

Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Chart Number: \_\_\_\_\_  
Sex:  M  F Marital Status:  Single  Married  Widowed  Divorced SS#: \_\_\_\_\_  
E-mail: \_\_\_\_\_ Spouse/Partner Name: \_\_\_\_\_  
*E-mail newsletters, reminders, statements, etc.* Emergency Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Home #: \_\_\_\_\_ Cell #: \_\_\_\_\_ Other #: \_\_\_\_\_  
Employer: \_\_\_\_\_ Phone: \_\_\_\_\_  
Employer Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Primary Insurance: \_\_\_\_\_ Are you the insured?  Yes  No  
*Insured Information*  
Subscriber Name: \_\_\_\_\_ Relationship to insured:  Spouse  Child  Self  other  
Phone #: \_\_\_\_\_ Sex:  Male  Female DOB: \_\_\_/\_\_\_/\_\_\_  
Address: \_\_\_\_\_  
Policy ID: \_\_\_\_\_ Group ID: \_\_\_\_\_ Employer: \_\_\_\_\_  
Secondary Insurance: \_\_\_\_\_ Are you the insured?  Yes  No  
*Insured Information*  
Subscriber Name: \_\_\_\_\_ Relationship to insured:  Spouse  Child  Self  Other  
Phone #: \_\_\_\_\_ Sex:  Male  Female DOB: \_\_\_/\_\_\_/\_\_\_  
Address: \_\_\_\_\_  
Policy ID: \_\_\_\_\_ Group ID: \_\_\_\_\_ Employer: \_\_\_\_\_

How did you find out about our practice?  Physician  Internet  Telephone book  Family member  Friend  
 Other: \_\_\_\_\_  
What is the reason for your visit today? \_\_\_\_\_  
\_\_\_\_\_ Result of accident or work injury?  Yes  No  
How long has this bothered you? 1 2 3 4 5 6 7  days  weeks  months  years  
What treatments have you tried & have they been effective? \_\_\_\_\_  
\_\_\_\_\_ On a scale of 1-10 (1 being no pain and 10 being the worst) what is your level of pain? \_\_\_/10  
The pain quality is:  burning  constant  dull  sharp  shooting  throbbing  tingling Other: \_\_\_\_\_

**PLEASE READ AND SIGN**

The above information is correct to the best of my knowledge. I understand that throughout my treatment, I am responsible for notifying the physician and/or medical staff of any and all updates to the information listed above.

Patient Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# History and Physical

Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Chart Number: \_\_\_\_\_

<b>Medical History:</b>	<input type="checkbox"/> Alcoholism	<input type="checkbox"/> Blood disorders	<input type="checkbox"/> Circulation problems	<input type="checkbox"/> <b>Musculoskeletal</b>	<input type="checkbox"/> Breathing issues
<input type="checkbox"/> Liver	<input type="checkbox"/> Sleepapnea	<input type="checkbox"/> Gout	<input type="checkbox"/> Allergies	<input type="checkbox"/> Heart disease	<input type="checkbox"/> Asthma
<input type="checkbox"/> Heart murmur	<input type="checkbox"/> Stomach/bowel	<input type="checkbox"/> Depression	<input type="checkbox"/> Anxiety disorder	<input type="checkbox"/> Mental illness	<input type="checkbox"/> Kidney disease
<input type="checkbox"/> Blood clot	<input type="checkbox"/> High cholesterol	<input type="checkbox"/> High blood pressure	<input type="checkbox"/> <b>Cancer</b>	<input type="checkbox"/> Hepatitis	
<input type="checkbox"/> Neuropathy (specify) _____	<input type="checkbox"/> Thyroid disease (specify) _____	<input type="checkbox"/> Diabetes (type 1, type 2)			
<input type="checkbox"/> Arthritis (specify) _____	<input type="checkbox"/> other (specify) _____	<input type="checkbox"/> HIV	<input type="checkbox"/> CVA		
<b>Are you pregnant?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Are you nursing?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Skin disorders	<input type="checkbox"/> Stroke		

**Surgical History**  None  Appendectomy  C-Section  Angioplasty  Bypass  Cataracts  Cholecystectomy

Have you ever had any surgical procedures on foot/ ankle or anywhere else on your body?  Yes  No

If yes, please describe: \_\_\_\_\_

Do you have any artificial joints?  Yes (where? \_\_\_\_\_)  No Do you have an artificial heart valve?  Yes  No

## Social History

**Do you smoke?**  Yes  No **If yes how many packs per day?**  1  2  3  4  5 **For how long?** \_\_\_\_\_

Do you drink alcohol?  Yes, everyday (5-7 days/week)  Yes, occasionally/socially  No/Rarely

Substance abuse:  Yes, I have a current substance abuse problem. Please specify: \_\_\_\_\_

Yes, I had a past substance abuse problem. Please specify: \_\_\_\_\_

No, I have never had a substance abuse problem

What is your occupation? \_\_\_\_\_ Does it involve mostly  standing or  sitting

Do you exercise regularly?  No, I do not exercise regularly  Yes, I do the following regular exercise: \_\_\_\_\_

## Family History

Is there any family history (blood relative) of: (Please indicate family member)

<input type="checkbox"/> Alzheimer's _____	<input type="checkbox"/> Depression _____
<input type="checkbox"/> Arthritis _____	<input type="checkbox"/> Diabetes _____
<input type="checkbox"/> Bleeding disorders _____	<input type="checkbox"/> Emphysema _____
<input type="checkbox"/> Blood clot _____	<input type="checkbox"/> Heart disease _____
<input type="checkbox"/> Cancer _____	<input type="checkbox"/> High Blood Pressure _____
<input type="checkbox"/> Cataracts _____	<input type="checkbox"/> Neurological _____
<input type="checkbox"/> Circulation problems _____	<input type="checkbox"/> Strokes _____
<input type="checkbox"/> Other (specify): _____	

## Review of Systems

(Please check the box if you currently have any of these symptoms or check "NONE")

<b>Cardiovascular</b>	<input type="checkbox"/> leg pain when walking	<input type="checkbox"/> fever	<input type="checkbox"/> chest pain/pressure	<input type="checkbox"/> leg swelling	<input type="checkbox"/> cold hands/feet
	<input type="checkbox"/> fainting	<input type="checkbox"/> palpitations	<input type="checkbox"/> vascular disease	<input type="checkbox"/> valve problems	<input type="checkbox"/> NONE
<b>Genitourinary</b>	<input type="checkbox"/> blood in urine	<input type="checkbox"/> hesitancy	<input type="checkbox"/> incontinence	<input type="checkbox"/> increased urgency	
	<input type="checkbox"/> decreased frequency	<input type="checkbox"/> excessive urination	<input type="checkbox"/> kidney disease	<input type="checkbox"/> kidney stones	<input type="checkbox"/> NONE
<b>Gastrointestinal</b>	<input type="checkbox"/> abdominal pain	<input type="checkbox"/> heartburn	<input type="checkbox"/> blood in stool	<input type="checkbox"/> vomiting	<input type="checkbox"/> ulcers
	<input type="checkbox"/> diarrhea	<input type="checkbox"/> trouble swallowing	<input type="checkbox"/> decrease appetite	<input type="checkbox"/> increase appetite	<input type="checkbox"/> NONE
<b>Integumentary</b>	<input type="checkbox"/> athlete's foot	<input type="checkbox"/> nail abnormalities	<input type="checkbox"/> keloids	<input type="checkbox"/> itchiness	<input type="checkbox"/> dry, scaly skin
					<input type="checkbox"/> NONE
<b>Hematologic</b>	<input type="checkbox"/> lower leg ulcers	<input type="checkbox"/> sickle cell disease	<input type="checkbox"/> anemia	<input type="checkbox"/> blood thinners	<input type="checkbox"/> clotting disorders
					<input type="checkbox"/> NONE
<b>Neurological</b>	<input type="checkbox"/> tingling	<input type="checkbox"/> weakness	<input type="checkbox"/> seizures	<input type="checkbox"/> numbness	<input type="checkbox"/> headaches
	<input type="checkbox"/> tremors	<input type="checkbox"/> paralysis			<input type="checkbox"/> NONE
<b>Musculoskeletal</b>	<input type="checkbox"/> back pain	<input type="checkbox"/> joint swelling	<input type="checkbox"/> muscle weakness	<input type="checkbox"/> muscle pain	<input type="checkbox"/> neck pain
	<input type="checkbox"/> sciatica	<input type="checkbox"/> joint stiffness	<input type="checkbox"/> joint pain	<input type="checkbox"/> joint instability	<input type="checkbox"/> arthritis
					<input type="checkbox"/> NONE
<b>Respiratory</b>	<input type="checkbox"/> chest pain	<input type="checkbox"/> wheezing	<input type="checkbox"/> COPD	<input type="checkbox"/> coughing	<input type="checkbox"/> snoring
	<input type="checkbox"/> shortness of breath	<input type="checkbox"/> emphysema			<input type="checkbox"/> NONE

## PLEASE READ AND SIGN

The above information is correct to the best of my knowledge. I understand that throughout my treatment, I am responsible for notifying the physician and/or medical staff of any and all updates to the information listed above.

Patient Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**Name:** \_\_\_\_\_ **Chart #:** \_\_\_\_\_ **Date of birth:** \_\_\_\_\_

**Ethnicity:**  Hispanic or Latino  Not Hispanic or Latino  Declined to specify

**Race:**  Asian  American Indian or Alaska Native  Black or African American  
 White  Native Hawaiian or other Pacific Islander  Declined to specify

**Preferred Language:** \_\_\_\_\_  Declined to specify

**Pharmacy Name:** \_\_\_\_\_ **Pharmacy Phone:** \_\_\_\_\_  
**Pharmacy Address:** \_\_\_\_\_ **City, State, Zip:** \_\_\_\_\_

**Primary Care Physician:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Date Last Seen:** \_\_\_\_\_  
**Address:** \_\_\_\_\_

**Referring Physician:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Date Last Seen:** \_\_\_\_\_  
**Address:** \_\_\_\_\_

**Privacy Information Preferences**

Do you want to be exempt from public reporting?  Yes  No **Can we send mail to the address on file?**  Yes  No

Can we call the phone number on file?  Yes  No **Can we leave voicemail on machine?**  Yes  No

Will you allow us to send internet based (e-mail) delivery of re **minders and newsletters?**  Yes  No

If yes, please provide your e-mail address: \_\_\_\_\_

Who can we leave messages with?  Wife  Husband  Daughter  Son  Other:  
**Name(s):** \_\_\_\_\_

**Smoking Status**

Current Every Day  Smoker, Current Status Unknown  
 Current Some Day  Heavy Tobacco  Unknown If Ever  
 Former  Never  Light Tobacco  I decline to answer

**Vital Signs**

**Blood Pressure:** \_\_\_\_\_ / \_\_\_\_\_  
**Height:** \_\_\_\_\_ **Weight:** \_\_\_\_\_

**Current Medications**

No known Medications  I take the following medications

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

Use Back of this form if more room is needed

**Allergies**

No Known Allergies  No Known Drug Allergies

**Name:** \_\_\_\_\_ **Reaction:** \_\_\_\_\_  
**Name:** \_\_\_\_\_ **Reaction:** \_\_\_\_\_  
**Name:** \_\_\_\_\_ **Reaction:** \_\_\_\_\_  
**Name:** \_\_\_\_\_ **Reaction:** \_\_\_\_\_  
**Name:** \_\_\_\_\_ **Reaction:** \_\_\_\_\_  
**Name:** \_\_\_\_\_ **Reaction:** \_\_\_\_\_

Use back of this form if more room is needed

**Date of Last Flu Shot** \_\_\_\_\_ **Did you receive a pneumococcal vaccination?**  Yes  No

**Have you fallen in the last 12 months?**  Yes  No **How many times have you fallen?** \_\_\_\_ **Were you injured?**  Yes  No

**Have you completed any Advanced Directives?**  Yes  No

**PLEASE READ AND SIGN:** The information on my intake form(s) is correct to the best of my knowledge. I understand that throughout my treatment, I am responsible for notifying the physician and/or medical staff of any and all updates to the information listed above. *(Assignment of Benefits):* I authorize payment of medical benefits to the practice named above. *(Release of Information):* I authorize the release of any medical information necessary to process this claim. *(HIPAA Privacy):* I acknowledge that I received my HIPAA Privacy Practices Notice. *(Medication History):* I authorize the Doctor's office to retrieve my medication history.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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Associated Foot & Ankle Specialist, P. C.  
1567 Milstead Road, Suite A • Conyers, GA 30012

PATIENT CONSENT FOR USE AND DISCLOSURE OF PROTECTED  
HEALTH INFORMATION

I hereby give my consent for Associated Foot & Ankle Specialists, P.C. to use and disclose protected health information (PHI) about me to carry out treatment, payment and healthcare operations (TPO). (Associated Foot & Ankle Specialists 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. Associated Foot & Ankle Specialists reserves the right to revise its Notice of Privacy Practices at anytime. A revised Notice of Privacy Practices may be obtained by forwarding a written request to Associated Foot & Ankle Specialists Privacy officer at 1567 Milstead Road, Suite A Conyers, GA 30012.

With this consent, Associated Foot & Ankle Specialists may call my home or other alternative location and leave a message on voice mail or in person in reference to any items that assist the practice in carrying out TPO, such as appointment reminders, insurance items and any calls pertaining to my clinical care, including laboratory results among others.

However, the practice is not required to agree to my requested restrictions, but if it does, it is bound by this agreement.

By signing this form I am consenting to Associated Foot & Ankle Specialists use and disclosure of my personal health information to carry out treatment, payment and healthcare options.

I may revoke my consent in writing except to 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, Associated Foot & Ankle Specialists may decline to provide treatment to me.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Witness

**Associated Foot & Ankle Specialists, P.C.**  
**1567 Milstead Road, Suite A**  
**Conyers, GA 30012**  
**770-483-2291**

**Payment Policy**

We require payment at the time of treatment, unless other arrangements were made prior to your visit. As a service to our patients, we will file most insurance claims for you. The insurance contract is between you and your insurance company and does not involve our office. We will wait a reasonable amount of time for your insurance company to remit payment of benefits in accordance with the release below. If the remittance has not been received within 30 days you will receive a statement and the fee will be your responsibility.

Our office also dispenses medical supplies necessary in your treatment and payment for these products will be required at the time you receive them.

I authorize release of medical information necessary to process my insurance claims and pertinent to my medical care. I assign all medical and/or surgical benefits including major medical benefits to which I am entitled to Associated Foot & Ankle Specialists, P.C. This assignment will remain in effect until revoked in writing. A photocopy of this assignment is to be considered as valid as the original.

I understand and agree that I will be responsible for any balances not covered by my insurance. In the event that my accounts balance becomes more than 60 days past due I understand and agree that I will be assessed a monthly \$10.00 late fee/ rebilling fee.

In the event that my account is turned over to a collection agency, I understand and agree that I will be responsible for any collection fees (40%), attorney fees, court costs, ect...

I understand and agree to pay a \$25.00 fee for all appointments missed without cancelling 24 hours prior to my scheduled appointment time.

Any NSF/ returned checks will be assessed a \$30.00 fee.

I have read, understand and agree to the policies stated above.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature of Responsible Party

\_\_\_\_\_  
Date

Revised 4/1/13