

CLIENT REGISTRATION FORM

Name: _____
Last *First* *MI*

Date of Birth: _____ Email: _____
Month/Date/Year

Home Address: _____
Street/Apt # *City* *State* *Zip Code*

Phone Numbers: _____
Preferred *Secondary*

Emergency Contact: _____
Name *Relationship* *Phone Number*

Prescribing Physician: _____
Name *Phone Number*

How did you hear about us?

Prescribing Physician Self Someone Else: _____
Name

If Self-Referred:

Online: Clinic Website / Facebook / Google / Therapydia/ Other Website: _____
(Please Circle One)

Offline: Follow-up Visit / Clinic Storefront / Advertisement / Event: _____
(Please Circle One)

Signature: _____

_____ Date

MEDICAL HISTORY

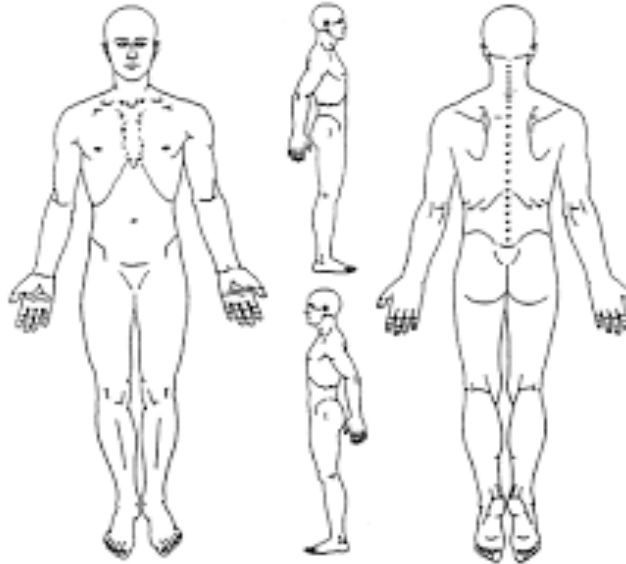
Name: _____ Age: _____

Type of injury: _____ Onset/Injury Date: _____

Previous treatment for this injury: _____

Have you had physical therapy treatment this year: yes no If yes, how many visits: _____

Please mark your area(s) of concern on the body chart.



Have you recently noticed:

- significant change in weight
- significant weakness
- fatigue
- nausea/vomiting
- headaches
- numbness/tingling
- cramping
- vision/hearing changes

Do you have or have you ever had:

- Cancer
- Diabetes
- Heart Problems
- High Blood Pressure
- Stroke
- Thyroid Problems
- Osteoporosis
- Osteoarthritis
- Rheumatoid Arthritis
- Asthma
- Fractures
- Allergies: _____

Are you currently taking medications? Yes/No Name or Type of medication: _____

How would you rate your overall health?: excellent good fair poor

How would you rate your strength?: excellent good fair poor

How would you rate your flexibility?: excellent good fair poor

What are your goals for treatment?: _____

Is there anything else you would like to ask your PT?: _____

PATIENT SIGNATURE: _____ DATE: _____

OFFICE POLICIES

CONSENT FOR TREATMENT: I hereby agree and give my consent for TherapydiaSF to provide physical therapy care and treatment considered necessary and proper in evaluating or treating my physical condition. This consent is intended as a waiver of liability for such treatment excepting acts of negligence. _____(initial)

PARENTAL CONSENT FOR TREATMENT (UNDER 18): As parent and/or legal guardian of _____,
I authorize TherapydiaSF to treat while I am not present.

PARENT/GUARDIAN SIGNATURE: _____ **DATE:** _____

CANCELLATIONS AND NO-SHOWS: Appointments cancelled with less than 24 business-hours notice will be subject to a fee of \$100, which is not reimbursable by insurance, and will be automatically charged to the credit card provided. _____(initial)

LATE ARRIVALS: Arriving more than ten minutes late may result in a late fee of \$45. Arriving more than 20 minutes late will be considered a no-show and will be subject to the fee of \$100. _____(initial)

PAYMENT DUE AT TIME OF SERVICE:

TherapydiaSF will provide a current account balance at each visit that may be paid by credit card, check or cash. You will also receive a monthly account statement. TherapydiaSF stores credit card information securely and will automatically charge balances older than 30 days. If you have any questions regarding your balance, please call our office manager as soon as possible.

Credit Card: _____ exp: _____ CVC_____. Initial if on file _____(initial)

ASSIGNMENT OF BENEFITS: I understand and authorize the release of medical information to file health insurance claims for me by TherapydiaSF. I also authorize my insurance provider(s) to pay TherapydiaSF directly. _____(initial)

INSURANCE BENEFITS:

It is your responsibility to know your benefit information and you are ultimately financially responsible for all services rendered to you. As a courtesy, we will call to verify coverage prior to your first appointment and will verbally summarize this information, if you have provided your insurance information to our office. We will also provide a written summary at your first visit. This is only an explanation of coverage obtained from your insurance company and is not a guarantee of coverage. If the information provided by your insurance company is inaccurate or the insurance company changes its coverage, you will be financially responsible for payment for services and any charges not covered by your insurance plan. You further understand that this agreement is binding regardless of any legal transaction currently in progress or initiated during or after the course of your treatments unless agreed to in writing by yourself and a representative of TherapydiaSF. Please note that what we collect in the office may only be a portion of your balance. Actual patient responsibility can only be determined once your insurance company has processed a claim. If you have further financial obligation than what we collected in the office, you will receive a statement from our billing company to be paid in full within 30 days. If your statement is not paid within 30 days, your balance will be automatically charged to the credit card provided. If your account is deferred to a collection agency, you agree to pay all collection costs incurred.

SELF-PAY:

For clients without insurance or who wish to submit to their insurance directly, TherapydiaSF offers a discounted cash rate.

While rates are subject to change, advance notice will be provided.

I have read and understand the above information and I understand my responsibility for the payment of my account.

PATIENT SIGNATURE: _____ **DATE:** _____

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.

USES AND DISCLOSES OF YOUR MEDICAL INFORMATION

Treatment: We may use medical information about you to provide you with medical treatment or services.

Payment: We may use and disclose medical information about you so that the treatment and services you receive at our practice may be billed to and payment may be collected from you, an insurance company, or a third party.

Health Care Operations: We may use and disclose health information about you for operations of our health care practice.

Individuals Involved in Your Care or Payment for Your Care: We may release medical information about you to a friend or family member who is involved in your medical care.

Health-Related Services and Treatment Alternatives: We may use and disclose health information to tell you about health-related services or recommend possible treatment options or alternatives that may be of interest to you.

As Required By Law: We will disclose medical information about you when required to do so by federal, state, or local law.

To Avert a Serious Threat to Health or Safety: We may use and disclose medical information about you when necessary to prevent a serious threat to your health and safety or the health and safety of the public or another person.

Military and Veterans: If you are a member of the armed forces, we may release medical information about you as required by military command authorities.

Worker's Compensation: We may release medical information about you for workers' compensation or similar programs.

Public Health Risks: We may disclose medical information about you for public health activities.

Health Oversight Activities: We may disclose medical information to a health oversight agency for activities authorized by law.

Lawsuits and Disputes: If you are involved in a lawsuit or a dispute, we may disclose medical information about you in response to a court or administrative order.

Law Enforcement: We may release medical information if asked to do so by law enforcement officials. **Coroners, Medical Examiners, and Funeral Directors:** We may release medical information to a coroner or medical examiner.

National Security and Intelligence Activities: We may release medical information about you to authorized federal officials for intelligence, counterintelligence, and other national security activities authorized by law.

Protective Services for the President and Others: We may disclose medical information about you to authorized federal officials so they may provide protection to the President, other authorized persons of foreign heads of state or conduct special investigations.

Inmates: If you are an inmate of a correctional institution or under the custody of a law enforcement official, we may release medical information about you to the correctional institution or law enforcement official.

YOUR RIGHTS REGARDING YOUR MEDICAL INFORMATION

Your Right to Inspect and Copy: To inspect and copy your medical information, you must submit your request in writing. We may deny your request to inspect and copy, in limited circumstances. If you are denied access to medical information, you may request in writing, that the denial be reviewed.

Your Right to Amend: If you feel that medical information we have about you is incorrect or incomplete, you may request an amendment in writing. Your request may be denied if you do not include a reason to support the request.

Your Right to an Accounting of Disclosures: You have the right to request in writing, a list of accounting for any disclosures of your medical information we have made, except for uses and disclosures for treatment, payment, and health care operations, as previously described.

Your Right to Request Restrictions: You have the right to request a restriction or limitation on the medical information we use or disclose about you for treatment, payment, or health care operations. We are not required to agree to your request.

Your Right to Request Confidential Communications: You have the right to request in writing that we communicate with you about medical matters in a certain way or at a certain location.

Your Right to a Paper Copy of This Notice: You have the right to a paper copy of this notice at any time.

Changes to this Notice: We reserve the right to change this notice, and will post the current notice in our facility.

Complaints: If you believe your privacy rights have been violated, you may file a complaint with the practice or with the Security of the Department of Health and Human Services.

Other uses of Medical Information: Other uses and disclosures of medical information not covered by this notice or the laws that apply to us will be made only with your written permission. If you provide us permission to use or disclose medical information about you, you may revoke that permission, in writing, at any time. If you revoke your permission, we will no longer use or disclose medical information about you for the reasons covered by your written authorization. You understand that we are unable to take back any disclosures we have already made with your permission, and that we are required to retain our records of the care that we provided to you.

**NOTICE OF PRIVACY PRACTICES FOR PROTECTED HEALTH INFORMATION
HEALTH INSURANCE PORTABILITY & ACCOUNTABILITY ACT OF 1996 (HIPAA)**

Due to increased awareness of the need for more strict guidelines regarding privacy of your protected health information, the Health Insurance Portability & Accountability Act of 1996 (HIPAA) was legislated, effective April 14, 2003. As part of this law, TherapydiaSF is required to provide you with the option of receiving a copy of this Notice. You are able to receive this Notice either electronically or on paper.

If you decline to receive a paper copy of such Notice at this time, please sign under the Waiver section below, knowing it is available to you in the future should you wish to receive it. If you wish to receive a paper copy of the Notice, please sign under the Acknowledgement section below.

Waiver (Receive HIPAA Electronically)

I, the undersigned, am aware of my right to receive a paper copy of the above Notice and have declined such Notice. I am aware that this Notice is available to me online at TherapydiaSF's website, www.therapydiasf.com, and I choose to receive such Notice electronically. I understand that it is my responsibility to read and be aware of these rights as outlined in the Notice.

Print Name: _____

Signature: _____

Date Signed: _____

Acknowledgement (Receive HIPAA Paper Copy)

I, the undersigned, acknowledge with my signature that I have received a paper copy of the above-mentioned Notice. I understand that it is my responsibility to read and be aware of these rights as outlined in the Notice.

Print Name: _____

Signature: _____

Date Signed: _____