



**PATIENT INFORMATION**

DATE \_\_\_\_\_

FIRST NAME \_\_\_\_\_ LAST NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE NUMBER ( ) \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

SOCIAL SECURITY NUMBER \_\_\_\_\_

YOUR EMPLOYER \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE NUMBER ( ) \_\_\_\_\_

OCCUPATION \_\_\_\_\_

NAME OF YOUR INSURANCE COMPANY \_\_\_\_\_

INSURED NAME \_\_\_\_\_

PATIENT RELATION TO INSURED \_\_\_\_\_

WAS THIS AN ACCIDENT \_\_\_\_\_ DATE OF INJURY \_\_\_\_\_

HOW DID THIS ACCIDENT OCCUR \_\_\_\_\_

NAME OF ATTORNEY \_\_\_\_\_

IN CASE OF AN EMERGENCY WHOM TO CALL \_\_\_\_\_

PHONE NUMBER ( ) \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_



**BILLING INFORMATION**

WE WILL BILL ONE INSURANCE AS A COURTESY TO OUR PATIENTS, AFTER YOUR INSURANCE HAS PAID ALL BENEFITS, I THEN BILL YOU FOR THE BALANCE ON YOUR ACCOUNT. YOUR PAYMENT IS EXPECTED IN FULL WITHIN 30 DAYS.

IT IS THE RESPONSIBILITY OF THE PATIENT TO KNOW WHAT THEIR INSURANCE COMPANY DOES OR DOES NOT COVER.

THOSE ACCOUNTS NOT PAID IN FULL AFTER 30 DAYS ARE PLACED WITH A COLLECTION AGENCY.

I HAVE READ AND UNDERSTOOD THE ABOVE POLICY.

PATIENT \_\_\_\_\_ DATE \_\_\_\_\_

WITNESS \_\_\_\_\_ DATE \_\_\_\_\_

**ASSIGNMENT OF BENEFITS/RELEASE OF INFORMATION**

I HEREBY ASSIGN PAYMENT DIRECTLY TO E.T. PHYSICAL THERAPY FOR SERVICES RENDERED TO ME (OR MY DEPENDENT). I AUTHORIZE E.T. PHYSICAL THERAPY TO DISCLOSE ALL OR ANY PART OF MY (OR MY DEPENDENT'S) RECORD TO ANY PERSON OR CORPORATION WHICH MAY BE LIABLE FOR ALL OR PART OF THE CHARGES OF E.T. PHYSICAL THERAPY, INCLUDING BUT NOT LIMITED TO INSURANCE COMPANIES, WORKERS, COMPENSATION CARRIERS, OR EMPLOYERS.

PATIENT \_\_\_\_\_ DATE \_\_\_\_\_





## **NOTICE OF PATIENT INFORMATION PRACTICES**

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

### **E.T. physical therapy LEGAL DUTY**

E.T. physical therapy is required by law to protect the privacy of your personal health information, provide this notice about our information practices and follow the information practices that are described herein.

### **USES AND DISCLOSURES OF HEALTH INFORMATION**

E.T. physical therapy uses your personal health information primarily for treatment; obtaining payment for treatment; conducting internal administrative activities and evaluating the quality of care that we provide. For example, E.T. physical therapy may use your personal health information to contact you to provide appointment reminders, or information about treatment alternatives or other health related benefits that could be of interest to you.

E.T. physical therapy may also use or disclose your personal health information without prior authorization for public health purposes, for auditing purposes, for research studies and for emergencies. We also provide information when required by law.

In any other situation, E.T. physical therapy policy is to obtain your written authorization before disclosing your personal health information. If you provide us with a written authorization to release your information for any reason, you may later revoke that authorization to stop future disclosures at any time.

E.T. physical therapy may change its policy at any time. When changes are made, a new Notice of Information Practices will be posted in the waiting room and patient exam areas and will be provided to you on your next visit. You may also request an updated copy of our Notice of Information Practices at any time.

### **PATIENT'S INDIVIDUAL RIGHTS**

You have the right to review or obtain a copy of your personal health information at any time. You have the right to request that we correct any inaccurate or incomplete information in your records. You also have the right to request a list of instances where we have disclosed your personal health information for reasons other than treatment, payment or other related administrative purposes.

You may also request in writing that we not use or disclose your personal health information for treatment, payment and administrative purposes except when specifically authorized by you, when required by law or in emergency circumstances. E.T. physical therapy will consider all such requests on a case by case basis, but the practice is not legally required to accept them.

### **CONCERNS AND COMPLAINTS**

If you are concerned that E.T. physical therapy may have violated your privacy rights or if you disagree with any decisions we have made regarding access or disclosure of your personal health information, please contact our practice manager at the address listed below. You may also send a written complaint to the US Department of Health and Human Services. For further information on E.T. physical therapy health information practices or if you have a complaint, please contact E.T. physical therapy.



## PATIENT INFORMATION CONSENT FORM

I have read and fully understand E.T. physical therapy notice of Information Practices. I understand that E.T. physical therapy may use or disclose my personal health information for the purposes of carrying out treatment, obtaining payment, evaluating the quality of services provided and any administrative operations related to treatment or payment. I understand that I have the right to restrict how my personal health information is used and disclosed for treatment, payment and administrative operations if I notify the practice. I also understand that ABC PT/OT will consider requests for restriction on a case by case basis, but does not have to agree to requests for restrictions.

I hereby consent to the use and disclosure of my personal health information for purposes as noted in Insert E.T. physical therapy Notice of Information practices. I understand that I retain the right to revoke this consent by notifying the practice in writing at any time.

\_\_\_\_\_  
Patient Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

I also authorize E.T. physical therapy to use my protected health information for targeted marketing, fund raising, and/or solicitation of participation in research studies. I understand I have the right to copy or inspect any information used for these purposes. I also understand this authorization does not affect my consent to use my protected health information for treatment, billing, or operations related to treatment and billing.

\_\_\_\_\_  
Patient Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date