



1501 Tate Blvd SE Suite 203
Hickory, NC 28602
828-304-0400
828-304-0142 (fax)

To Whom It May Concern:

In an effort to comply with Medicare requirements and guidelines, Carolina Foot & Ankle Associates created a policy for all new nursing home patients to facilitate the appointment process. Unfortunately, we continue to have problems with patients arriving without authorization to be treated, without adequate medical histories, or without a clear reason for the referral.

Because of this concern, we are now requiring a family member or power of attorney to be with the patient at each visit.

Effective immediately, all patients from a facility will require the following:

1. For new patients, paperwork must be completed in full and returned to CFAA for our staff to review **prior to scheduling**. We are happy to send and receive the paperwork via fax for your convenience. If the patient is not responsible for his or her bills, the power of attorney must sign on the patient's behalf. Please provide the following information:
 - a. Complete list of current medications & allergies
 - b. Complete medical problem list (if the patient does have severe PVD, it must be noted to ensure coverage for palliative services)
 - c. Copy of all insurance cards
 - d. A written order stating the reason for the patient's appointment
2. Any established patients receiving routine foot care must pay the **\$50** visit fee at the time of service. If the patient is not responsible for their bills and there is no power of attorney, please note that **we will hold the facility responsible** for any unpaid routine care charges.
3. Medicare patients who do not have secondary coverage must pay their coinsurance at the time of service.

If you have any questions regarding the above policy, please feel free to contact me directly. Thank you in advance for your cooperation.

Sincerely,

Julia Gold
Practice Administrator

**CAROLINA FOOT & ANKLE ASSOCIATES, PLLC
WELCOME TO OUR OFFICE**

Please take a few moments to answer the following questions so that we may get to know you better.

Patient Name: _____ **Appointment Date:** _____

Referring Physician (Name & Practice Location): _____

Preferred Pharmacy & Location: _____

1. **Describe your foot/ankle problem(s) (including left, right or both) :**

2. How long have you had this problem? _____

3. Are you experiencing pain? No Yes (if yes, please answer the following)

How long have you had pain? _____ days _____ weeks _____ months _____ years
Describe the type of foot pain: <input type="checkbox"/> Burning <input type="checkbox"/> Aching <input type="checkbox"/> Sharp <input type="checkbox"/> Stabbing <input type="checkbox"/> Throbbing <input type="checkbox"/> Pins/Needles <input type="checkbox"/> Numb
Pain severity 0 = none, 10 = very severe (please circle) 0 1 2 3 4 5 6 7 8 9 10
Exact location (if possible): _____
How frequent is the pain? <input type="checkbox"/> Constant <input type="checkbox"/> Most of the day <input type="checkbox"/> A few times per day <input type="checkbox"/> Weekly
Pain is often experienced with: <input type="checkbox"/> Walking/Standing <input type="checkbox"/> Resting <input type="checkbox"/> Certain Shoes <input type="checkbox"/> Pressure <input type="checkbox"/> With Activity
The pain is made worse by: _____
Do you feel numbness in your feet? <input type="checkbox"/> Yes <input type="checkbox"/> No Tingling? <input type="checkbox"/> Yes <input type="checkbox"/> No

Social History

4. Are you employed? Yes No Estimate the number of **hours each day** you spend on your feet: _____

5. Most of your hours are spent on which type of surface? Concrete Wood Grass Other (describe) _____

6. Shoe style typically worn at work? _____ At home? _____ Shoe Size: _____

Estimate the number of hours per day spent at home walking barefoot, in stocking feet or bedroom slippers: _____

7. If female, are you currently pregnant? No Yes Maybe

8. Do you smoke cigarettes? No Yes If so, for how many years? _____ How many packs per day? _____

9. Are you a former smoker? No Yes If so, for how many years? _____ How many packs per day? _____

10. Do you drink alcoholic beverages? No Yes What kind and approximately how many each week? _____

PLEASE COMPLETE BOTH SIDES

CAROLINA FOOT & ANKLE ASSOCIATES, PLLC

11. **Past Medical History:** (Check those that **apply to you**) NONE

<input type="checkbox"/> Skin Cancer	<input type="checkbox"/> Thyroid Disorder
<input type="checkbox"/> Other Cancer (where?)	<input type="checkbox"/> Stomach Ulcer
<input type="checkbox"/> Vision Impairment	<input type="checkbox"/> Hiatal Hernia
<input type="checkbox"/> Hearing Loss	<input type="checkbox"/> GERD
<input type="checkbox"/> Lung/Respiratory Disorders	<input type="checkbox"/> Cirrhosis
<input type="checkbox"/> Mitral Valve Prolapse	<input type="checkbox"/> Kidney Disease
<input type="checkbox"/> Past Heart Attack (when?)	Do you receive kidney dialysis? <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Arrhythmia	<input type="checkbox"/> Diabetes
<input type="checkbox"/> Stroke	# Years: _____
<input type="checkbox"/> History of Blood Clots	<input type="checkbox"/> Gout
<input type="checkbox"/> Other Bleeding Disorders	<input type="checkbox"/> Rheumatic Fever
<input type="checkbox"/> High Blood Pressure	<input type="checkbox"/> Osteoarthritis
<input type="checkbox"/> Elevated Cholesterol	<input type="checkbox"/> Other Arthritis
<input type="checkbox"/> Anemia	<input type="checkbox"/> Seizure Disorder
<input type="checkbox"/> Depression or Mood Swings	<input type="checkbox"/> HIV/AIDS
<input type="checkbox"/> Fibromyalgia	<input type="checkbox"/> Hepatitis
<input type="checkbox"/> Neuropathy or Nerve Damage	<input type="checkbox"/> Tuberculosis
<input type="checkbox"/> Other: _____	<input type="checkbox"/> History of MRSA Infection

12. **If you have diabetes, please answer the following questions:**

Do you check your blood sugar at home? Yes No If so, how often? _____ Last result: _____
 Last Hemoglobin A1C Value: _____ Date: _____ Drawn where? _____

13. **Surgical History: Have you ever had surgery?** No Yes (if yes, please continue)

Foot Surgery: Right Left Details: _____

Vascular: Stent Open Procedure Location: _____

Joint Replacement: Knee Hip Other: _____

Heart Surgery: Stent Open Heart Pacemaker Valve Repair

Gastric Bypass: Yes No If yes, date: _____

Please list any other surgeries: _____

14. **Family History** (Who in your family has had these medical problems?): NONE

- | | | |
|--|--|---|
| <input type="checkbox"/> Diabetes _____ | <input type="checkbox"/> Heart Disease _____ | <input type="checkbox"/> Kidney Disease _____ |
| <input type="checkbox"/> Hypertension _____ | <input type="checkbox"/> Stroke _____ | <input type="checkbox"/> Mental Illness _____ |
| <input type="checkbox"/> Arthritis _____ | <input type="checkbox"/> Bleeding Disorder _____ | <input type="checkbox"/> Cancer _____ |
| <input type="checkbox"/> Other Family History: _____ | | |

CAROLINA FOOT & ANKLE ASSOCIATES, PLLC

Patient Name: _____

Appointment Date: _____

15. List all Medications/vitamins with dose & directions: NONE I have attached a list

16. Do you take the following? Tylenol Advil, Ibuprofen, Aleve or Motrin

If so, how much? _____ How often? _____

17. Allergies (If yes, what type of reaction?) NONE Latex _____
 Penicillin _____ Sulfa Drugs _____
 Other Antibiotics (which ones?) _____ Nickel/Other Metals _____
 Aspirin _____ Surgical Implants _____
 NSAIDS (Ibuprofen/Aleve): _____ X-ray Contrast Dye _____
 Pain Medication (which ones?): _____ Other _____

18. VITAMIN D LEVEL Have you had your Vitamin D Level checked? Yes (normal abnormal) No Unsure

19. Vaccines Have you had a Flu Vaccine? Yes No If Yes, approximately when? _____

Have you had a Pneumonia Vaccine? Yes No If Yes, approximately when? _____

To be used by Carolina Foot & Ankle Staff:
BP (sitting): _____ / _____ Pulse _____ /min (Reg. Irreg.) Resp. _____ /min Temp: _____ °F
Height _____ Weight _____ If over 65, Falls? _____

PLEASE COMPLETE BOTH SIDES

CAROLINA FOOT & ANKLE ASSOCIATES, PLLC

Please check any of the following that you are currently experiencing or have recently experienced:

Constitutional			
<input type="checkbox"/> Fever	<input type="checkbox"/> Chills	<input type="checkbox"/> Sweats	<input type="checkbox"/> Weight Change
Head, Eyes, Ears, Nose and Throat			
<input type="checkbox"/> Vision Impairment (Glasses, Contacts)	<input type="checkbox"/> Cataract	<input type="checkbox"/> Sore Throat	
<input type="checkbox"/> Double Vision	<input type="checkbox"/> Neck Pain	<input type="checkbox"/> Ringing in the Ears	
<input type="checkbox"/> Difficulty Swallowing	<input type="checkbox"/> Dentures		
<input type="checkbox"/> Nosebleeds	<input type="checkbox"/> Dizziness		
Cardiovascular			
<input type="checkbox"/> Chest Pain / Discomfort	<input type="checkbox"/> Cardiovascular Symptom	<input type="checkbox"/> Heart Murmur	
<input type="checkbox"/> Swelling lower extremity	<input type="checkbox"/> Leg Pain with Exercise	<input type="checkbox"/> Palpitations	
Hematologic/Lymphatic			
<input type="checkbox"/> Bleeding Problem	<input type="checkbox"/> Swollen Glands		
<input type="checkbox"/> Anemia	<input type="checkbox"/> Skin Lump - Location		
Respiratory			
<input type="checkbox"/> Difficulty Breathing	<input type="checkbox"/> Wheezing	<input type="checkbox"/> Previous Pulmonary Disease	
<input type="checkbox"/> Exposure to TB	<input type="checkbox"/> Cough		
Gastrointestinal			
<input type="checkbox"/> Nausea	<input type="checkbox"/> Vomiting	<input type="checkbox"/> Diarrhea	
<input type="checkbox"/> Decrease in Appetite	<input type="checkbox"/> Abdominal Pain	<input type="checkbox"/> Constipation	
Endocrine			
<input type="checkbox"/> Often Thirsty	<input type="checkbox"/> Frequent Urination	<input type="checkbox"/> Prior Kidney Disease	
<input type="checkbox"/> Urinary Symptoms	<input type="checkbox"/> Thyroid Disease		
Musculoskeletal			
<input type="checkbox"/> Musculoskeletal symptoms	<input type="checkbox"/> Feeling weak	<input type="checkbox"/> Joint Pain	
<input type="checkbox"/> Weakness of limbs	<input type="checkbox"/> Prior Fracture		
Nervous System			
<input type="checkbox"/> Ataxia	<input type="checkbox"/> Speech Difficulties	<input type="checkbox"/> Headache	
<input type="checkbox"/> Neuropathy	<input type="checkbox"/> Confusion/ Disorientation	<input type="checkbox"/> Fainting	
<input type="checkbox"/> Seizures			
Skin			
<input type="checkbox"/> Rash	<input type="checkbox"/> Ulcer	<input type="checkbox"/> Infections	<input type="checkbox"/> Cracking
<input type="checkbox"/> Color Change	<input type="checkbox"/> Growth	<input type="checkbox"/> Hair Loss	
<input type="checkbox"/> Eczema	<input type="checkbox"/> Lesions	<input type="checkbox"/> Sun Sensitivity	
Allergic, Immunologic History			
<input type="checkbox"/> Dermatitis	<input type="checkbox"/> Rheumatoid Arthritis	<input type="checkbox"/> Lupus	<input type="checkbox"/> Collagen Vascular
Psychiatric			
<input type="checkbox"/> Anxiety	<input type="checkbox"/> Depression		

To the best of my knowledge, I have answered the questions on this form accurately. I understand that providing incorrect information can be dangerous to my health. I understand that it is my responsibility to inform the doctor and office staff of any changes in my medical status.

Signature: X
Patient or Personal Representative

Date: _____

**CAROLINA FOOT & ANKLE ASSOCIATES, PLLC
DEMOGRAPHICS**

Patient's Last Name: _____ **First:** _____ **Middle Int:** _____

Mailing Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Gender: _____ **Marital Status:** Single Married Widowed Divorced Legally Separated

Race: White Black Hispanic Asian Native American Other: _____

Ethnicity: Hispanic Non Hispanic **Preferred language:** _____

Social Security: _____ **Date of Birth:** _____

Home Phone: _____ **Work Phone:** _____ **Cell Phone:** _____

Primary Care Doctor's Practice Name: _____

Email Address: _____

Primary Insurance: _____ **Secondary Insurance:** _____

Who carries the insurance? The patient Other (Name): _____ **DOB:** _____

How did you hear about our practice? _____

Is the patient in a facility (ex: nursing home)? Name: _____ Phone: _____

Responsible Party

If someone (other than the patient) is responsible for the patient's bill, please complete the following:

Responsible Party's Name: _____ **Relationship to patient:** _____

Mailing Address: _____ **City:** _____ **State:** _____ **Zip:** _____

In case of emergency, whom do we contact?: _____

Home: _____ **Cell:** _____ **Work:** _____

I authorize the release of any medical information necessary to process my insurance claim and request payment of benefits to the doctor. I hereby give permission to the doctor to administer treatment and to perform any minor procedures as may be needed in the diagnosis and/or treatment of my foot and ankle condition. I understand that services rendered should be paid for at the time of service unless other arrangements have been made.

I authorize payment of insurance benefits to the doctor. This authorization applies to all dates of service until revoked.

Signature: X _____
Patient or Personal Representative

Date: _____

CAROLINA FOOT & ANKLE ASSOCIATES, PLLC
AUTHORIZATION TO RELEASE INFORMATION TO FAMILY/FRIENDS

Patient Name: _____

Date of Birth: _____

Carolina Foot and Ankle is authorized to release protected health information about the above named patient to the entities named below:

Choose each item that is subject to this authorization:

Leave information on the voice mail Give information to spouse

Give information to the following persons: _____

Description of information to be released:

Financial Information Results from tests or x-rays

Medical information as follows: _____ Other information: _____

Appointment reminders are sent via text. I prefer appointment reminder via: Phone Email No reminders

Rights of the Patient

I understand that I have the right to revoke this authorization at any time and that I have the right to inspect or copy the protected health information to be disclosed as described in this document by sending a written notification to Carolina Foot and Ankle. I understand that a revocation is not effective in cases where the information has already been disclosed but will be effective going forward.

I understand that information used or disclosed as a result of this authorization may be subject to redisclosure by the recipient and may no longer be protected by a federal or state law.

I understand that I have the right to refuse to sign this authorization and that my treatment will not be conditioned on signing this authorization. This authorization shall be in force and effect until revoked by the patient or representative signing the authorization.

Signature: X _____
Patient or Personal Representative

Date: _____

Description of Personal Representative's Relationship and Authority (attach necessary documents)

Notice of Privacy Practices

Our notice of privacy practices provides information about how we may use and disclose protected health information about you. It also provides information about your rights as a patient of our practice and whom you may contact at our office to ask questions about our privacy practices. By signing below, you are agreeing that you have had the opportunity to read our notice of privacy practices.

Signature: X _____
Patient or Personal Representative

Date: _____

**CAROLINA FOOT & ANKLE ASSOCIATES, PLLC
FINANCIAL POLICY**

Patient Name: _____ **Date of Birth:** _____

YOUR INSURANCE

Our relationship is with you, not your insurance company. If we are a participating provider with your insurance, we will file your claim for you. We do not; however, file third party payer claims for motor vehicle, worker's compensation, or other accidents. If you do not have your insurance card at the time of service, it may be necessary for you to pay for your visit in full.

According to our insurance contracts, we are obligated to collect the patient's responsibility at the time we provide services. Therefore, any applicable co-pays, coinsurance, or deductible amounts must be paid at each visit. In the case of high deductible plans (including HRAs and HSAs), the contracted amount will be due from the patient at the time of service. If you require a procedure, a member of our staff will contact your insurance company to confirm eligibility and gain an estimate of your benefits. Prior to the procedure, you are required to pay in full for your estimated out-of-pocket expense related to the procedure. Patients with a history of not paying these fees may be discharged from our practice and their insurance carrier will be notified. Payment must be made in full for any services considered by your insurance as "non-covered" or "not reasonable or necessary".

Some insurance companies may require a pre-certification or pre-authorization for certain services. While we will gladly assist you with this process, the final responsibility to insure that any such requirements are completed prior to treatment is yours. Denied charges due to lack of proper pre-certification/pre-authorization will be billed to you.

IF YOU DO NOT HAVE INSURANCE

A minimum deposit of \$150 is due at check in for all self-pay patients. Charges for follow up visits will be due at the time of service.

NO SHOWS

Please try to give our office 24 hours advance notice of cancellation so we may offer the appointment to another patient. Repeatedly missing appointments without adequate notice may lead to dismissal from the practice.

RETURNED CHECKS

There is a \$25 service fee for all checks returned for non-sufficient funds. A third party service will attempt to have the check clear your account twice before returning it to us as uncollectable. Patients who have written returned checks will be required to pay for subsequent visits using cash or a credit card.

COLLECTIONS

If you are unable to pay your account in full as billed, please contact our office to make other financial arrangements. Overdue accounts with inactivity after 90 days may be assigned to a collection agency for follow up. Regrettably, patients referred to collections will be dismissed from our practice.

PATIENT REFUNDS

After all insurance balances have been settled, we will issue patient refund checks for credit amounts over \$10. Checks are written once per month. Due to administrative costs, credit balances under \$10 will be held on account for a return appointment.

MEDICAL RECORDS

In order that we may keep your information up to date, please inform us of any changes, including insurance, address or phone number.

We are happy to complete disability, FMLA etc. forms for our patients. Before leaving the form with us, please make sure you have filled in the patient portion. There will be a \$15 fee for your first form and a \$5 fee for any related follow up form. Please allow five business days for processing. Due to HIPAA regulations, we are not able to fax forms to your employer.

Upon your request, copies of x-rays and medical records may be made available for your pick up by giving us a 48 hour notice. As a courtesy, the first two x-ray films are free. Each film thereafter is \$10. X-ray discs are \$5 each. There will be a minimum charge of \$10 for medical record copying; however, with your written authorization we are happy to fax your medical records directly to another physician at no charge.

By signing below I acknowledge that I have read the above financial information and agree to adhere to the policies outlined.

Signature: X _____
Patient or Personal Representative

Date: _____