

ATLANTA ORTHOPEDICS – GWINNETT ORTHOPEDICS, P.C.

Patient Information Sheet

Patient's Full Name _____ Date _____
Social Security # _____ Age _____ Date of Birth _____ Sex Male / Female
Home Phone _____ Mobile Phone _____ Work Phone _____
E-Mail Address _____
Home Address _____ Unit # _____ City _____ State ____ Zip _____
Occupation _____ Employer / School _____
Work Address _____ City _____ State ____ Zip _____
Emergency Contact Name _____ Relation _____ Phone _____

If the above patient is a child, has a legal guardian, has a spouse, or is not responsible for the bill, please provide the information requested in this section below:

Parent of Child Legal Guardian Spouse Other Party Responsible for Bill

Full Name _____ Date _____
Social Security # _____ Age _____ Date of Birth _____ Sex Male / Female
Home Phone _____ Mobile Phone _____ Work Phone _____
Home Address _____ Unit # _____ City _____ State ____ Zip _____
Occupation _____ Employer / School _____
Work Address _____ City _____ State ____ Zip _____

Reason for Visit _____

Date of Injury _____ If Accidental Injury, Please Briefly Describe the Circumstances (Necessary for Insurance Benefits to Be Paid):

Did This Injury Occur At Work? Yes / No If Yes, has a Georgia Worker's Compensation claim been officially filed? Yes / No

Contact Person at Work _____ Phone # of Contact _____

Did This Injury Occur From a Car Accident? Yes / No If Yes, provide Auto Insurance Information: _____

Do You Have Health Insurance Coverage? Yes / No If Yes, Please Provide Information Below, and Give Card to Office Staff:

Name of Insured Person _____

Social Security # of Insured Person _____ Date of Birth of Insured Person _____

Full Name of Primary Insurance _____

Policy and Other ID #'s _____

Full Name of Secondary Insurance _____

Policy and Other ID #'s _____

How Did You Hear About Our Practice? _____

If You Were Referred by Another Doctor or Doctor's office, Please Provide Name, Address, and Phone Number: _____

Patient or Guardian Signature _____ Date Signed _____

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Medical Health History Form – PMFSH and ROS

PLEASE COMPLETE BOTH PAGES AND SIGN THE FORM AT THE BOTTOM, IT IS VERY IMPORTANT TO PROVIDE DETAILED AND ACCURATE ANSWERS TO ALL OF THE QUESTIONS

Name: _____ Age: _____ Date of Birth: _____ Sex: Male / Female

Height: _____ Weight: _____ Please list regular Family or Medical Doctor, (Name, Address, and Phone #): _____

PAST MEDICAL AND SURGICAL HISTORY: Please circle if you have, or have ever had, any of the following conditions –

- | | | | | | |
|------------------------------------|--------------|------------------|--|--|---------------------|
| high blood pressure | sleep apnea | seizure disorder | stomach problems | rheumatoid arthritis | bleeding disorder |
| irregular heart beat | emphysema | depression | esophageal reflux | osteoarthritis | blood clots |
| heart disease | lung disease | anxiety | ulcer disease | hypothyroid (low) | hyperthyroid (high) |
| heart attack | pneumonia | stroke | liver disease | cancer – if yes, what type _____ | |
| heart failure | asthma | mental illness | hepatitis | adult diabetes – if yes, do you use insulin Yes / No | |
| any prior problems with anesthesia | HIV/AIDS | kidney disease | childhood diabetes – if yes, do you insulin Yes / No | | |

List any other medical conditions not listed above:

Please list ALL surgeries you have had with year and details:

MEDICATIONS: Please list ALL medications you currently take, please include the frequency and dosage –

SOCIAL HISTORY: Marital Status: _____

Education (years/degree): _____

Alcohol Use (type, amount): _____

Tobacco Use (amount, years used): _____

ALLERGIES: Please list any allergies to medications that you have, with the type of reaction caused by the medication –

FAMILY HISTORY: Please list age and health of parents, (if deceased, how), and any medical problems in your family –

Mother: _____

Father: _____

Other Family Members such as Grandparents and Siblings:

EMPLOYMENT: Occupation: _____

Date last worked if out of work: _____

Physical Job Duties: _____

PLEASE COMPLETE THIS SECOND PAGE AND SIGN THE FORM AT THE BOTTOM, IT IS VERY IMPORTANT TO PROVIDE DETAILED AND ACCURATE ANSWERS TO ALL OF THE QUESTIONS

REVIEW OF SYSTEMS: Please circle if you have any of the following symptoms – please also give a brief description -

Constitutional: fever, recent weight gain/loss, appetite problems _____

Eyes: double vision, blurring, difficulty seeing _____

Ears, Nose, Mouth, Throat: deafness, sinusitis, hoarseness, dizziness _____

Cardiovascular: chest pain, palpitations, murmur, extra beats _____

Respiratory: shortness of breath, wheezing, cough, bloody cough _____

Gastrointestinal: abdominal pain, constipation, diarrhea, rectal bleeding _____

Urologic: pain with urinating, hesitant urination, bleeding, incontinence _____

Gynecologic: breast masses, pain, discharge _____

Are you sexually active? **Yes / No** Birth control used if any? _____

Is there any chance you could be pregnant now? **Yes / No** If no, why not? _____

Skin: persistent rashes or lesions, changes in moles _____

Neurologic: seizures, loss of balance/coordination, weakness, memory loss _____

Psychiatric: depression, anxiety, hallucinations, sleep disturbances _____

Endocrine: excessive thirst, excessive urination, heat/cold intolerance _____

Blood and Lymphatic: anemia, bleeding tendencies, swollen nodes _____

Allergic and Immunologic: hives, eczema, persistent itching _____

Musculoskeletal: stiffness, joint pain/deformity, muscle wasting, spine pain radiating to arms or legs, numbness/tingling _____

Other problems not covered above: _____

PATIENTS PLEASE SIGN FORM HERE: Patient: _____ Date: _____

FOR PRACTITIONER USE ONLY - I have reviewed and updated the above past medical, family and social history with the patient:

Practitioner: _____ Date: _____ Practitioner: _____ Date: _____

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Lawrenceville Office • 545 Old Norcross Road • Suite 300 • Lawrenceville, GA 30045 • Ph 770.963.6300
Northside Office • 980 Johnson Ferry Road • Suite 520 • Atlanta, GA 30342 • Ph 404.477.5800
Hamilton Mill Office • 2108 Teron Trace • Suite 100 • Dacula, GA 30019 • Ph 678.318.8020

Office and Financial Policy Notification

FINANCIAL RESPONSIBILITY STATEMENT

All patients are responsible for any bills they incur for services and products utilized while being treated by our practice. Insurance is an agreement between you and your insurance company to help pay for medical costs incurred. Having insurance is not a substitute for payment. All insurers have rules and guidelines regarding what costs they will cover based on your contract with them. It is always your responsibility to pay any deductibles, any co-insurance, all co-pay amounts, and any other balances not paid to us by your insurance. Any office visit co-payments not paid at the time of service will have a \$25.00 additional collection fee added. We will file for payment directly from your insurance company in most cases if you have confirmed and recognized insurance coverage. We do this as a convenience and service for our patients. Still, you are ultimately responsible for your full bill.

Patients without insurance must make a deposit before services are rendered. All fees incurred during the visit will be deducted from this deposit. After services are rendered, all uninsured patients must pay in full at time of service, or immediately arrange a payment plan that is acceptable to our financial staff. Payments must then be made on a regular basis as agreed, or collection action will be taken.

SERVICES NOT COVERED BY INSURANCE

We provide a variety of services and products at our Atlanta Orthopedics practices strictly for the convenience of our patients. Many of these products and services may not be covered by your health insurance provider. Unfortunately the increasing complexity of the health care benefits system has made it impossible for us to know in advance exactly what your insurer may or may not pay for.

If you elect to utilize these products or services, you will be responsible for all fees incurred. We will attempt to indicate to you if we have recommended a product or service which may not be covered by insurance. As a courtesy, we will usually submit a bill directly to your insurer for you. If we are not reimbursed in full by your insurer, we reserve the right to bill you for the remaining costs of the services. Even if the insurer provides coverage, they often expect the patient to contribute a portion of the fees.

These are examples of services and supplies often not covered by health insurances such as HMO's or medicare/medicaid:

Medical supplies such as crutches, braces, and slings
Materials used to apply casts and splints

Medications given by injection
Fees for forms filled out for other parties

RELEASE OF MEDICAL INFORMATION

Many insurance companies will contact our office to request information they need to process your claims. By signing the form below you authorize our practice to release any medical information necessary to help with reimbursement.

MEDICATION REFILLS

Requests for prescription refills must be handled during weekday office hours from 9 AM to 2 PM. Please call at least 24 hours in advance for prescription refills. No requests for narcotic pain medicine will be considered after hours or on weekends.

AUTHORIZATION TO PAY BENEFITS TO PHYSICIANS

I authorize direct payment to Atlanta Orthopedics (DBA for Gwinnett Orthopedics, P.C.) of all surgical and medical benefits otherwise payable to me for any and all services rendered. I UNDERSTAND THAT I AM RESPONSIBLE FOR THE BILL AT THE TIME OF SERVICE unless another payer assignment, such as insurance, has been accepted. WE CAN ACCEPT CASH, ELECTRONICALLY VERIFIED PERSONAL CHECKS, MASTERCARD, VISA, DISCOVER, AND AMERICAN EXPRESS.

THIS FORM MUST BE SIGNED BELOW I have read and agree to the above:

PLEASE PRINT FULL NAME _____

SIGNATURE OF PATIENT (OR GUARDIAN) _____ DATE SIGNED _____

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Patient Consent for Use and Disclosure of Protected Health Information

This form is necessitated by HIPAA Federal Privacy Regulations. We apologize for the cost, time spent, and inconvenience caused by the administration of HIPAA rules.

I hereby give my consent for Atlanta orthopedics to use and disclose protected health information (P.H.I.) about me to carry out treatment, and obtain payment, and perform healthcare operations (T.P.O.).

The Atlanta Orthopedics Notice of Privacy Practices provides a more complete description of such uses and disclosures.

I have the right to review the Notice of Privacy Practices prior to signing this consent. Atlanta Orthopedics reserves the right to revise its Notice of Privacy Practices at any time. A revised and current Notice of Privacy Practices may be obtained by forwarding a written request to:

Atlanta Orthopedics Privacy Officer
545 Old Norcross Road Suite 300
Lawrenceville, GA 30045

With this consent, Atlanta Orthopedics may call my home or alternate locations and leave a message on voice mail or in person in reference to any items that assist the practice in carrying out T.P.O., such as appointment reminders, insurance inquiries, and any call pertaining to my clinical care, including laboratory results among others.

With this consent, Atlanta Orthopedics may mail to my home or alternate locations any items that assist the practice in carrying out T.P.O., such as appointment reminders and financial statements.

I have the right to request, in writing, that Atlanta Orthopedics restrict how it uses my P.H.I. to carry out T.P.O. However, the practice is not required to agree to my requested restrictions, but if it does agree, it is bound by this agreement.

By signing this agreement, I am consenting to Atlanta Orthopedics the use and disclosure of my P.H.I. to carry out T.P.O.

I may revoke my consent in writing except to the extent that the practice has already made disclosures in reliance upon my prior consent. If I do not sign this consent, or later revoke it, Atlanta Orthopedics may decline to provide treatment to me.

THIS FORM MUST BE SIGNED BELOW I have read and agree to the above:

PLEASE PRINT FULL NAME _____

SIGNATURE OF PATIENT (OR GUARDIAN) _____ **DATE SIGNED** _____