSY	☐ CONGENTIAL HEART DISEASE	☐ CYSTIC FIBROSIS
☐ DIABETES	☐ DOWN SYNDROME	☐ HEART MUMUR
☐ HIP DYSPLASIA	☐ INFECTION BONE / JOINT	☐ LIGAMENT LAXITY
☐ SEIZURES/EPILEPSY	☐ SPINA BIFADA	☐ SPRAIN/DISLOCATION
☐ OTHER _____		

REASON FOR VISIT:_____

WHEN DID PROBLEM FIRST START?_____ DURATION OF PROBLEM:_____

LIST ANY PRIOR TREATMENTS FOR THIS PROBLEM:_____

_____

IF APPLICABLE, HOW DOES YOUR CHILD DESCRIBE THEIR PAIN? PLEASE CIRCLE:

SHARP / DULL / ACHING / BURNING / RADIATING / ITCHING / STABBING

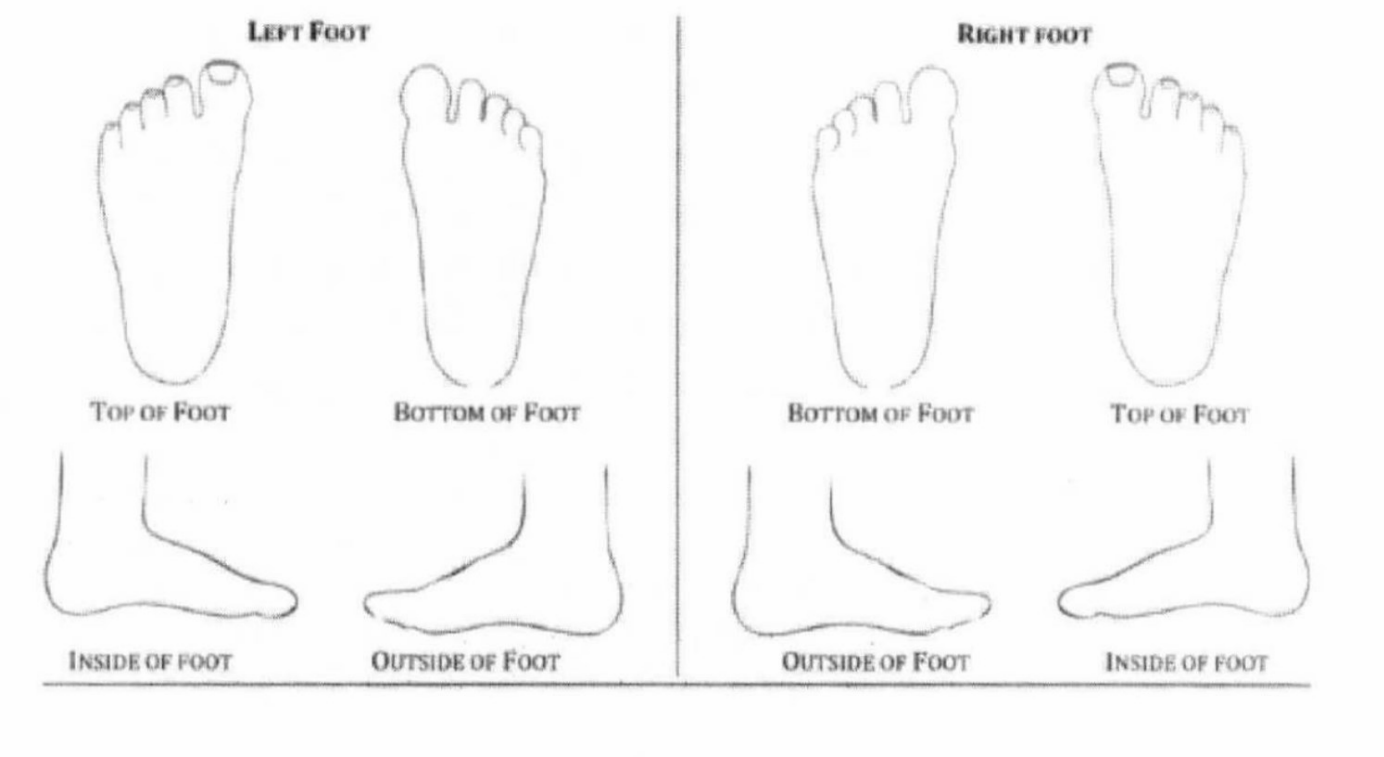
OTHER:_____

PATIENTS NAME:_____
DOB:_____/_____/_____

PLEASE CIRCLE ONE:

PROBLEM CAUSED BY INJURY? **YES / NO**
DOES PROBLEM AFFECT ABILITY TO PARTICIPATE IN SPORTS/ACTIVITIES? **YES / NO**
WHAT MAKES PAIN FEEL WORSE? **STANDING / WALKING / RUNNING**
SINCE THE PROBLEM STARTED HAS PAIN: **STAYED THE SAME / BECAME WORSE / IMPROVED**

USING THE DIAGRAM BELOW, CIRCLE WHERE PAIN/PROBLEM IS LOCATED:



TO THE BEST OF MY KNOWLEDGE, I HAVE ANSWERED THE QUESTION ON THIS FORM ACCURATELY. I UNDERSTAND THAT PROVIDING INCORRECT INFORMATION CAN BE DANGEROUS TO MY CHILD'S HEALTH. I UNDERSTAND THAT IT IS MY RESPONSIBILITY TO INFORM THE DOCTOR AND OFFICE STAFF OF ANY CHANGES IN MY CHILD'S MEDICAL STATUS OR HISTORY.

_____

Printed name of Parent/ Legal Guardian

_____ _____

Signature of Parent/ Legal Guardian Date

FINANCIAL POLICY

Thank you for choosing Preferred Foot and Ankle Specialists/Pediatric Foot and Ankle as your preferred foot care provide. We are committed to provide you the best care possible. Your clear understanding of the financial policy agreement is important. Please read carefully and initial and sign where indicated. A copy will be provided for you upon request.

Insurance: As a courtesy we, Preferred Foot & Ankle Specialists/Pediatric Foot and Ankle will verify your benefits. Your insurance policy is a contract between you and details of your insurance including co-pays, deductibles, coinsurance and non-covered services. Coverage, benefits, and quotes given are not a guarantee of payment or coverage and can change. **If your insurance company does not pay the practice within 60 days, the balance owed will automatically be billed to you.**
Initial: _____

Proof of Insurance: We will bill your insurance with the information you provide us. Your failure to provide us with the accurate information could result in claim denial. If this occurs you assume responsibility for the entire amount of the claim. If we later receive payment from your insurance, we will refund any overpayment. If required, obtaining the proper referral from your primary care physician is your responsibility. Failure to have a valid referral the patient will be responsible to pay in full or reschedule appointment.
Initial: _____

Co-pays & Deductibles: All copays, deductibles and coinsurance are due at time of service. We do not bill for co-pays. This arrangement is part of your contract with your insurance company. Failure to collect dues at time of service can be considered as fraud. **Initial: _____**

DME: If any DME (cam boot/night splint/ankle brace) is prescribed/dispensed at time of service; we collect our adjusted fee per your insurance. If any overpayment is made, you will be issued a refund once claim has processed with your insurance company. **Initial: _____**

Payment: Payment is expected at the time of your visit. Our office accepts cash, check, credit and care credit. Payment will include any unmet deductible, coinsurance, copayment and non-covered charges from your insurance company. After 90 days of non-payment accounts may be subject to our collections process. **Initial: _____**

If special circumstances make immediate payment impossible, payment arrangements must be approved in advance by our billing department.

Non-covered services: Please be aware that some or all the services you receive may be non-covered or not considered medically necessary by your insurance company. Any service determined not covered by your plan will be your responsibility. **Initial:_____**

Pediatric Patients: The accompanying parent or adult is responsible for any payment for copays, deductibles, or coinsurance amounts at the time of appointment. **Initial:_____**

Missed Appointments: We appreciate a 24-hour advance notice in any appointment cancellation or reschedule. Failure to notify will result in a $50 no-show fee. Multiple no show or cancellations could result in a $75 fee.
Initial:_____

Forms/Documents: Any FMLA/disability paperwork, and/or extra forms that are to be completed by the providers will result in a $25 completion fee. This excludes any work notes/school notes.
Initial: _____

I HAVE READ AND FULLY UNDERSTAND THE FINANCIAL POLICY SET FORTH BY PREFERRED FOOT AND ANKLE SPECIALIST/PEDIATRIC FOOT AND ANKLE. I AGREE THAT IF IT BECOMES NECESSARY TO FORWARD MY ACCOUNT TO A COLLECTION AGENCY, I WILL ALSO BE RESPONSIBLE FOR THE FEE CHARGED BY THE AGENCY FOR THE COSTS OF COLLECTIONS IN ADDITION TO THE ORIGINAL AMOUNT DUE. I UNDERSTAND AND AGREE THAT THE TERMS OF THIS FINANCIAL POLICY MAY BE AMENDED BY THE PRACTICE AT ANY TIME WITHOUT PRIOR NOTIFICATION TO THE GUARANTOR.

_____

Printed name of patient or responsible party *Date*

_____

Signature of patient or responsible party

ACKNOWLEDGMENT OF PRIVACY PRACTICES

THE PRIVACY OF YOUR MEDICAL RECORDS AND PERSONAL INFORMATION IS IMPORTANT TO US. DOCUMENTATION OF YOUR INFORMATION AND MEDICAL TREATMENT/ SERVICES RENDERED ARE CREATED TO PROVIDE YOU WITH QUALITY CARE AND COMPLY WITH HIPAA GUIDELINES. PREFERRED FOOT AND ANKLE SPECIALISTS/ PEDIATRIC FOOT AND ANKLE MAY DISCLOSE INFORMATION FOR TREATMENT, OR TO HEALTHCARE PERSONNEL FOR THE PURPOSE OF CARE AND TO OBTAIN ANY AUTHORIZATION/PRE-CERTIFICATIONS.

I ACKNOWLEDGE THAT A FULL COPY OF PREFERRED FOOT AND ANKLE/PEDIATRIC FOOT AND ANKLES PRIVACY PRACTICES IS AVAILABTE ON THEIR RESPECTED WEBSITES/OFFICE CAN PROVIDE A HARD COPY AT MY REQUEST.

_____ _____

PATIENT NAME (please print) Date

_____

Parent/Guardian/Legal Representative

_____

Signature

ANY INFORMATION YOU DO NOT WISH TO DISCLOSE MUST BE SPECIFIED IN WRITING. ANY INFORMATION BEING REQUESTED TO BE RELEASED TO ANYONE BESIDES A REFERRING/TREATING PHYSICIAN MUST BE SUBMITTED TO US IN WRITING

PLEASE LIST THE NAMES OF THOSE THAT YOU GIVE OUR OFFICE PERMISSION TO SPEAK WITH OR OBTAIN COPIES OF YOUR MEDICAL RECORD/MEDICAL CONDITION.

Name: _____ Relationship to patient: _____

Name: _____ Relationship to patient: _____

Name: _____ Relationship to patient: _____

Name: _____ Relationship to patient: _____

_____

Signature of Patient/Guardian

Consent for Treatment of Minor

Patient's Name: _____

Date of Birth: _____/_____/_____

I, the undersigned, parent/guardian of _____, a minor, do hereby authorize and direct Pediatric Foot & Ankle to provide care.

Initials: _____

Consent for Parents or Guardians for Authorized Persons

As the biological parent or stepparent/guardian of _____, I am granting permission for the below listed person(s) to bring my child in for treatment and or care

PLEASE SELECT ONE OF THE FOLLOWING CHOICES:

_____ Initial – I am granting full permission, meaning the below-listed person(s) will be allowed to agree to treatments, and know all heath history pertaining to my child.

_____ **Initial** – I am granting permission, meaning the below-listed person(s) is only allowed to bring in, and will have access to all health history, but not allowed to agree to treatment without my direct consent.

_____ **Initial** – I am granting limited permission, meaning the below-listed person(s) is allowed to bring my child into the office, but is not allowed access to any medical information or treatment of my child. I will be informed of the visit results, and I will be notified prior to any treatment for my child.

Please list person(s) here

_____

_____

Consent to leave voicemail

I am granting to Pediatric Foot & Ankle to leave phone messages regarding my child's medical health to the number(s) provided on the registration form. This consent will remain in effect until rescinded in writing.

_____

Parent/Guardian Signature Date

Video/Photo Release for Minors

(under age 18)

Pediatric Foot and Ankle/Pediatric Orthotics/Preferred Foot and Ankle Specialists has my permission to use my child's photograph and or video publically to promote their medical practice and DME products. I understand images/video dialogue may be used in print publications, presentations, website and social media. I also understand that no royalty, fee or other compensation shall become payable to me by reason of such use.

Parent/Guardian Signature _____ Date_____

Parent/Guardian Name (printed) _____

Child's Name (printed) _____

Phone Number _____

Video/Photo Release for Adults

Preferred Foot and Ankle Specialists has my permission to use my photograph and or video publically to promote their medical practice and DME products. I understand images/video dialogue may be used in print publications, presentations, website and social media. I also understand that no royalty, fee or other compensation shall become payable to me by reason of such use.

Signature _____ Date_____

Name (printed) _____

Phone Number _____

Pediatric Foot & Ankle

Our Practice Policy for Divorced or Separated Parents

Pediatric Foot and Ankle is dedicated to providing

As a courtesy for the care of the child, we ask that parents NOT place our office in the middle of family disagreements. We rely on parents to keep our practice atmosphere calm, professional, and caring.

1. Arizona law states that both parents, custodial or non-custodial, have a right to the child's medical records and information about their care. If Mom or Dad requests information, we will honor that request. If a Mom or Dad has a Court Order that restricts the other parent's role, we ask that you provide a copy of that document, along with a letter from your attorney that describes our office's legal obligations.

2. If a step-parent will be bringing the child in, a legal parent needs to provide written consent. At any time, this can be revoked, if provided in writing.

3. It is the parents' responsibility to communicate with each other about the child's visit, dates of appointments, treatment recommendations, and other relevant issues. We will not call the other parent to discuss the visit due to lack of communication between parents.

4. The parent who brings the child in for an appointment is responsible for co-pays or insurance deductible payments at the time of service, even if the other parent is responsible for medical insurance. Please do not ask our office to collect payments from a parent who is not at or may be unaware of the visit.

5. In a situation where parents may disagree about medical treatment (e.g. whether or not to get orthotics) we will postpone recommended treatment until there is an agreement between both parents.

7. Other situations that are not in the best interest of your child and will not be tolerated:

a. One parent making appointments and the other one canceling them.
b. A parent who asks us to write or say negative things about the other parent.
c. Parents who fight or create conflict in our offices.
d. Any other behaviors which interfere with our ability to provide the best possible medical care to all of our patients in a safe, calm environment.
e. Changing demographics, email address, preferred phone number without notifying other parent

<u>We sincerely appreciate your trust in us, and ours in you, to work together in the best interest of your child(ren)'s health.</u>

Child's Name and DOB: _____

Parent Signature: _____

Parent Printed Name: _____

Date: _____