


FRANKLIN MARSHFIELD
PHYSICAL THERAPY
Patient Information Form
(Please print legibly)

Name: _____ Today's Date: _____

Social Sec #: _____ Sex: Male / Female Date of Birth: _____

Mailing Address: _____ City: _____ Zip: _____

Home Phone: _____ Cell Phone: _____ Work: _____

Occupation: _____ Employer Name: _____

Primary Doctor: _____ Location (town): _____

Referring Doctor: _____ Location (town): _____

How did you hear about us? (circle one) Friend/Family Physician Internet Sign/Ads

Whom may we thank for referring you to us? _____

Email Address: _____

Emergency Contact:

Name: _____ Relationship: _____

Home Phone: _____ Work: _____ Cell: _____

Responsible Party: *(needed only if patient is a minor)*

Name: _____ Relationship: _____

Address: _____ City: _____ Zip: _____

Home Phone: _____ Work: _____ Cell: _____

Accident/Injury Information

Is your injury due to an On-The-Job injury or a Motor Vehicle Accident? If yes, check appropriate box:

On-The-Job Motor Vehicle Date of the accident:

Insurance Company: _____ Claim Number: _____

Address: _____

Adjuster: _____ Phone Number: _____

Private Insurance Information

Name of Insured: _____ Insurance ID#: _____

Insured's Date of Birth: _____ Insurance Group #: _____

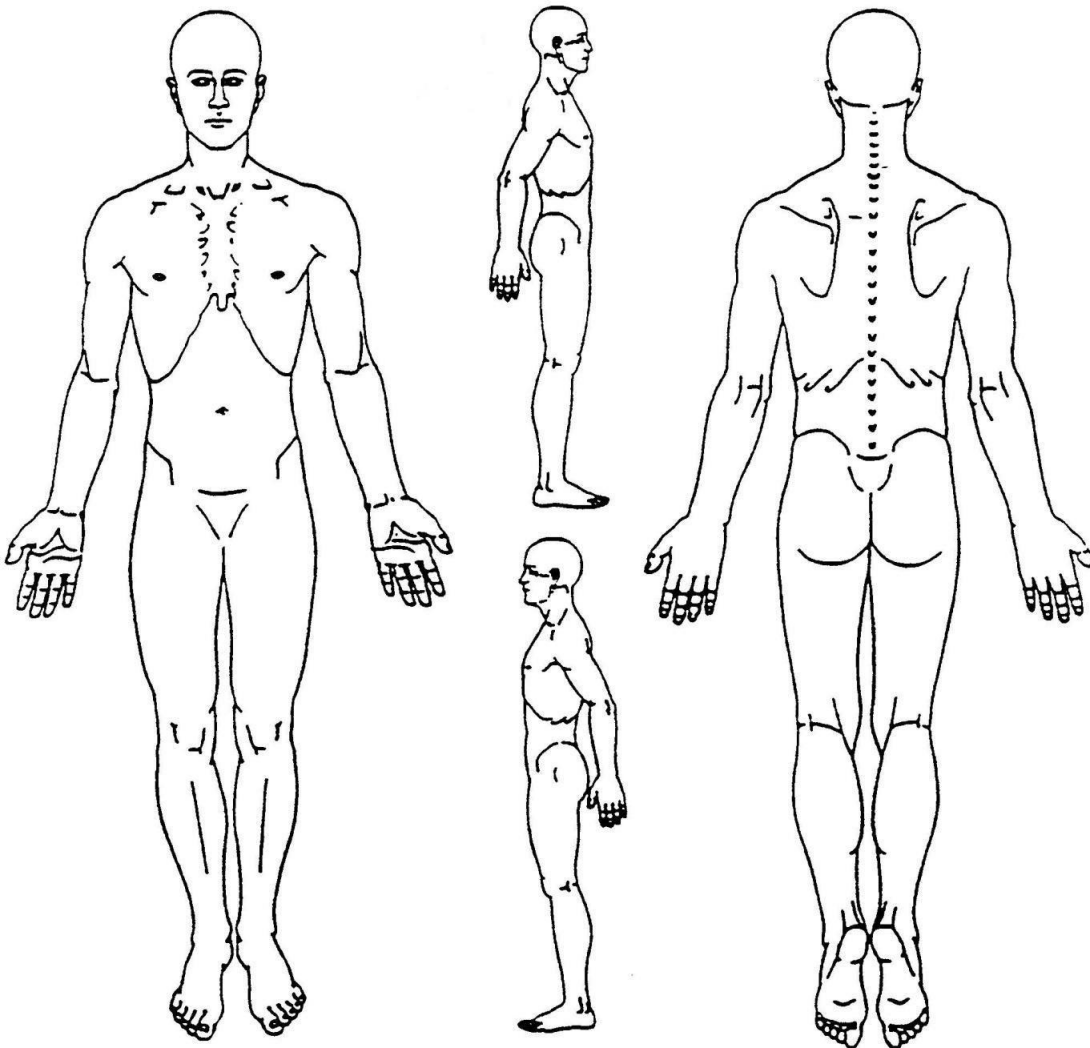
Relationship to Patient: _____ Plan Type/Name: _____


FRANKLIN MARSHFIELD
PHYSICAL THERAPY
 General Medical History

- 1) Current level of pain, on a scale of 0 to 10 _____
 (0= no pain, and 10 = worst pain imaginable)

- 2) Score your current ability to perform simple movements with your involved region, _____
 (0 = normal movement, and 10 = unable to move your involved region at all.)

- 3) Function: Score your ability to perform your activities of daily living, _____
 (getting out of a bed or chair, driving, getting dressed, etc.) (0 = able to perform ALL normal activities, and 10 = unable to perform ANY of your normal daily activities.)



X = Pain
 N = Numbness
 W = Weakness

Please Mark the Area that is Experiencing Pain, Numbness or Weakness:



FRANKLIN MARSHFIELD
PHYSICAL THERAPY
 General Medical History

Name: _____ Age: _____ Date: _____
 Are you currently working?(Please circle one) YES NO Type of work: _____
 If not, Why? _____

Please check (X) if you have had problems with or been treated for:

- | | | |
|-------------------------------------------------------------|---------------------------------------------------------|--------------------------------------------------------------------------|
| <input type="checkbox"/> Heart Problems | <input type="checkbox"/> Difficulty Swallowing | <input type="checkbox"/> Kidney Disease |
| <input type="checkbox"/> Fainting or Dizziness | <input type="checkbox"/> A Wound that does not Heal | <input type="checkbox"/> Liver Disease |
| <input type="checkbox"/> Shortness of Breath | <input type="checkbox"/> Unusual Skin Coloration | <input type="checkbox"/> Weakness or Fatigue |
| <input type="checkbox"/> Calf Pain with Exercise | <input type="checkbox"/> Lung Disease/Problems | <input type="checkbox"/> Hernias |
| <input type="checkbox"/> Severe Headaches | <input type="checkbox"/> Arthritis | <input type="checkbox"/> Blurred Vision |
| <input type="checkbox"/> Recent Accident | <input type="checkbox"/> Swollen and Painful Joints | <input type="checkbox"/> Circulatory Problems |
| <input type="checkbox"/> Head Trauma/Concussion | <input type="checkbox"/> Irregular Heartbeats | <input type="checkbox"/> Jaw Problems |
| <input type="checkbox"/> Muscular Weakness | <input type="checkbox"/> Stomach Pains or Ulcers | <input type="checkbox"/> Pregnancy |
| <input type="checkbox"/> Cancer | <input type="checkbox"/> Pain with Cough or Sneeze | <input type="checkbox"/> Bowel/Bladder Problems |
| <input type="checkbox"/> Joint Dislocation(s) | <input type="checkbox"/> Back or Neck Injuries | <input type="checkbox"/> Diabetes |
| <input type="checkbox"/> Broken Bone | <input type="checkbox"/> Stroke(s) | <input type="checkbox"/> Balance Problems |
| <input type="checkbox"/> Difficulty Sleeping | <input type="checkbox"/> Muscular Pain with Activity | <input type="checkbox"/> Swollen Ankles or Legs |
| <input type="checkbox"/> High Blood Pressure (Hypertension) | <input type="checkbox"/> Frequent Falls | <input type="checkbox"/> Tremors |
|
 | | |
| <input type="checkbox"/> Epilepsy/Seizures/Convulsions | <input type="checkbox"/> Chest Pain or Pressure at Rest | <input type="checkbox"/> Night Pain(while Sleeping) |
| <input type="checkbox"/> Constant Pain Unrelieved by Rest | <input type="checkbox"/> Nervous or Emotional Problems | <input type="checkbox"/> Unexplained Weight Loss |
| <input type="checkbox"/> Constant Pain or Pressure | <input type="checkbox"/> Pacemaker/Implanted Stimulator | <input type="checkbox"/> Any Infectious Disease
(TB, AIDS, Hepatitis) |

Tingling, Numbness, or Loss of Feeling? If yes, where? _____
 Allergies (Latex, Medication, food) _____
 Other _____

Do you use tobacco? YES NO If yes, how much? _____

Do you have a history of falls? (Please explain)

Are you presently taking any medications or drugs? YES NO

If yes, please list all medications and the reason you are taking them:

Please list any surgeries or other conditions for which you have been hospitalized:

<u>Date</u>	<u>Surgery/Reason</u>
_____	_____
_____	_____
_____	_____

Please list any recent X-rays, CT scans or MRIs:

<u>Date</u>	<u>Body Region</u>
_____	_____
_____	_____

Have you ever been evaluated and/or treated by another physician, physical therapist, chiropractor, osteopath, or health care professional for this condition? YES NO

If Yes, Please List: _____



FRANKLIN MARSHFIELD
PHYSICAL THERAPY
The Orthopedic & Sports Injury Specialists

Physical Therapy Attendance Policy

(Please Read Thoroughly)

MK Rehabilitation strives to provide each patient with the highest quality of care while attempting to accommodate your schedule for your convenience. Therefore, we provide reserved time slots for each patient with a specific therapist in order to minimize your waiting and assure continuity of your treatment. Your consistent attendance of the planned treatment regimen is a paramount to your full recovery.

While we are sensitive to the fact that an emergency may occur in a rare instance, cancellations, especially last minute ones, along with patient no-shows, decrease our ability to accommodate the scheduling needs of the other patients. Additionally, no-shows display a complete lack of respect for your therapist and fellow patients. We must ask for your full cooperation with the following policy:

- If you are more than 30 minutes late for your appointment and fail to notify us, treatment may be cancelled and a fee charged for missing the appointment.
- A scheduled appointment **MUST BE CANCELLED AT LEAST 24 HOURS IN ADVANCE** or a fee will be charged for that appointment.
- Failure to show up for an appointment (“NO SHOW”) without notifying us will result in a fee being charged for that appointment. Furthermore, 2 consecutive no-shows will result in the cancellation of all remaining scheduled appointments.
- At week’s end, **ALL PATIENTS**, regardless of insurance/third party payer, will be charged a \$25 **CANCELLATION FEE** for each late, late-cancelled, or no-show appointment. **THE PATIENT IS RESPONSIBLE FOR THE FEE, NOT THE INSURANCE/THIRD PARTY PAYER.**
- The credit card on file will be charged the \$25 fee the day of the no-show or cancelled appointment with less than 24 hours notice.
- No cancellation fee will be charged if the missed appointment is made up within the same week it was scheduled, on a day that you do not have another appointment scheduled.
- All cancellations and no-shows will be documented in your medical record and appropriately reported to your physician and insurance/third party payer.
- Repeated failure to comply with this **ATTENDANCE POLICY** will result in your name being placed on a “Schedule Based on Availability” list. This will require you to call for an open appointment on each day you would like to receive therapy. We will do everything possible to accommodate you, as space on the schedule permits.

We believe that this policy is necessary for the benefit of all our patients, so that we may continue to provide high quality treatment and services to everyone.

All of the staff at *MK Rehabilitation* appreciates your anticipated adherence and cooperation with this policy. We wish you the best of luck with your treatment. We are here to help you attain all of your goals and optimize your return to all of your pre-injury activities.

Patient Signature

Date

NOTICE OF PRIVACY PRACTICES

Our commitment at MK Rehabilitation, LLC is to serve our customers with professionalism and care, being sure at all times to protect the privacy and security of all protected health information in accordance with the *Health Insurance Portability and Accountability Act of 1996* (HIPAA). You have the right to review that notice before you sign this acknowledgement form (§ 164.520). We encourage you to read this document carefully, for it outlines the limitations of the use and disclosure of your personal and/or health information as well as your rights as a patient. If you ever have any questions or concerns regarding the use or disclosure of your health and/or personal information we would be happy to address them.

I HAVE READ AND UNDERSTAND THE ABOVE NOTICE OF PRIVACY PRACTICES

(Please Initial)

ASSIGNMENT OF BENEFITS

I understand that I am ultimately responsible for my physical therapy charges, and I agree to pay my deductible, my co-payment, and any adjustments after a co-insurance or any charges not reimbursed by my insurance carrier. I understand I am responsible for knowing and meeting the requirements of my insurance plan. I further understand that co-payments are due at the time of service and that payment of any deductibles and coinsurance are my responsibility as stated in my contract with my insurer. Any portion of these charges not covered by my insurer must be paid by me.

I understand and agree that if I fail to make any of the payments for which I am responsible in a timely manner, I will be responsible for all costs of collecting monies owed, including court costs, collection agency fees, and attorney fees.

I HEREBY AUTHORIZE PAYMENT TO BE MADE DIRECTLY TO MK REHABILITATION LLC (D/B/A Marshfield/Franklin PHYSICAL THERAPY), FOR SERVICES RENDERED. I HEREBY AUTHORIZE MK REHABILITATION TO RELEASE (OR OBTAIN) INFORMATION REGARDING MY PHYSICAL THERAPY EVALUATION AND TREATMENT AND RELATING BILLING INFORMATION TO (FROM) MY ATTORNEY OR INSURANCE CARRIER FOR PURPOSES OF PROCESSING THIS CLAIM. WE RESERVE THE RIGHT TO CHARGE FOR APPOINTMENTS CANCELLED WITHOUT A 24 HOUR NOTICE.

I HAVE READ AND UNDERSTAND THE ABOVE ASSIGNMENT OF BENEFITS

(Please Initial)

AUTHORIZATION FOR RELEASE OF INFORMATION

I HEREBY AUTHORIZE MK Rehabilitation, LLC to release my health care information including but not limited to testing, diagnosis, and/or treatment plans to my insurance company, adjuster, attorney, Worker's Compensation carrier, and/or to my referring physician or any physician that assists in the administration or continuation of my plan of care.

I HEREBY AUTHORIZE any healthcare provider to release my personal health information as it pertains to my rehabilitative care if any is requested by MK Rehabilitation, LLC.

Patient Signature (Or Responsible Party)

Date

Credit Card on File Policy

Thank you for choosing MK Rehabilitation for your orthopedic and sports medicine needs. We are committed to providing you with exceptional medical care, as well as, making our medical billing processes as simple and efficient as possible. Recent shifts in the healthcare industry have resulted in insurance companies increasingly transferring costs to our patients, you, the insured. This is driving many practices to adopt new financial policies to enable more efficient operational processes. Some insurance plans require deductibles and co-payments in amounts not known to you or us at the time of your visit. Please take a moment to familiarize yourself with our practice's new Credit Card on File Policy.

To streamline our billing and payment system and to provide a seamless, convenient way for patients to pay their bills, MK Rehabilitation will require all patients keep an active credit card on file with us. The credit card will be kept in a secure and HIPAA compliant vault by World Pay. We will bill your insurance company first and upon their determination of benefits, the following process will be in place:

Co-pays will remain due at each visit and can be paid in any manner you choose at that time. If you have private, motor vehicle, or workers compensation insurance we will submit your claim for you as usual. In approximately one to three weeks, you should receive an explanation of benefits (EOB) from your insurer that outlines what part of your service has been covered by your insurance and reveal exactly how much remains your responsibility to pay our practice for the services rendered. We will receive a copy of your EOB from your insurer shortly thereafter and will charge your credit card on file with the amount due as indicated. If there is no balance due, your card is not charged. A copy of the receipt can be emailed to you, or you can request a printed receipt from any front desk staff.

If the credit card we have on file for you changes, please notify us IMMEDIATELY, by calling the office at 781-834-4600. It is not uncommon for people to change or cancel their credit cards for various reasons, including when a credit card expires. We will contact you or leave you a phone message on the phone number you provided for us, asking you to give us a call with the new number. We will enter the new credit card number into your file, and that will become your new card on-file, subject to the same financial policy as the card you gave us in-person when you were in our office. If there is a problem with your bill/claim and it is brought to our attention after your credit card payment processes, we will investigate it and if we owe you the money, we will refund it to the same card in a timely manner.

We understand that there are legitimate reasons that you may not have a credit card. If this is the case, you are welcome to leave an HSA (Health Savings Account) or Flex Plan Card on File. You may also pay for the visit with cash or a personal check. You may contact one of our Billing Representatives in advance if you would like an [estimate](#) of what your charges may be.

Pre-Authorized Healthcare Form

By signing below, I agree to all of MK Rehabilitation's Credit Card on File Policy and I authorize MK Rehabilitation to keep my signature and a valid credit/debit card number securely on-file in my account. I allow MK Rehabilitation to automatically charge my credit card for any outstanding balances. These may include: insurance denials for ANY reason (including no referral on file); missed or cancelled appointments; deductibles; co-insurances; partially paid claims. If the credit card that I give today changes, expires, or is denied for any reason, then I agree to immediately give MK Rehabilitation a new, valid credit card which I will allow them to key-in over the phone. Even though MK Rehabilitation is not swiping this card in person, I agree that the new card will still be subject to the financial policy listed herewith and may be used with the same authorization as the original card which I presented in person I understand that I am responsible for payment for all medical services provided to me by MK Rehabilitation. I understand that my insurance may deny or delay payment for these services or only partially pay them, and I agree to allow MK Rehabilitation to immediately charge my credit card on file for the balance if that happens. I understand that this form is valid until I cancel this authorization through written notice to MK Rehabilitation.

Signature of Patient / Credit Card Holder (or Legal Guardian) Date

Print Name of Person Signing Above Relationship to Patient