

**Physiotherapy
Associates**

Medicare

New Patient

Registration Forms

Medical History Questionnaire

Patient Name		Date of Birth		Age				
Emergency Contact		Phone Number		Relationship				
Reason for Therapy				Date of Injury or Onset				
Is the Reason for Therapy Accident Related? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, please check one: <input type="checkbox"/> Accident <input type="checkbox"/> Auto <input type="checkbox"/> Work <input type="checkbox"/> Other If other, please explain:								
Are you currently receiving any other care for the condition mentioned above? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, please list:								
Have you ever received therapy in the past for the condition mentioned above? <input type="checkbox"/> No <input type="checkbox"/> Yes If so, when?								
Previous Treatment Received:				Previous Treatment: <input type="checkbox"/> Successful <input type="checkbox"/> Unsuccessful				
Have you received therapy services for other problems/conditions during this calendar year? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, please list:								
Could you be or are you pregnant? <input type="checkbox"/> No <input type="checkbox"/> Yes								
Do you now have or have you ever had any of the following conditions?								
Condition	Yes	No	Condition	Yes	No	Condition	Yes	No
Arthritis	<input type="checkbox"/>	<input type="checkbox"/>	Diabetes	<input type="checkbox"/>	<input type="checkbox"/>	Numbness / Tingling	<input type="checkbox"/>	<input type="checkbox"/>
Osteoporosis	<input type="checkbox"/>	<input type="checkbox"/>	Anemia	<input type="checkbox"/>	<input type="checkbox"/>	Thyroid Problems	<input type="checkbox"/>	<input type="checkbox"/>
High Blood Pressure	<input type="checkbox"/>	<input type="checkbox"/>	Swelling in Ankles	<input type="checkbox"/>	<input type="checkbox"/>	Headaches	<input type="checkbox"/>	<input type="checkbox"/>
Heart Disease / Heart Attack	<input type="checkbox"/>	<input type="checkbox"/>	Deep Vein Thrombosis (DVT)	<input type="checkbox"/>	<input type="checkbox"/>	Head Injury / Concussion	<input type="checkbox"/>	<input type="checkbox"/>
Pacemaker	<input type="checkbox"/>	<input type="checkbox"/>	Seizures / Epilepsy	<input type="checkbox"/>	<input type="checkbox"/>	Hernia	<input type="checkbox"/>	<input type="checkbox"/>
Stroke	<input type="checkbox"/>	<input type="checkbox"/>	Fatigue / Weakness	<input type="checkbox"/>	<input type="checkbox"/>	Kidney / Bladder Problems	<input type="checkbox"/>	<input type="checkbox"/>
Vascular Disease	<input type="checkbox"/>	<input type="checkbox"/>	Cancer / Tumor	<input type="checkbox"/>	<input type="checkbox"/>	Previous Fractures	<input type="checkbox"/>	<input type="checkbox"/>
Hypersensitivity to Heat/Cold	<input type="checkbox"/>	<input type="checkbox"/>	Recent Weight Loss or Gain	<input type="checkbox"/>	<input type="checkbox"/>	Previous Surgeries	<input type="checkbox"/>	<input type="checkbox"/>
Asthma	<input type="checkbox"/>	<input type="checkbox"/>	HIV / AIDS	<input type="checkbox"/>	<input type="checkbox"/>	Metal in Body or Surgical Implants	<input type="checkbox"/>	<input type="checkbox"/>
Shortness of Breath	<input type="checkbox"/>	<input type="checkbox"/>	Hepatitis	<input type="checkbox"/>	<input type="checkbox"/>	Depression	<input type="checkbox"/>	<input type="checkbox"/>
Chronic Cough	<input type="checkbox"/>	<input type="checkbox"/>	Tuberculosis	<input type="checkbox"/>	<input type="checkbox"/>	Anxiety	<input type="checkbox"/>	<input type="checkbox"/>
Dizziness / Light Headedness / Fainting Spells	<input type="checkbox"/>	<input type="checkbox"/>	Recurrent Infection(s) or Infection in past 3 months	<input type="checkbox"/>	<input type="checkbox"/>	Smoking	<input type="checkbox"/>	<input type="checkbox"/>
Nausea / Vomiting	<input type="checkbox"/>	<input type="checkbox"/>	Fever / Chills	<input type="checkbox"/>	<input type="checkbox"/>	Other (please describe below)	<input type="checkbox"/>	<input type="checkbox"/>
If you answered "yes" on any of the above or have other conditions not listed, please explain and give approximate date(s):								
Do you have any allergies? <input type="checkbox"/> No <input type="checkbox"/> Yes, list allergies:								
Are you presently taking any medications? <input type="checkbox"/> No <input type="checkbox"/> Yes, list medications and specify condition:								
At the present time, would you say that your health is (circle one): Excellent Very Good Fair Poor								
The information is correct to the best of my knowledge.								
X Patient/Parent/Guardian Signature							Date	

Patient Authorization

Patient Name:	Date of Birth:
Release of Information & Consent for Treatment	
All information provided herein is true and correct.	
I am aware of my diagnosis and wish to receive treatment at this Physiotherapy Corporation subsidiary or affiliate company. I permit its employees and all other persons caring for me to treat me in ways they judge are beneficial to me. I consent to rehabilitation and related services at Facility. I understand, acknowledge and affirm that such rehabilitation and related services may involve bodily contact, touching and/or direct contact of a sensitive nature. I understand that this care can include an evaluation, testing and treatment. No guarantees have been made to me about the outcome of this care.	
I give permission to Physiotherapy Corporation and its subsidiaries and affiliates to release information, verbal and written, contained in my medical record, and other related information, to my insurance company, rehab nurse, case manager, attorney, employer, school, related healthcare provider, assignees and/or beneficiaries and all other related persons as it relates to my treatment and/or payment for services provided.	
I authorize Physiotherapy Corporation and/or its subsidiaries and affiliates to obtain medical records and/or professional information from my physician or other medical professional as it relates to my treatment.	
The signature below certifies that I have read and understand the above information. Initial: _____	
Assignment of Benefits	
I authorize payment directly to Physiotherapy Corporation, its subsidiaries and/or affiliates for services and to bill and release payment directly to Physiotherapy Corporation, its subsidiaries and/or affiliates for any physical therapy, occupational therapy, speech-language pathology, rehabilitation, orthotic or prosthetic services provided.	
This is a direct assignment of my rights and benefits under this policy. A photocopy of this assignment shall be considered as effective and valid as the original.	
Initial: _____	
Notice of Privacy Practices (HIPAA Acknowledgement/Consent)	
I hereby acknowledge that I have received a copy of The Notice of Privacy Practices for Physiotherapy Corporation, its subsidiaries, and/or affiliates.	
In addition, I hereby consent to the use and disclosure of my personal health information for the purposes of treatment, payment, and health care operations.	
Initial _____	
Payment Guarantee	
I agree to pay Physiotherapy Corporation, its subsidiaries and/or affiliates for the services provided to me or the party named above. If any law, such as workers' compensation, or insurance contract prohibits payment for these services I will cooperate and assist in the provision of information, authorizations, releases, or any other type of information necessary to allow for speedy collection from my third-party payer. Where the law or an insurance contract does not prohibit payment by me, I acknowledge responsibility for any and all account balances.	
The Intake & Verification of Benefits Form is only an explanation of coverage obtained from my insurance company and it is not a guarantee of coverage. If the information provided by my insurance company is not accurate or the insurance company changes its coverage, I will be responsible for payment for services. I understand that my good-faith payment may not be inclusive of all payments for which I am responsible and I may be billed for any remaining balance.	
I further understand that this agreement is binding regardless of any legal transaction currently in progress or initiated during or after the course of my treatments unless agreed to in writing by myself and a representative of Physiotherapy Corporation and/or its affiliates or subsidiaries.	
Initial _____	
Patient Information & Data Sheet	
I hereby acknowledge that the information I provided on the Intake Form and the Patient Data Sheet is correct.	
Initial: _____	
Patient or Guardian Signature:	Date:

Medicare Patient – Therapy Questionnaire

Name: _____ Date of Birth: _____ Age: _____

Please answer each of the following questions by circling YES or NO and completing the requested information:

Yes No 1. Are you currently receiving **both** Physical Therapy and Speech Language Pathology Services? If yes, Name of the other therapy provider:

Yes No 2. Are you currently receiving any Home Health Services (including nursing, bathing or dressing assistance, injections or respiratory services)?
If yes, what type of Home Health Services are you receiving?

Name of the Agency: _____

Date of Last Service: _____

Yes No 3. Do you need to use any special medical equipment as a result of your current problem?

Yes No 4. Since the onset of this current problem, has the need for assistance from family or friends increased?

Yes No 5. Has this current problem resulted in the need to change your living situation?

Yes No 5.a. If yes, is this therapy necessary in order to return to your previous living situation?

6. What type of home environment do you live in **now** (private home, assisted living, etc.)?

7. What type of home environment do you **plan to** live in when you complete this therapy (private home, assisted living, etc.)?

8. Who do you live with (or intend to live with) when you complete this therapy?

Yes No 9. Have you had 2 or more falls in the past year or any fall with injury in the past year?

Yes No 10. Are you in need of therapy services as a result of a fall?

Yes No 11. Are you currently having difficulty with walking, balance or fear of falling?

Thank you for completing this questionnaire. The information above will assist your therapist in providing you the therapy treatment that you need.

Patient Signature

Date

Therapist Signature

Date

MEDICARE SECONDARY PAYER QUESTIONNAIRE

There may be situations where Medicare is not your primary payer or Medicare coverage policies vary. Medicare law requires that we investigate all possible situations where other insurance, besides Medicare, might be the primary payer.

We appreciate your help by completing this questionnaire.

Patient Name: _____

Account #: _____

Responses Section I

- Yes No 1. Are you currently receiving any Home Health Services (including nursing, bathing or dressing assistance, injections or respiratory services)?
- Yes No 2. Are you covered under a Medicare Part C (Medicare Advantage/Medicare+Choice) program?
If YES, enter the name of the health plan: _____
- Yes No 3. Was your illness or injury due to a work-related accident or condition?
If YES, enter the date of illness or injury: _____
Provide the name of your employer on the Patient Registration Form.
- Yes No 4. Was your illness or injury due to a non-work-related accident?
If YES, enter the date of illness or injury: _____
If no-fault, auto, or liability insurance is available, enter information in Section II.
- Yes No 5. If you are entitled to Medicare based upon Age or Disability, are you currently employed?
If YES, provide your employer's information on the Patient Registration form.
If NO, enter your retirement date: _____ Never Employed
- Yes No 6. Do you have a spouse who is currently employed?
If YES, provide your spouse's employer's information on the Patient Registration form.
If NO, enter your spouse's retirement date: _____ Never Employed
- Yes No 7. Do you have group health plan coverage based upon your own or your spouse's employment?
If YES, enter your and/or your spouse's group health plan information in Section II.
- Yes No 8. Are you entitled to Medicare due to End Stage Renal Disease (ESRD)?
If YES, enter the date of the kidney transplant: _____ No Transplant
If YES, enter date that dialysis began: _____ No Dialysis
- Yes No 9. Are you receiving Black Lung (BL) Benefits?
If YES, enter date benefits began: _____

Section II (Please provide us with your insurance card.)

Type of Insurance Coverage Workers Compensation No-fault, Auto, or Liability Group Health Plan

Insurance Name _____

Street Address _____

City, State Zip _____

Phone Number _____

Policy Number _____

Group Number _____

Name of Policy Holder _____

If Group Health Plan, approximate number of employees: 1 – 19 20 – 99 100 or more

I certify that all of the information provided herein is true and correct.

Signature of Patient/Representative

Date

Medicare Financial Responsibility Disclosure

Thank you for choosing our clinic for your therapy needs. As a Medicare provider, we are required to inform you about your responsibilities as a Medicare beneficiary. Please read this notice carefully. If you have any questions, please contact one of our staff.

Patient Financial Responsibilities

Effective, January 1, 2013, you are responsible for an annual \$147.00 deductible. (Medicare will only pay for services after expenses exceed \$147.00).

Medicare will pay 80% of the allowable charges. You are responsible for the remaining 20%. If you have secondary insurance coverage and provide us with that information, we will bill your secondary insurance as a courtesy for you. If you do not have secondary coverage or your secondary coverage fails to pay for your services, you are responsible for the payment of the 20%.

If Medicare denies charges because you have other insurance that is considered your primary insurance, you will be responsible for all incurred charges. It is your responsibility to inform us of any other insurance coverage that you may have.

Medicare as the Secondary Payer

There may be situations where Medicare is not your primary payer. Medicare law requires that we investigate all possible situations where other insurance, besides Medicare, might be the primary payer.

If any of the following items below apply to you, Medicare may not be the primary payer.

- Black Lung Benefits
- Veterans Administration (VA)
- Workers' Compensation
- Automobile Accident, No Fault or Other Liability Insurance
- Employer Group Health Plan (EGHP)
- End Stage Renal Disease Benefits (ESRD)
- Disabled and covered by a Large Group Health Plan (LGHP)

Medicare Part C (Medicare Advantage or Medicare+Choice)

Please notify one of our office staff if your Medicare coverage is Medicare Part C Coverage. Medicare Part C Coverage is also known as Medicare Advantage Program or Medicare+Choice. Medicare Part C coverage is purchased and administered through a private insurance company and includes HMO, PPO, PFFS, PSO and MSA products. Medicare Part C beneficiaries pay premiums that typically provide them with more coverage than the "traditional Medicare programs" (Medicare Part A and B) at a lower cost. Failure to provide us with this information may result in non-payment of your health claims.

Medicare Home Health Services

Medicare has required that patients receiving certain Home Health Services must have outpatient therapy services consolidated with the Home Health Agency. Failure to provide us with this information may result in non-payment of your health claims by Medicare.

You will be asked to complete a **Medicare Secondary Payer Questionnaire** to ensure that we properly determine whether Medicare is the Primary or Secondary Payer in your case or if Medicare will not allow payment for our services.

Thank you for reviewing this important information regarding your Medicare coverage. If you have any questions, please contact one of our staff.

Notice of Privacy Practices

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE READ IT CAREFULLY.

This Notice of Privacy Practices describes how we may use and disclose your protected health information to carry out treatment, payment or health care operations and for other purposes that are permitted or required by law. It also describes your rights to access and control your protected health information. "Protected health information" is information about you 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 Your Health Information

Treatment. We will use and disclose your protected health information to provide, coordinate, or manage your health care and any related services. Your health information may be used by staff members or disclosed to other health care professionals for the purpose of evaluating your health, diagnosing medical conditions, and providing treatment. For example, results of evaluations will be available in your medical record to all health professionals who may provide treatment or who may be consulted by staff members.

Payment. Your health information may be used to obtain payment from your health plan, from other sources of coverage such as an automobile insurer, or from credit card companies that you may use to pay for services. For example, your health plan may request and receive information on dates of service, the services provided, and the medical condition being treated.

Health care operations. Your health information may be used as necessary to support the day-to-day business activities and management of the Company. For example, information on the services you received may be used to support budgeting and financial reporting, and activities to improve quality.

We will share your health information with third party "business associates" that perform various functions or activities for or on behalf of our Company. For example, we may use a third party business associate to assist in billing or collection activities. Whenever an arrangement between our Company and a business associate involves the use or disclosure of your health information, we will have a written contract that contains terms that will protect the privacy of your health information.

Individuals involved in your care or payment for your care. Your health information may be used to communicate about you to a friend or family member who is involved in your care or who helps pay for your care. We may also inform your family or friends about your condition and that you have been seen in our facility. In addition, we may disclose health information about you to a friend or family member should an emergent situation arise while you are at our facility.

Law enforcement. Your health information may be disclosed to law enforcement agencies, without your permission, to support government audits and inspections, to facilitate law-enforcement investigations, and to comply with government mandated reporting.

Public health reporting. Your health information may be disclosed to public health agencies as required by law. For example, a disclosure may be made for the purpose of preventing or controlling disease, injury or disability.

Incidental Disclosures. While we will take reasonable and appropriate steps to safeguard the privacy of your health information, certain disclosures of your health information may occur during, or as an unavoidable result of, our otherwise permissible uses or disclosures of your health information. For example, during the course of a treatment session, other individuals receiving services in the treatment area may see, or overhear discussion of, your health information.

Other uses and disclosures require your authorization. Disclosure of your health information or its use for any purpose other than those listed above requires your specific written authorization. For example, we will obtain your written authorization prior to using your health information for marketing purposes. If you change your mind after authorizing a use or disclosure of your information, you may revoke the authorization in writing at any time. However, your decision to revoke the authorization will not affect or undo any use or disclosure of information that occurred before you notified us of your decision.

Additional Uses of Information

Appointment reminders. Your health information will be used by our staff to send you appointment reminders.

Information about treatments. Your health information may be used to send you information on the treatment and management of your medical condition or new technology that you may find to be of interest. We may also send you information describing other health-related goods and service that we believe may interest you.

YOUR HEALTH INFORMATION RIGHTS

You have certain rights under the federal privacy standards. These include:

- ◆ the right to request restrictions on the use and disclosure of your health information. Except in limited circumstances, we are not obligated to agree to any restrictions you may request, however if we agree to restriction, we are bound to comply with it
- ◆ the right to inspect, and / or receive a copy of your health information, you may obtain a copy of your health information in an electronic format, if requested. A reasonable fee may be imposed.
- ◆ the right to restrict the disclosure of your health information regarding services for which you have paid out of pocket in full
- ◆ the right to receive confidential communications concerning your medical condition and treatment
- ◆ the right to amend and/or submit a request for corrections to your health information
- ◆ the right to receive an accounting of how and to whom your health information has been disclosed
- ◆ the right to receive a printed copy of this notice
- ◆ the right to be notified of any breach of your unsecured health information

OUR HEALTH INFORMATION DUTIES

We are required by law to maintain the privacy of your protected health information and to provide you with this notice of our legal duties of privacy practices with respect to your health information. We also are required to abide by the privacy policies and practices that are outlined in this notice and notify you in the event of a breach of your unsecured health information.

OUR RIGHT TO REVISE PRIVACY PRACTICES

As permitted by law, we reserve the right to amend or modify our privacy policies and practices. The revised policies and practices will apply to all of your protected health information that we maintain and we will be required by law to abide by these policies and practices. We will post any revised notice in the reception area of our facility and a copy will be available for you upon your request. You may also obtain a copy of the revised notice by accessing our website: physiocorp.com. The effective date of the notice will always be noted on the bottom right hand corner of the last page of the notice.

REQUESTS TO INSPECT PROTECTED HEALTH INFORMATION

As permitted by federal regulation, we require that requests to inspect or copy protected health information be submitted in writing. You may obtain a form to request access to your records by contacting the Company's Privacy Officer.

COMPLAINTS

If you would like to submit a comment or complaint about our privacy practices, or if you believe your privacy rights have been violated, you can contact the Company by sending a letter outlining your concerns to:

Privacy Officer
Physiotherapy Associates
855 Springdale Drive - Ste 200
Exton, PA 19341

You may also file a written complaint with the Office of Civil Rights. No individual who files a complaint will be subject to retaliation by the Company.

Effective Date: April 1, 2003

Revised Date: April 1, 2013