

Golden Triangle Foot & Ankle Specialists

Welcome to our Office. *Please fill this form out **COMPLETELY**.* Thank you.

Date	Social Security Number				
First Name	Last Name			Middle Initial	
Birthdate (month/day/year)		Gender	Marital Status		
Address		Apt #	City	State	Zip
Home Phone ()		Work Phone ()		Cell Phone ()	
Emergency Contact				Emergency Phone ()	
Employer			Occupation		
E-mail address					

Primary Insurance Information			Secondary Insurance Information		
Policy Holder First Name	Middle Initial	Last Name	Policy Holder First Name	Middle Initial	Last Name
Policy Holder SSN	Policy Holder Birthdate		Policy Holder SSN	Policy Holder Birthdate	
Policy Holder Address	city, state, zip		Policy Holder Address	city, state, zip	
Name of Insurance Co			Name of Insurance Co		
Policy ID	Group #		Policy ID	Group #	
Address for Claim Submission			Address for Claim Submission		
Effective Date	/	/	Effective Date	/	/
Do you have a co-pay?	No	Yes, amount \$	Do you have a co-pay?	No	Yes, amount \$
Is a Referral required?	Yes	No (please circle)	Is a Referral required?	Yes	No (please circle)

Responsible Party					
Name					
Relationship to Responsible Party (circle one)					
Self	Spouse	Child	Other		

I hereby authorize the release of any medical information necessary to process this claim and hereby assign to the physician all payments for medical services rendered to my dependents or myself. I understand that it is as a courtesy that the doctor accepts my insurance for payment and that if for any reason they do not pay my bill that I am responsible. This Practice accepts personal checks. In the event that a check 'bounces' (i.e. insufficient funds exist to cover the check) a fee of \$30 will be applied. By signing below, I acknowledge and agree to abide by this policy.

Signature _____ Date _____ Time _____
 (Parent Signature if Patient is under 18 years of age)

Name

Podiatric History

Chief Complaint (reason for your visit today)	Describe type of Pain (circle all that apply)
Describe:	Dull Aching Sharp
	Shooting Throbbing Burning
	Tingling Cramping Numbness
Did this happen at work? (circle) Yes No	Other (describe)
Location: Right Left Both	Duration (How long have your symptoms been present)
(circle) Foot Ankle Leg Knee	# _____ Days Weeks Months Years
Onset: Slow Sudden Traumatic	If Traumatic: Auto Worker's Comp Other
Has pain become: Better Worse Same	Symptoms are worse: AM PM Night Day
What aggravates your condition?	Previous Treatments:

Who referred you to our office?

Name of Primary Physician: _____ Date of last visit: _____

Have you ever seen a Podiatrist? No Yes If Yes, who? _____ When? _____

Medications

Please list ALL prescriptions, over-the-counter medications and vitamins (Or give us a list to copy)

Medication Name	Dose	Frequency

Local Pharmacy _____ **Pharmacy Phone #** _____

Name

Medical History

Please circle what applies

AIDS / HIV	Circulatory Problems	Kidney Problems
Anemia	Depression	Leg Cramps
Anxiety	Diabetes / How long?	Liver Disease
Arthritis / Type?	Emphysema	Low Blood Pressure
Artificial Heart Valve	Eye Problems	Neuropathy
Artificial Joint	Fibromyalgia	Parkinsons
Asthma	Gastric Reflux	Psoriasis
Atrial Fibrillation	Gout	Schizophrenia
Autoimmune Disease	Headaches	Seizures / Epilepsy
Back Problems	Heart Attack	Shortness of Breath
Bleeding Disorder	Heart Disease	Stroke
Bipolar Disorder	Hepatitis	Thyroid Problems / Type?
Blood Clot / DVT	High Blood Pressure	Ulcers
Cancer / Type?	Hypercholesterolemia	Varicose Veins

OTHER MEDICAL CONDITIONS NOT LISTED:

Women: Are you Pregnant? Yes No Breastfeeding? Yes No

Allergies

Do you have any allergies or adverse reactions to the following? If a reaction, list what type.

Local Anesthesia	General Anesthesia
Aspirin	Latex
Anti-Inflammatory	Tape / Adhesives
Penicillin	Iodine
Sulfa	Betadine
IVP Dye	Codeine
Tetanus	Steroids

Other medications (name)

Surgical and Hospitalization History

List **ALL** previous surgeries and hospitalizations with approximate date/year.

Name

Family History

Please check if family members have the following

Heart Disease	Gout
Diabetes	Arthritis
High Blood Pressure	Neuropathy
Stroke	Bleeding Disorder
Varicose Veins	Foot Problems

Social History

Do you Smoke? Y N	How many packs per day?
Did you smoke previously? Y N	How many packs per day?
Do you drink alcohol? Y N	What type? How many per day?
Week?	
Do you use illicit drugs? Y N	What type? How often?

Review of Systems (Circle all CURRENT problems)

Constitutional	Fever, weight loss, weakness, fatigue
Skin	Dry skin, excessive sweating, itching, sores, rashes, color change
Hematological	Swollen glands, easy bruising, previous blood transfusion
HEENT	Headaches, sinus problems, allergies, nosebleeds, visual or hearing problems, wear contacts or glasses, sleep apnea snoring
Chest/Respiratory	Cough, shortness of breath, wheezing, bronchitis, pneumonia
Cardiovascular	Heart trouble, chest pain/angina, swelling of legs/feet, irregular heartbeat
Abdominal	Liver disease, hepatitis, jaundice, gallbladder problems, irritable bowel syndrome, colitis, polyps, diverticulitis, heartburn, peptic ulcer, diarrhea, constipation, dark stools
Genitourinary	Kidney stones, kidney disease, bladder dysfunction, pain with urination, blood in urine, ovarian cysts, uterine fibroids, hernia
Endocrine	Thyroid problems, hormonal changes, diabetes, excessive thirst, recent weight loss or gain, heat or cold intolerance
Musculoskeletal	Neck or low back pain, joint pain, muscle pain, stiffness, hip, shoulder or knee problems, carpal tunnel
Neurological	Seizures, fainting spells, blackouts, weakness, dizziness, tremors, gait problems, memory problems, numbness, burning pain, cramping in foot and/or leg, concentration difficulty, depression, anxiety

Height:

Weight:

Shoe Size:

**Golden Triangle
Foot & Ankle Specialists
Privacy Policy**

Dr. Kolby S. White Dr. Leigh A. Harvey Dr. Jason Willis

Dr. David Januszewski Dr. Frances (Frankie) LaGrone

I give my written permission to release my protected health information to the following:
If you **do not** want to release your protected health information, please check here. _____

_____ Relation _____

_____ Relation _____

_____ Relation _____

I have reviewed this office's Notice of Privacy Practices, which explains how my medical information will be used and disclosed. I understand that I am entitled to receive a copy of this document at my request.

Signature of Patient or Personal Representative

Date

Printed Name of Patient or Personal Representative

Relationship to Patient if Personal Representative

Golden Triangle Foot & Ankle Specialists

Financial Policy

Referrals

It is **YOUR** responsibility to obtain a referral from your Primary Care Physician **IF** your insurance company requires a referral. If a referral is required, your insurance company will not pay for your visit without that referral. You would be required to pay for the visit.

Toenail Trimming

Medicare does **not** pay for toenail trimming unless the patient meets specific criteria. If you **do not** meet the criteria and would like to have your toenails trimmed, we will collect **\$40.00** at the time of service.

We do not treat work-related injuries or third-party claims (such as auto accidents).

Secondary Insurance

We are happy to file your visit with your secondary insurance, but we must have this information **BEFORE** you see the Doctor. You are responsible for any balance after the claim has been finalized.

Office Procedures

Procedures in the office are usually **not** covered under your office visit co-pay. Typically, they are applied to your deductible. This may include services such as surgical procedures in the office or in a surgical facility, Ingrown toenail procedures, Custom Molded Orthotics, X-rays, Ultrasounds, Injections, or Durable Medical Equipment. Your covered medical expenses are based on the contract between **You** and **Your** insurance carrier. If the procedure or service is applied to your deductible then the payment is your responsibility.

Our office will **try** to verify your insurance coverage and collect the necessary co-pay, deductible and/or co-insurance amounts. Although we may **estimate** what your insurance company will pay, they make the **final determination** regarding your benefits. Therefore, it is possible that you may be responsible for more than we initially estimate.

We will collect the doctor's fee for surgeries that will be performed in a surgical facility or hospital at the time the surgery is scheduled.

We will send you a monthly statement if you have a balance on your account. Unless we approve other arrangements in writing, the balance on your statement is due and payable when the statement is issued. Delinquent balances will be sent to a collection agency.

I authorize the release of any medical information necessary to pay this claim. I authorize Golden Triangle Foot & Ankle Specialists to apply for benefits on my behalf for services rendered. I request that payment from my insurance company be made directly to my physician/Golden Triangle Foot & Ankle Specialists. I certify that the information I have furnished with regard to my insurance coverage is correct. I permit a copy of this authorization to be used in place of the original.

DO YOU KNOW YOUR INSURANCE BENEFITS?

Some procedures such as nail removal, injections, wart destructions and some other in office procedures are considered a surgery code, even though they are completed in the office.

Boots, braces, and other medical devices may be considered durable medical equipment (DME) and may be covered under DME benefits with your insurance.

Does your insurance cover DME products??

If so, what is your benefit coverage??

INSURANCE INFORMATION GIVEN IS ALWAYS AN EXPLANATION OF BENEFITS AND NOT A GUARANTEE OF BENEFITS/PAYMENTS FROM YOUR INSURANCE COMPANY. THE DOCTORS WOULD LIKE TO GIVE YOU THE BEST TREATMENT POSSIBLE AND YOU ARE RESPONSIBLE FOR ALL SERVICES RENDERED. IF YOU HAVE ANY QUESTIONS, PLEASE ASK BEFORE SERVICES ARE PROVIDED.

Signature

Date

(Parent Signature if Patient is under 18 years of age)

