

NEW PATIENT

**FOOT & ANKLE ASSOCIATES, LTD.**  
4650 SOUTHWEST HIGHWAY, OAK LAWN, IL 60453

DATE: \_\_\_\_\_

**PATIENT INFORMATION FORM**

(PLEASE PRINT)

☐ DR. ☐ MISS ☐ MR. ☐ MRS. ☐ MS.

PATIENT NAME: \_\_\_\_\_ AGE: \_\_\_\_\_  
LAST FIRST MI

TO COMPLY WITH FEDERAL STANDARDS TO HELP ENSURE EQUAL ACCESS TO HEALTHCARE FOR ALL INDIVIDUALS, WE ARE REQUIRED TO ASK THE FOLLOWING:

1. DATE OF BIRTH: \_\_\_\_\_ 2. SEX: ☐ MALE ☐ FEMALE
3. PRIMARY/PREFERRED LANGUAGE: \_\_\_\_\_
4. ETHNICITY/RACE (CHECK AS MANY AS APPLY): ☐ HISPANIC OR LATINO ☐ AMERICAN INDIAN OR ALASKA NATIVE  
☐ WHITE ☐ BLACK OR AFRICAN AMERICAN ☐ ASIAN  
☐ OTHER \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

CITY/STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

HOME PHONE #: \_\_\_\_\_ MAY WE LEAVE A MESSAGE? ☐ YES ☐ NO

CELL/ALTERNATE PHONE #: \_\_\_\_\_ ☐ YES ☐ NO

WORK PHONE #: \_\_\_\_\_ ☐ YES ☐ NO

E-MAIL: \_\_\_\_\_ MAY WE SEND MESSAGES? ☐ YES ☐ NO  
☐ PATIENT DOES NOT HAVE E-MAIL ADDRESS ☐ PATIENT DOES NOT WANT TO DISCLOSE E-MAIL ☐ OTHER \_\_\_\_\_

SOCIAL SECURITY #: \_\_\_\_\_

**PRIMARY CARE DOCTOR:** \_\_\_\_\_ **DATE LAST SEEN BY PRIMARY CARE DOCTOR:** \_\_\_\_\_

PRIMARY CARE DOCTOR'S OFFICE ADDRESS: \_\_\_\_\_ PHONE #: \_\_\_\_\_

**PHARMACY:** \_\_\_\_\_ **PHONE #:** \_\_\_\_\_ **FAX #:** \_\_\_\_\_

**PHARMACY LOCATION:** \_\_\_\_\_

MARITAL STATUS: ☐ SINGLE ☐ MARRIED ☐ PARTNERED ☐ DIVORCED ☐ WIDOWED ☐ SEPARATED NAME OF SPOUSE/PARTNER: \_\_\_\_\_

DO YOU HAVE A LEGAL GUARDIAN OR HEALTHCARE POWER OF ATTORNEY? ☐ YES ☐ NO

IF YES, NAME: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_ PHONE #: \_\_\_\_\_

\* **EMERGENCY CONTACT:** \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_ PHONE #: \_\_\_\_\_

\* **WOULD YOU LIKE FOR US TO SHARE YOUR MEDICAL INFORMATION WITH A FAMILY MEMBER OR OTHER PERSON?**

☐ NO ☐ YES NAME(S) \_\_\_\_\_

INDIVIDUAL RESPONSIBLE FOR PAYMENT: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

(PLEASE NOTE: YOUR INSURANCE COMPANY IS NOT RESPONSIBLE FOR PAYMENT.)

RELATIONSHIP TO PATIENT: \_\_\_\_\_ PHONE #: \_\_\_\_\_ SOCIAL SECURITY #: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY/STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

\* **HOW DID YOU HEAR ABOUT US? REFERRED BY:** ☐ PHYSICIAN (NAME) \_\_\_\_\_

☐ FOOTANDANKLEINSTITUTE.COM ☐ HOSPITAL WEB SITE: \_\_\_\_\_ ☐ OTHER WEB SITE: \_\_\_\_\_

☐ FAMILY MEMBER/FRIEND ☐ OTHER \_\_\_\_\_

PATIENT'S EMPLOYER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

**INSURANCE INFORMATION**

PRIMARY INSURANCE COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY/STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ PHONE #: \_\_\_\_\_

INSURED NAME: \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_ ID # \_\_\_\_\_ GROUP # \_\_\_\_\_

INSURED'S EMPLOYER: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

SECONDARY INSURANCE COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY/STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ PHONE #: \_\_\_\_\_

INSURED NAME: \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_ ID # \_\_\_\_\_ GROUP # \_\_\_\_\_

INSURED'S EMPLOYER: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

**YOUR MEDICAL HISTORY**

PLEASE LIST ALL MEDICATIONS YOU ARE CURRENTLY TAKING OR ATTACH LIST (INCLUDE PRESCRIPTIONS, OVER-THE-COUNTER MEDS AND HERBAL SUPPLEMENTS):

NAME	DOSE	CAPSULE/LIQUID/ETC.	HOW OFTEN DO YOU TAKE?
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**CURRENT OR PREVIOUS CONDITIONS:**

ACID REFLUX	<input type="checkbox"/>	FIBROMYALGIA	<input type="checkbox"/>	NEUROPATHY	<input type="checkbox"/>
ANEMIA	<input type="checkbox"/>	GOUT	<input type="checkbox"/>	OPEN SORES	<input type="checkbox"/>
ARTHRITIS	<input type="checkbox"/>	HEART ATTACK	<input type="checkbox"/>	PNEUMONIA	<input type="checkbox"/>
ASTHMA	<input type="checkbox"/>	HEART DISEASE/FAILURE	<input type="checkbox"/>	POLIO	<input type="checkbox"/>
BACK TROUBLE	<input type="checkbox"/>	HEPATITIS	<input type="checkbox"/>	RHEUMATIC FEVER	<input type="checkbox"/>
BLADDER INFECTIONS	<input type="checkbox"/>	HIV+/AIDS	<input type="checkbox"/>	SICKLE CELL DISEASE	<input type="checkbox"/>
ABNORMAL BLEEDING	<input type="checkbox"/>	HIGH BLOOD PRESSURE	<input type="checkbox"/>	SKIN DISORDER	<input type="checkbox"/>
BLOOD CLOTS	<input type="checkbox"/>	KIDNEY DISEASE	<input type="checkbox"/>	SLEEP APNEA	<input type="checkbox"/>
BLOOD TRANSFUSION	<input type="checkbox"/>	LIVER DISEASE	<input type="checkbox"/>	STOMACH ULCERS	<input type="checkbox"/>
BRONCHITIS/EMPHYSEMA	<input type="checkbox"/>	LOW BLOOD PRESSURE	<input type="checkbox"/>	STROKE	<input type="checkbox"/>
CANCER	<input type="checkbox"/>	MIGRAINE HEADACHES	<input type="checkbox"/>	THYROID DISEASE	<input type="checkbox"/>
DIABETES	<input type="checkbox"/>	MITRAL VALVE PROLAPSE	<input type="checkbox"/>	TUBERCULOSIS	<input type="checkbox"/>

OTHER CONDITIONS: \_\_\_\_\_

WOMEN: ARE YOU PREGNANT \_\_\_ YES \_\_\_ NO IF SO, HOW MANY MONTHS? \_\_\_\_\_

**ALLERGIES:** ☐ MEDICATIONS \_\_\_\_\_ ☐ ANESTHESIA \_\_\_\_\_  
☐ FOODS \_\_\_\_\_ ☐ TAPE ☐ LATEX ☐ SHELLFISH ☐ IODINE  
☐ OTHER \_\_\_\_\_ ☐ NONE

**PLEASE LIST ALL PRIOR SURGERIES:**

TYPE OF SURGERY

DATE

TYPE OF SURGERY

DATE

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**PLEASE LIST ALL PRIOR HOSPITALIZATIONS (OTHER THAN FOR SURGERY):**

REASON FOR HOSPITALIZATION

DATE

REASON FOR HOSPITALIZATION

DATE

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**FAMILY HISTORY**☐ *PATIENT IS ADOPTED - FAMILY HISTORY IS UNKNOWN*

FAMILY MEMBER	ALIVE/ DECEASED/ UNKNOWN	AGE	DIABETES	HYPERTENSION (HIGH BLOOD PRESS.)	HEART DISEASE	CANCER	STROKE	CORONARY ARTERY DISEASE	RHEUMATOID ARTHRITIS	THYROID DISEASE	UNKNOWN
FATHER	<input type="checkbox"/> A <input type="checkbox"/> D <input type="checkbox"/> U										
MOTHER	<input type="checkbox"/> A <input type="checkbox"/> D <input type="checkbox"/> U										
SIBLINGS	<input type="checkbox"/> A <input type="checkbox"/> D <input type="checkbox"/> U										
DAUGHTER(S)	<input type="checkbox"/> A <input type="checkbox"/> D <input type="checkbox"/> U										
SON(S)	<input type="checkbox"/> A <input type="checkbox"/> D <input type="checkbox"/> U										
GRANDFATHER	<input type="checkbox"/> A <input type="checkbox"/> D <input type="checkbox"/> U										
GRANDMOTHER	<input type="checkbox"/> A <input type="checkbox"/> D <input type="checkbox"/> U										
UNCLE	<input type="checkbox"/> A <input type="checkbox"/> D <input type="checkbox"/> U										
AUNT	<input type="checkbox"/> A <input type="checkbox"/> D <input type="checkbox"/> U										
SPOUSE	<input type="checkbox"/> A <input type="checkbox"/> D <input type="checkbox"/> U										

☐ OTHER \_\_\_\_\_USE OF ALCOHOL: ☐ NEVER ☐ NO LONGER USE ☐ HISTORY OF ALCOHOL ABUSE☐ CURRENT USE - TYPE \_\_\_\_\_ ☐ RARE ☐ OCCASIONAL ☐ MODERATE ☐ DAILYUSE OF TOBACCO/NICOTINE: ☐ NEVER ☐ QUIT - HOW LONG AGO? \_\_\_\_\_ ☐ SMOKE \_\_\_\_ PACKS/DAY FOR \_\_\_\_ YEARS☐ CURRENT USE - TYPE \_\_\_\_\_USE OF RECREATIONAL DRUGS: ☐ NEVER ☐ QUIT - HOW LONG AGO? \_\_\_\_\_ TYPE \_\_\_\_\_☐ CURRENT USE - TYPE \_\_\_\_\_ ☐ RARE ☐ OCCASIONAL ☐ MODERATE ☐ DAILY

OCCUPATION: \_\_\_\_\_ TYPE OF ACTIVITY: \_\_\_\_\_

HOW MUCH ARE YOU ON YOUR FEET AT WORK? ☐ 10% ☐ 25% ☐ 50% ☐ 75% ☐ 100%DO OTHERS DEPEND UPON YOU FOR THEIR CARE? ☐ CHILDREN-AGE(S) \_\_\_\_\_ ☐ PET(S)-WHAT KIND? \_\_\_\_\_☐ ELDERLY OR DISABLED FAMILY MEMBER ☐ OTHER \_\_\_\_\_EXERCISE: ☐ NEVER ☐ RARE ☐ OCCASIONAL ☐ WEEKLY ☐ SEVERAL TIMES A WEEK ☐ DAILY

TYPES OF EXERCISE: \_\_\_\_\_

### **CURRENT PROBLEM**

- WHAT SPECIFIC PROBLEM BRINGS YOU TO OUR OFFICE TODAY? \_\_\_\_\_
- HOW LONG AGO DID THIS PROBLEM FIRST START? \_\_\_\_\_ ☐ DAYS ☐ WEEKS ☐ MONTHS ☐ YEARS
- DID YOUR PAIN OR PROBLEM: ☐ BEGIN ALL OF A SUDDEN ☐ GRADUALLY DEVELOPED OVER TIME
- HOW WOULD YOU DESCRIBE YOUR PAIN? ☐ NO PAIN ☐ SHARP ☐ DULL ☐ ACHING ☐ BURNING  
☐ RADIATING ☐ ITCHING ☐ STABBING ☐ OTHER \_\_\_\_\_
- HOW WOULD YOU RATE YOUR PAIN ON A SCALE FROM 0 TO 10?  
(NO PAIN) ☐ 0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 (WORST PAIN POSSIBLE)
- SINCE THE TIME YOUR PAIN OR PROBLEM BEGAN, HAS IT: ☐ STAYED THE SAME ☐ BECOME WORSE ☐ IMPROVED
- WHAT MAKES YOUR PAIN OR PROBLEM FEEL WORSE? ☐ WALKING ☐ STANDING ☐ DAILY ACTIVITIES ☐ RESTING  
☐ RUNNING ☐ DRESS SHOES ☐ HIGH HEELS ☐ FLAT SHOES ☐ ANY CLOSED TOE SHOE ☐ OTHER \_\_\_\_\_
- WHAT MAKES YOUR PAIN OR PROBLEM FEEL BETTER? \_\_\_\_\_
- WHAT TREATMENTS HAVE YOU HAD FOR THIS PROBLEM? \_\_\_\_\_
- HOW HAS THIS PROBLEM AFFECTED YOUR LIFESTYLE OR ABILITY TO WORK? \_\_\_\_\_
- WAS THIS PROBLEM CAUSED BY AN INJURY OR ACCIDENT? ☐ NO ☐ YES (DESCRIBE) \_\_\_\_\_  
IF YES, WHERE DID THIS OCCUR? ☐ WORK ☐ HOME ☐ SCHOOL ☐ MOTOR VEHICLE ACCIDENT
- WHERE IS THE PAIN/PROBLEM LOCATED? PLEASE MARK ON THE PICTURES BELOW.

#### **LEFT FOOT**



TOP OF FOOT



BOTTOM OF FOOT



INSIDE OF FOOT



OUTSIDE OF FOOT

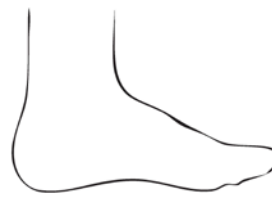
#### **RIGHT FOOT**



BOTTOM OF FOOT



TOP OF FOOT



OUTSIDE OF FOOT



INSIDE OF FOOT

I HEREBY AUTHORIZE FOOT & ANKLE ASSOCIATES, LTD. TO TREAT ME IN ANY WAY THAT IS APPROPRIATE AND TO FURNISH INFORMATION TO MY INSURANCE CARRIER CONCERNING MY ILLNESS AND TREATMENT. 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. I AGREE THAT FOOT & ANKLE ASSOCIATES, LTD. MAY REQUEST AND USE MY PRESCRIPTION MEDICATION HISTORY FROM OTHER HEALTHCARE PROVIDERS OR THIRD PARTY PHARMACY BENEFIT PAYORS FOR TREATMENT PURPOSES. I HEREBY ASSIGN TO THE PHYSICIAN ALL PAYMENTS FOR MEDICAL SERVICES RENDERED TO ME AND MY DEPENDENTS. I UNDERSTAND THAT I AM RESPONSIBLE FOR ANY MEDICAL BILLS NOT PAID BY MY INSURANCE CARRIER.

\_\_\_\_\_  
PRINTED NAME OF PATIENT, PARENT OR GUARDIAN

\_\_\_\_\_  
SIGNATURE OF PATIENT OR REPRESENTATIVE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
IF OTHER THAN PATIENT, RELATIONSHIP TO PATIENT

\_\_\_\_\_  
SIGNATURE OF DOCTOR

\_\_\_\_\_  
DATE

## FOOT & ANKLE ASSOCIATES, LTD. PATIENT FINANCIAL POLICY

Your understanding of our financial policies is an essential element of your care and treatment. If you have any questions, please discuss them with our front office staff or supervisor.

- As our patient, you are responsible for all authorizations/referrals needed to seek treatment in this office.
- Unless other arrangements have been made in advance by you, or your health insurance carrier, payment for office services are due at the time of service.
- Your insurance policy is a contract between you and your insurance company. As a courtesy, we will file your insurance claim for you if you assign the benefits to the doctor. In other words, you agree to have your insurance company pay the doctor directly. If your insurance company does not pay the practice within a reasonable period, we will have to look to you for payment.
- We have made prior arrangements with certain insurers and other health plans to accept an assignment of benefits. We will bill those plans with which we have an agreement and will only require you to pay the co-pay/co-insurance/deductible at the time of service.
- If you have insurance coverage with a plan with which we do not have a prior agreement, we will prepare and send the claim for you on an unassigned basis. This means your insurer will send the payment directly to you. Therefore, all charges for your care and treatment are due at the time of service.
- All health plans are not the same and do not cover the same services. In the event your health plan determines a service to be "not covered," or you do not have an authorization, you will be responsible for the complete charge. We will attempt to verify benefits for some specialized services or referrals; however, you remain responsible for charges to any service rendered. Patients are encouraged to contact their plans for clarification of benefits prior to services rendered.
- You must inform the office of all-insurance changes and authorization/referral requirements. In the event the office is not informed, you will be responsible for any charges denied.
- For most services provided in the hospital, we will bill your health plan. Any balance due is your responsibility.
- There are certain elective surgical procedures for which we require pre-payment. You will be informed in advance if your procedure is one of those. In that event, payment will be due one week prior to the surgery.
- Past due accounts are subject to collection proceedings. All costs incurred including, but not limited to, collection fees, attorney fees and court fees shall be your responsibility in addition to the balance due this office.
- There is a service fee of \$25.00 for all returned checks. Your insurance company does not cover this fee.

**Signature of Patient/Responsible Party:** \_\_\_\_\_

Printed Name of Patient/Responsible Party: \_\_\_\_\_ Date: \_\_\_\_\_

Witness Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name of Witness: \_\_\_\_\_

\_\_\_\_\_ Patient initials to indicate copy received.

## SUMMARY OF NOTICE OF PRIVACY PRACTICES

The attached Notice of Privacy Practices contains a detailed description of how our office will protect your health information, your rights as a patient, and our common practices in dealing with patient health information. Please refer to that Notice for further information.

**Uses and Disclosures of Health Information.** We will use and disclose your health information in order to treat you or to assist other health care providers in treating you. We will also use and disclose your health information in order to obtain payment for our services or to allow insurance companies to process insurance claims for services rendered to you by us or other health care providers. Finally, we may disclose your health information for certain limited operational activities such as quality assessment, licensing, accreditation, and training of students.

**Uses and Disclosures Based on Your Authorization.** Except as stated in more detail in the Notice of Privacy Practices, we will not use or disclose your health information without your written authorization.

**Uses and Disclosures Not Requiring Your Authorization.** In the following circumstances, we may disclose your health information without your written authorization: to family members or close friends who are involved in your health care; for certain limited research purposes; purposes of public health and safety; to government agencies for purposes of their audits, investigations, or other oversight activities; to government authorities to prevent child abuse or domestic violence; to the FDA to report product defects or incidents; to law enforcement authorities to protect public safety or to assist in apprehending criminal offenders; when required by a court order, search warrant, subpoena, or as otherwise required by law.

**Patient Rights.** As our patient, you have the following rights: to have access to and/or a copy of your health information; to receive an accounting of certain disclosures we have made of your health information; to request restrictions as to how your health information is used or disclosed; to request that we amend your health information; to receive notice of our privacy practices.

### **HIPAA Privacy Statement – Addendum (June 1, 2012)**

This practice participates in a Health Information Exchange program where key clinical information about our patients' care is shared electronically, through a secure web portal, between this practice and other physicians/providers also providing care to our patients. Basic health information is shared with other treating physicians and providers. Sharing of basic health information in a Health Information Exchange is done so to have information available to better care for patients and the information is used for no other purposes. Your signature below is consent to participate in the Health Information Exchange program unless you have signed other documents to opt out of this. **LATER**, if you decide that you no longer wish to participate, any information in The Health Information Exchange cannot be removed, but it will not be viewable because the patient identifying information will be inactivated. If you wish to exclude your basic health information from being included in this program, please inform the practice manager. You will be asked to sign a form documenting your wishes to "Opt-out".

The following information is defined by the State of Illinois as specially protected health information and should **\*only\*** be shared with the patient's written permission in the Health Information Exchange, eEHX. This specially protected information includes information concerning alcoholism treatment, drug abuse treatment, mental health services, developmental disabilities services, genetic testing and treatment, testing and treatment for HIV/AIDS/Sexually Transmitted Disease, treatment for child abuse/neglect, and treatment of sexual assault or abuse. We have taken precautions to try and exclude this information from the Health Information Exchange, but there still is a small possibility that this information may be inadvertently sent to the HIE. **Therefore, if you have specially protected health information you should "Opt-out" of participating in the eEHX, or sign a consent that allows release of your specially protected health information.**

**If you have a question, concern, or complaint regarding our privacy practices, please contact the Office Manager.**

### **ACKNOWLEDGMENT OF RECEIPT OF NOTICE OF PRIVACY PRACTICES**

I acknowledge I have read (or had the opportunity to read if I so chose) and understand the Notice of Privacy Practices.

\_\_\_\_\_  
**Printed Name of Patient/Parent/Authorized Representative**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Patient/Parent/Authorized Representative**