



Name: _____
Last name First MI

Address: _____

City: _____

State: _____ Zip Code: _____

Home Phone: _____

Cell Phone: _____

May we leave you a message Y or N

Age: _____ Birth Date: _____

Gender: _____

Marital Status: _____

E Mail Address: _____

May we email you regarding upcoming appointments? Y or N

Occupation/Grade: _____

Employer/ School: _____

Work #: _____

Emergency Contact: _____

Relationship: _____

Emergency Contact Phone: _____

How did you hear about us? _____

Referring Physician or Provider

Name: _____

Practice Name: _____

Accident/Injury Information (if applies)

Is injury: Work related Y or N

Automobile accident related Y or N

If yes: please provide Claim#: _____

Name of carrier: _____

Claims Manager Name: _____

Claims manager phone: _____

Date of injury: _____

Place of occurrence: _____

Are you able to continue working? Y or N

Insurance/Billing Information

Primary Insurance Co.: _____

ID#: _____

Group #: _____

Subscribers name: _____

Relationship to you: _____

Subscriber's date of birth: _____

Subscriber's Employer: _____

Secondary Insurance Co.: _____

ID#: _____

Group #: _____

Secondary Subscriber Name: _____

Subscriber's date of birth: _____

Secondary Subscriber Employer: _____

I consent to treatment at Flex Physical Therapy. If the patient is a minor, I hereby authorize treatment as his/her parent or legal guardian.

Signature of Patient or Legal Guardian

Date

If signing as guardian, please print name: _____



FLEX PHYSICAL THERAPY FINANCIAL AGREEMENT

MEDICAL INSURANCE BILLING: As a courtesy to you, Flex Physical Therapy will bill your insurance carrier, however, you are ultimately responsible for payment of services you receive whether paid by your insurance. Flex Physical Therapy will verify your benefits, but this is in no way a guarantee of payment. It is your responsibility to know your policy coverage.

I authorize release of my medical records to my insurance provider at the minimum required to process my medical claim. I will keep in direct contact with my insurance provider to ensure payment in a timely manner. I understand I am responsible for ensuring any authorizations or referrals my insurance company requires are valid at the time of *each* visit.

Initial: _____

I understand that I am financially responsible for all co-pays, deductibles, and any co-insurance balances due per my contract with my insurance provider, and for any balance not paid by my insurance provider. I understand that I am obligated to remit any payments made by my insurance directly to me to Flex Physical Therapy as soon they are received. I agree to pay for all collection costs incurred by Flex Physical Therapy in the collection of any balance I owe.

Initial: _____

It is not our intention to cause undue financial hardship; however, in order to maintain our standard of care, we must collect our receivables as efficiently as possible. All patient balances, required by your insurance, are due at the time of each visit. If at any time financial problems arise, please contact our Billing Department as soon as possible. We are happy to set up flexible payment arrangements for you.

Please note that finance charges in the amount of 12% per year, will be assessed on unpaid balances 90 days overdue.

By signing this agreement, it is understood that you, or as the guardian of a minor, understands and agrees to abide by our patient financial policy and accepts the conditions thereof.

Signed: _____
Signature of Patient or Legal Guardian

Date: _____

NO SHOWS/LATE CANCELLATIONS: Flex Physical Therapy strives to provide all our patients with the best possible care. In order to provide this care and for you to achieve your goals for recovery, it is essential that you keep all scheduled appointments.

- In order to do this, we are requesting that you provide us with a 24 hour cancellation notice. Failure to provide this notice prevents us from helping other patients during the time that you did not use. Therefore, failure to provide us with 24 hour notice will result in a charge of \$50.00 for each missed visit. This missed appointment fee is not covered by your insurance plan and will be billed to you directly and payable at the next office visit.

Initial: _____

- If you no show for a scheduled appointment, all subsequent scheduled appointments may be cancelled and will need to be rescheduled.

Initial: _____

- Additionally, if a patient is 15 minutes late to his/her appointment, we reserve the right to cancel the appointment.

Initial: _____

We do realize that on rare occasion emergencies or circumstances may arise beyond your control. We are sensitive to this fact and will address this as needed at the time of occurrence.

Notice of Privacy Practices

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

The terms of this Notice of Privacy Practices (“Notice”) apply to Flex Physical Therapy, its affiliates and its employees. Flex Physical Therapy will share protected health information of patients as necessary to carry out treatment, payment, and health care operations as permitted by law. We are required by law to maintain the privacy of our patients' protected health information and to provide patients with notice of our legal duties and privacy practices with respect to protected health information. We are required to abide by the terms of this Notice for as long as it remains in effect. We reserve the right to change the terms of this Notice as necessary and to make a new notice of privacy practices effective for all protected health information maintained by Flex Physical Therapy. We are required to notify you in the event of a breach of your unsecured protected health information. We are also required to inform you that there may be a provision of state law that relates to the privacy of your health information that may be more stringent than a standard or requirement under the Federal Health Insurance Portability and Accountability Act (“HIPAA”). A copy of any revised Notice of Privacy Practices or information pertaining to a specific State law may be obtained by mailing a request to the Privacy Officer at the address below.

Our full Notice of Privacy Practices is posted at the front desk for your review. We are happy to give you a copy if you would like a copy for your records. This describes in more detail how your health information may be used and disclosed, and how you can access your information.

Signature of Patient or Legal Guardian

Date

Printed name _____