

Patient Intake Form

Referring Physician: _____ Work Related Injury? Yes ___ No ___

How did you find out about us? Direct Mail Your Physician
 Social Media Family/Friend - Who? _____

PATIENT INFORMATION

Legal Name: _____
Address: _____ City: _____ State: _____ Zip: _____
Date of Birth: _____ Phone Number: _____ Email: _____
SSN(required for self pay patients): _____ Patient Employed By: _____

INSURANCE INFORMATION

Primary Insurance: _____
Secondary Insurance: _____
 I do not have medical insurance

RELEASE AND ASSIGNMENT INFORMATION

Release of Medical Information: I hereby authorize Respire PT to release my medical information and/or statement of charges connected with these services to, but not limited to, an insurance carrier, workman's compensation carrier, health and welfare funds, attorneys, consultants, and anyone assisting in obtaining payment.

Insurance Assignment: I hereby assign medical benefits of any type arising out of any policy of insurance, insuring the patient or any other party liable for the patients care to, Respire PT LLC, to be applied to the charges for services rendered.

Agreement to Pay for Services: For and in consideration of the care and treatment provided to the patient, I agree to pay Respire PT for all charges for services rendered to or on behalf of the patient, including charges for insurance deductible and co-insurance which are not covered by the insurance carrier, workers compensation carrier, health and welfare funds, and fees or charges by attorneys, consultants, and anyone assisting in obtaining payment.

Patient Signature (or legal guardian if under 18 years old)

Date

MEDICAL HISTORY

Injury/Condition: _____ Surgery Date: _____ Onset Date: _____

Have you received physical therapy or Home Health Care via Medicare this year? Yes / No

Have you had any imaging performed for this condition? Please mark all that apply:

X-Ray
 CT Scan
 MRI
 Doppler
 Ultrasound
 Bone Scan

What did they show? _____

Have you recently noted:

Pregnant/IUD
 Numbness/Tingling
 Fatigue
 Change In Vision or Hearing
 Nausea/Vomiting
 Weakness
 Headaches
 Fever/Chills/Sweats
 Pain at Night
 Weight Loss/Gain
 Insomnia
 Cramps in Legs

Do you have now or have you ever had any of the following?

Cancer-Type _____
 Loss of Consciousness/Fainting
 Fractures
 Heart Problems/Pacemaker
 Diabetes
 Blood Pressure Problems
 Surgeries-list below
 Motor Vehicle Accident
 Allergies/Skin Sensitivity
 Sprains/Strains
 Seizures
 Hearing Difficulty
 Circulation Problems/Clots
 Asthma/Breathing Problems
 Lung Disease
 Stroke
 Leg/Ankle Swelling
 NONE APPLY
 Any other medical conditions: _____

Explain & give approximate dates for any items indicated above _____

Are you currently taking medications? **Yes/No**

Attach list - or - Write Name or Type of

Medication: _____

Current Pain Description

Type of Pain: Sharp/Burning/Aching/Tingling/Numbness/Other: _____

Rate your pain (average) on a scale of 1-10 (1=minimal 10=severe) Pain Level: 0 1 2 3 4 5 6 7 8 9 10

Treatment Goals

What do you hope to get out of your treatment? _____

Is there anything else you would like to include or ask your physical therapist? _____

Patient Signature

Date

NOTICE OF PRIVACY PRACTICES

(Effective April 14, 2003)

AT RESPIRE PT WE PRIDE OURSELVES ON PROVIDING GREAT SERVICE. AS PART OF OUR SERVICE, WE COMPLY WITH THE HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY (HIPAA) ACT OF 1996. THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED, AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

USES AND DISCLOSURE OF YOUR MEDICAL INFORMATION

For Treatment: We may use medical information about you to provide you with medical treatment or services. **For Payment:** We may use and disclose medical information about you so that the treatment and services you receive at our practice may be billed to and payment may be collected from you, an insurance company, or a third party. **For Health Care Operations:** We may use and disclose health information about you for operations of our health care practice. **For Individuals Involved in Your Care or Payment for Your Care:** We may release medical information about you to a friend or family member who is involved in your medical care. **For Health-Related Services and Treatment Alternatives:** We may use and disclose health information to tell you about health-related services or recommend possible treatment options or alternatives that may be of interest to you. **As Required By Law:** We will disclose medical information about you when required to do so by federal, state, or local law. **To Avert a Serious Threat to Health or Safety:** We may use and disclose medical information about you when necessary to prevent a serious threat to your health and safety or the health and safety of the public or another person. **For Military and Veterans:** If you are a member of the armed forces, we may release medical information about you as required by military command authorities. **For Worker's Compensation:** We may release medical information about you for workers' compensation or similar programs. **For Public Health Risks:** We may disclose medical information about you for public health activities. **For Health Oversight Activities:** We may disclose medical information to a health oversight agency for activities authorized by law. **For Lawsuits and Disputes:** If you are involved in a lawsuit or a dispute, we may disclose medical information if asked to do so by law enforcement officials. **For Coroners, Medical Examiners, and Funeral Directors:** We may release medical information to a coroner or a medical examiner. **For National Security and Intelligence Activities:** We may release medical information about you to authorized federal officials for intelligence, counterintelligence, and other national security activities authorized by law. **For Protective Services for the President and Others:** We may disclose medical information about you to authorized federal officials so they may provide protection to the President, other authorized persons or foreign heads of state or conduct special investigations. **For Inmates:** If you are an inmate of a correctional institution or under the custody of a law enforcement official, we may release medical information about you to the correctional institution or law enforcement official.

YOUR RIGHTS REGARDING YOUR MEDICAL INFORMATION

YOUR RIGHT TO INSPECT AND COPY: To inspect and copy of your medical information, you must submit your request in writing. We may deny your request to inspect and copy, in limited circumstances. If you are denied access to medical information, you may request in writing, that the denial be reviewed. **Your Right to Amend:** If you feel that medical information we have about you is incorrect or incomplete, you may request an amendment in writing. Your request may be denied if you do not include a reason to support the request. **Your Right to an Accounting of Disclosures:** You have the right to request in writing, a list accounting for any disclosures of your medical information we have made, except for uses and disclosures for treatment, payment, and healthcare operations, as previously described. **Your Right to Request Restrictions:** You have the right to request a restriction or limitation on the medical information we use or disclose about you for treatment, payment, or health care operations. We are not required to agree to your request. **Your Right to Request Confidential Communications:** You have the right to request in writing that we communicate with you about medical matters in a certain way or at a certain location. **Your Right to a Paper Copy of This Notice:** You have the right to a paper copy of this notice at any time.

CHANGES TO THIS NOTICE: We reserve the right to change this notice, and will post the current notice in our facility.

COMPLAINTS: If you believe your privacy rights have been violated, you may file a complaint with the practice or with the Secretary of Department of health and Human Services.

OTHER USES OF MEDICAL INFORMATION: Other uses and disclosures of medical information not covered by this notice or the laws that apply to us will be made only with your written permission. If you provide us permission to use or disclose medical information about you, you may revoke that permission, in writing, at any time. If you revoke your permission, we will no longer use or disclose medical information about you for the reasons covered by your written authorization. You understand that we are unable to take back any disclosures we have already made with your permission, and that we are required to retain our records of the care that we provided to you.

I have been given the Notice of Privacy Practices from Respire PT, LLC. I have read and understand these practices.

Patient or Personal Representative Signature

Date

MISSED APPOINTMENT AND CANCELLATION POLICY

Respire PT requires 24 hours notice to cancel or reschedule your appointment.

Please call us at least 24 hours in advance to cancel or change a scheduled appointment. Since we reserve an hour on your therapist's schedule for each appointment at Respire PT, we expect you to make every effort to arrive on time and ready for your appointments. Late cancellations and no shows are subject to fees, which are outlined below.

Late Cancellation - Appointment is cancelled within 24 hours of scheduled appointment.

No Show - Patient does not arrive for scheduled appointment or cancels within 2 hours of appointment.

Late Arrival - Patient arrives more than 15 minutes late.

Respire PT collects fees for late cancellations and no shows at the patient's next appointment.

Fees:

- **Late cancellations – \$50 second incident; \$75 for third incident**
- **No shows – \$75 after second incident**

*Illnesses and emergencies are handled on a case by case basis. Please speak with our Office Manager if you have any questions.

Attendance Policy:

The following situations may result in being removed from the therapy schedule and referred back to your doctor:

- **Late cancellations (after 3rd incident)**
- **No shows (after 2nd incident)**
- **Late arrivals (after 3rd incident)**
- **Excessive cancellations**

Cancelling? Please call or email the front desk at least 24 hours in advance to avoid a fee. Do not email your physical therapist to change or cancel an appointment. Monday appointments need to be cancelled by Friday.

Patient or Personal Representative Signature

Date