



# Physical Therapy & Sports Medicine Center

## WORKER'S COMPENSATION PATIENT INFORMATION-

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### SECTION 1: PATIENT DEMOGRAPHICS

Social Security#: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Appointment Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Patient Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Address: \_\_\_\_\_ Age: \_\_\_\_\_ Sex: \_\_\_\_\_ Marital Status: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Guarantor Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Phone: (\_\_\_\_\_) - \_\_\_\_\_ - \_\_\_\_\_  
Email Address: \_\_\_\_\_ Cell Phone: (\_\_\_\_\_) - \_\_\_\_\_ - \_\_\_\_\_  
Guarantor Employer: \_\_\_\_\_ Work Phone: (\_\_\_\_\_) - \_\_\_\_\_ - \_\_\_\_\_  
Employer's Address: \_\_\_\_\_  
Emergency Contact: \_\_\_\_\_ Contact Phone: (\_\_\_\_\_) - \_\_\_\_\_ - \_\_\_\_\_  
Relationship: \_\_\_\_\_  
  
Primary Care Physician/ PCP: \_\_\_\_\_ PCP's Phone: (\_\_\_\_\_) - \_\_\_\_\_ - \_\_\_\_\_  
\*How did you hear about our facility? \_\_\_\_\_

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### SECTION 2: REFERRAL INFORMATION

Name of physician who referred you to physical therapy: \_\_\_\_\_  
Referring physician's Phone: (\_\_\_\_\_) - \_\_\_\_\_ - \_\_\_\_\_

**SECTION 3 - WORKERS COMPENSATION CASE**

W/C claim number: \_\_\_\_\_ Date of Injury: \_\_\_\_\_

W/C Case adjuster Name: \_\_\_\_\_ E-mail \_\_\_\_\_

W/C case adjuster Phone: (\_\_\_\_\_) - \_\_\_\_\_ - \_\_\_\_\_ Fax: (\_\_\_\_\_) - \_\_\_\_\_ - \_\_\_\_\_

**SECTION 4 - LITIGATION CASES**

Is there an attorney assigned to this case: Y N

If no, do you plan on retaining an attorney: Y N (We must be notified immediately if attorney is retained or changed)

If yes, please print the name of the law firm / attorney: \_\_\_\_\_

Attorney Phone: (\_\_\_\_\_) - \_\_\_\_\_ - \_\_\_\_\_ Fax: (\_\_\_\_\_) - \_\_\_\_\_ - \_\_\_\_\_ E-mail: \_\_\_\_\_

Have you signed PT&SMC's Attorney Authorization (AA) form attached? Y N

**SECTION 5 - CONSENT FOR CARE AND TREATMENT**

I, the undersigned, do hereby agree and give my consent for Physical Therapy & Sports Medicine Center to furnish medical treatment, including dry needling treatment, to (please PRINT name)

\_\_\_\_\_

Considered necessary and proper in diagnosing or treating his/her physical and mental condition.

Patient/Guardian Signature \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION 6 - BENEFIT ASSIGNMENT/ RELEASE OF INFORMATION**

I, hereby assign all medical and/or surgical benefits to include major medical benefits to **which** I am entitled, including Medicare, Medicaid, private insurance and third party payers to Physical Therapy and Sports Medicine Center. A photocopy of assignment is to be considered as valid as the original. I, hereby authorize said assignee to release information necessary including Medical Records to secure payment.

Patient/Guardian Signature \_\_\_\_\_ Date: \_\_\_\_\_



# Physical Therapy & Sports Medicine Center

## SECTION 7

### FINANCIAL POLICY STATEMENT

Please read and initial each of the following and sign and date at the bottom.

Physical Therapy & Sports Medicine Center (PTSMC) will bill your insurance carrier solely as a courtesy to you. Once the explanation of benefits is received by our office, if any outstanding balance and deductible it will be billed and mailed directly to you at the mailing address you provided. You are responsible for the entire bill when the services are rendered.

**NOTE:** The below does not apply for those patients that are considered Worker’s Compensation or PIP/Auto Accident patients. However, be advised if you claim Workers Compensation benefits or receive a settlement based on an auto accident and are subsequently denied such benefits, **patient will** be held responsible for the total amount of charges for services rendered.

\_\_\_\_\_ It is the patient’s responsibility to pay all co-pays, co-insurance, deductibles, or “cash pay”  
Initial estimated amounts at the time of service.

\_\_\_\_\_ The patient agrees to assign all medical benefits to PTSMC for services provided. If any  
Initial payment by patient’s insurance company is made directly to patient for services billed by PTSMC, patient recognizes an obligation to promptly remit same to PTSMC.

\_\_\_\_\_ If for any reason the insurance company does not pay for the covered services provided within  
Initial 60days, the patient shall assume responsibility for the total amount owed.

\_\_\_\_\_ It is the patient’s responsibility to pay all uncovered services and balances within  
Initial 30 days of receiving their financial statement.

\_\_\_\_\_ Patients who have a previous balance and wish to receive additional services are required to pay  
Initial all previous balances in full prior to time of service.

\_\_\_\_\_ In the event that patient’s insurance company requests a refund of payments made, patient will  
Initial be responsible for the amount of money refunded to patient’s insurance company.

\_\_\_\_\_ Patient has been advised that if the patient fails to make any of the payments for which the patient  
Initial is responsible in a timely manner, the patient will be responsible for all costs of collecting monies owed, including the recovery of court costs, collection fees and attorney fees (If applicable), as well as interest of 10% owed on any outstanding balances, and the patient will be discharged from treatment for non-compliance.

\_\_\_\_\_ Returned checks will result in a \$40.00 Service Charge.  
Initial

\_\_\_\_\_ Patient understands in the event a payment is made via credit card, and a refund is required. Payment will be refunded  
Initial **ONLY** to the credit card originally used, please allow 15 days to process. If payment was made with cash or check the refund will be issued by check, please allow 30 days to process refund.

**I have read the above information and certify that I understand and will abide by the above policies set forth by Physical Therapy and Sports Medicine Center.**

\_\_\_\_\_  
Patient/Guardian Name (please print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Patient/Guardian Signature (parent or legal guardian if minor)

\_\_\_\_\_  
Witness Name (Front Desk PTSMC)



# Physical Therapy & Sports Medicine Center

## SECTION 8

### **Patient Authorization and Disclosure of Protected Health Information Statement of Privacy Act.**

We may disclose your health care information:

1. To other healthcare professionals within our practice for the purpose of treatment, payment or health care operations.
2. To insurance provider for the purpose of payment or health care operations.
3. To comply with State Workers' Compensation laws
4. To public health employees for preventing/controlling disease and reporting infectious exposures.
5. In the course of any administrative or judicial proceeding or law enforcement purposes

Under HIPPA Federal Privacy law, you have the right to:

1. Request restrictions on certain uses of your health care information
2. Inspect and copy your healthcare information
3. Receive an accounting or disclosures of your protected health information made by us.
4. You have a right to a paper copy of this Notice of Privacy Practices at any time, upon request.

We reserve the right to amend this notice of Privacy Practices at any time in the future. We are required by law to maintain the privacy of your healthcare information.

If you have any questions regarding this notice or if you want more information about your privacy rights, please contact us at 301.446.1644.

### ***Release of Information***

- I authorize the release of information including the diagnosis, records; examination rendered to me and claims information. This information may be released to:
- Spouse \_\_\_\_\_
- Child(ren) \_\_\_\_\_
- Other \_\_\_\_\_
- Information is not to be released to anyone.

This ***Release of Information*** will remain in effect until terminated by me in writing.

My signature indicates my authorization and consent for Physical Therapy and Sports Medicine Center to use and disclose my protected health care information for the purposes of treatment, payment and healthcare operations as described above.

Patient's Name (PRINT): \_\_\_\_\_

Patient/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Physical Therapy & Sports Medicine Center

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### SECTION 9

### Cancellation and No-Show Policy

- We ask that you help us to serve you by keeping your scheduled appointment. Appointments that are missed or cancelled at the last minute are not able to be given to other patients who need an appointment.
- You must be on time, so that you can be given the full benefit of your therapy session.
- Any patient who arrives more than 15 minutes late may not be seen by the therapist, AND a **cancellation charge of \$50.00** will be applied. If a patient is running late, it is asked that you call our office and let us know so that we can inform the therapist.
- **PT&SMC requires at least 24 hours-notice for appointment cancellation. Any appointment that is cancelled the same day or within less than 24 hours will result in a \$50.00 cancellation fee.**
- **This fee must be paid before one can be checked in at the next appointment.**
- **No-shows are a \$50 charge**
- **Understand that if you do not show up to an appointment, without notice to our office, any future scheduled appointments will be removed from the system. The \$50 fee must be paid in order for the next appointment to be scheduled.**
- **Three episodes of not attending physical therapy (no-show) will result in patient discharge from therapy.**
- **In the case of medical emergency, proper documentation (doctor's note etc.) must be provided.**

### Non-Compliance Clause

- Any patient who has 3 consecutive appointment cancellations or no-shows, will be discharged from physical therapy for non-compliance and your referring physician will be notified. It is important for you to stick to the prescribed treatment plan in order for it to be as effective as possible.

The above information has been read and explained to me. I understand this office policy.

Patient/Guardian Signature: \_\_\_\_\_ Date \_\_\_\_\_



## SECTION 10

### **Email and Text Messaging Program Consent Form**

**Patient Name:** \_\_\_\_\_

We are happy to provide our patients with the option to participate in our online patient communication system.

Some of the features include the ability to:

1. Request appointments via website
2. Confirm appointments via text message
3. Receive text/email/voice message appointment reminders
4. Submit patient satisfaction surveys
5. Receive PTSMC communication via text/email(i.e. newsletter, announcements, updates and promotions)

Please select **ONE** of the following methods you wish to be reminded of your appointment:

**TEXT ME AT THIS CELL #** \_\_\_\_\_

**OR**

**LEAVE ME A VOICE REMINDER AT THIS NUMBER** \_\_\_\_\_

You may choose to discontinue your participation in our online communication system at any time simply by clicking the “unsubscribe” link found at the bottom of each email, or by replying “STOP” to a text message from us. Standard text messaging rates may apply.

We use this information strictly for the purposes of communicating with you more efficiently. Our goal is to provide you with excellent treatment as well as overall service and satisfaction.

Please sign below to indicate that you agree to allow us to use this information in providing your services.

Patient/Guardian Signature

Date

