

Patient Registration

Patient Information

Please use your full name as it appears on your insurance or Medicare card, no nicknames.

Last Name	_____	First Name	_____	MI	_____
Address	_____			City/State/Zip	_____
Cell Phone	_____	Home Phone	_____	WorkPhone	_____
Birth Date	_____	Sex M/F	_____	Married/Single/Other	_____
Ethnicity:	<input type="checkbox"/> Hispanic or Latino	<input type="checkbox"/> Asian	<input type="checkbox"/> Other	_____	
Race:	<input type="checkbox"/> American Indian or Alaskan Native	<input type="checkbox"/> White	<input type="checkbox"/> Black or African American	_____	
	<input type="checkbox"/> Walk-in	<input type="checkbox"/> Friend	<input type="checkbox"/> Internet	<input type="checkbox"/> Facebook	_____
	<input type="checkbox"/> Yellow Pages	<input type="checkbox"/> Ad	<input type="checkbox"/> Referring Provider	_____	
Employer	_____			<input type="checkbox"/> Other	_____
Emergency Contact name and Phone number	_____				
E-mail	_____	Physician	_____		

Guarantor (Responsible for Account)

Last Name	_____	First Name	_____	MI	_____
Address	_____			City/State/Zip	_____
Home Phone	_____	Work Phone	_____	Ext.	_____
Birth Date	_____	Sex M/F	_____	Married/Single/Other	_____
		Soc. Sec.	_____		

Insurance Information (COPY CARD(S) FRONT & BACK)

Primary Insurance Company	_____	Policy #	_____		
Group #	_____	Relationship to Patient	_____	Effective Date	_____
Policy Holder's Last Name	_____	First	_____	MI	_____
Sex M/F	_____	Birthdate	_____	Home Phone	_____
				Work Phone	_____
Employer	_____		Co Pay \$	_____	Referral Needed? Y N
Secondary Insurance Company	_____	Policy #	_____		
Group #	_____	Relationship to Patient	_____	Effective Date	_____
Policy Holder's Last Name	_____	First	_____	MI	_____
Sex M/F	_____	Birthdate	_____	Home Phone	_____
				Work Phone	_____
Employer	_____		Co Pay \$	_____	Referral Needed? Y N

AUTHORIZATION TO RELEASE INFORMATION AND ASSIGNMENT OF INSURANCE BENEFITS

I authorize my insurance benefits (including Medicare) to be paid directly to Cascade Foot and Ankle for services rendered. I also authorize Cascade Foot and Ankle to release any information requested by the insurance company with regard to payment of benefits.

PATIENT'S SIGNATURE (OR LEGAL GUARDIAN)

DATE

Welcome to our office

We are pleased to welcome you as a patient. The following is our financial policy. We feel that it is very important that our patients have a clear understanding of our expectations regarding your billing and payment for our services. Feel free to ask questions. After your initial appointment please advise a receptionist when you come in of any changes in your address, phone number, place of work, or insurance coverage since your last visit.

FEES

The fees for treatment are payable at the time of the visit unless you carry insurance that we bill. We accept cash, check, Visa or MasterCard. If other arrangements are needed, please talk to our billing staff prior to receiving service. If you do not have insurance, the initial visit is **estimated** at \$150.00. **a \$100 deposit will be due at the time of your visit.** We do offer a cash discount to private paying patients when paid in full the day of your service. Surgery patients will be required to pay applicable deductibles/co-pays prior to scheduled surgery. Past due accounts over 60 days will be charged a 3% interest fee. All accounts over 90 days will be sent to collection.

INSURANCE

We bill Medicare and insurance companies with which we are a contracted provider. Front office staff can tell you if your insurance is one of these. It is your responsibility to provide us with your insurance identification card showing proof of coverage on your visit. We also require an additional piece of identification.

CO-PAYS

Many insurance companies have a co-payment. **Our office requires that you pay your co-pay at the time of your appointment.** Please give your co-pay to our receptionist when you check in. If you do not have your co-pay at the time of appointment, you will be re-scheduled.

REFERRALS

If your insurance company requires a referral from your primary physician, it is your responsibility to make sure our office has a copy. You are responsible to keep track of visits allowed.

SUPPLIES

Most supplies (padding, pre-fabricated orthotics, heel cups, etc.) are not covered by insurance and payment will be due at time of dispensing. Medicare will not pay for post-operative shoes or custom insoles. The casting procedure is a separate fee from the orthotics themselves, and you may be responsible for this fee. **No refunds on DME (Durable Medical Equipment), night splint, walking cast, Darco shoes, etc.**

CANCELLED/NO SHOW APPOINTMENTS

If you are not able to keep a scheduled appointment, please notify our office within 24 hours so we can use that appointment time for another patient. **There is a strict NO SHOW FEE of \$50 for office visits and \$50 for procedures and surgeries.** If you miss or are late for multiple scheduled appointments without notice, our physicians reserve the right to release you from the practice.

When a child of divorced parents is seen, we will expect payment from whichever parent accompanies the child and that parent will ultimately be responsible for any unpaid balance. If you are having a financial difficulty, our patient account office will be happy to work with you. We do monitor our accounts regularly and nonpayment may jeopardize your ability to be seen by our physicians. Thank you for choosing Cascade Foot & Ankle.

I HAVE READ AND ACCEPT THE CASCADE FOOT & ANKLE FINACIAL POLICY

Signature of responsible party

Date

Please print name

Statement of Privacy Practices

Cascade Foot and Ankle

Our office is dedicated to protect the privacy rights of our patients and the confidential information entrusted to us. It is a requirement of this practice that every employee receive appropriate training and is dedicated to the principal concept that your health information shall never be compromised. We may, from time to time, amend our privacy policies and practices but will always inform you of any changes that might affect our obligations and your rights.

Protecting your Healthcare Information

We use and disclose the information we collect from you only as allowed by the Health Insurance Portability and Accountability Act and the state of Washington. This includes issues relating to your treatment, payment, and our health care operations. Your personal health information will never be otherwise given or disclosed to anyone – even family members – without your consent or written authorization. You, of course, may give written authorization for us to disclose your information to anyone you choose, for any purpose.

Our offices and electronic systems are secure from unauthorized access and our employees are trained to make certain that the confidentiality, integrity, and access to your records is always protected. Our privacy policy and practices apply to all former, current, and future patients, so you can be confident that your protected health information will never be improperly disclosed or released.

Collecting Protected Healthcare Information (PHI)

We will only request personal information needed to provide our standard of quality health care, implement payment activities, conduct normal health practice operations, and comply with the law. This may include your name, address, telephone number(s), Social Security Number, employment data, medical history, health records, etc. While most of the information will be collected from you, we may obtain information from third parties if it is deemed necessary. Regardless of the source, your personal information will always be protected to the full extent of the law.

Disclosure of your Protected Healthcare Information

As stated above, we may disclose information as required by law. We are obligated to provide information to law enforcement and governmental officials under certain circumstances. We will not use your information for marketing or fund-raising purposes without your written consent. We may use and/or disclose your health information to communicate reminders about your appointments including voicemail messages, answering machines, and postcards unless you direct us otherwise. We will never use, disclose, sell, or otherwise allow access to your personal, protected information in exchange for or receipt of financial remuneration.

Any breach in the protection of your personal health information, including unauthorized acquisition, access, use, or disclosure, will be fully investigated, addressed, and mitigated as established by the HIPAA Privacy Breach Notification Rule. You have a right to and will be provided all information relating to any breach involving your personal PHI

Your Rights as our Patient

You have a right to request copies of your healthcare information; to request copies in a variety of formats; and to request a list of instances in which we, or our business associates, have disclosed your protected information for uses other than stated above. All such requests must be in writing. We may charge for your copies in an amount allowed by law. If you believe your rights have been violated, we urge you to notify us immediately. You can also notify the U.S. Department of Health and Human Services.

An expanded, and complete copy of our Statement of Privacy Practices, is available for your review.

Cascade Foot and Ankle PLLC

2400 Racquet Lane * Yakima, Washington * 98902 * 509-225-3668

Cascade Foot and Ankle PLLC

Yakima, Washington

Acknowledgement of Receipt of Statement of Privacy Practices

I acknowledge that I have received or can request a copy of the Statement of Privacy Practices for the offices of Cascade Foot and Ankle. The Statement of Privacy Practices describes the types of uses and disclosures of my protected health information that might occur in my treatment, payment for services, or in the performance of office health care operations. The Statement of Privacy Practices also describes my rights and the responsibilities and duties of this office with respect to my protected health information. The Statement of Privacy Practices is also posted in the facility and on-line at www.cascadefootandankle.com.

Cascade Foot and Ankle reserves the right to change the privacy practices currently described in the Statement of Privacy Practices. If privacy practices change, I will be offered a copy of the revised Statement of Privacy Practices at the time of my first visit after the revisions become effective. I may also obtain a revised Statement of Privacy Practices by requesting that one be mailed or otherwise transmitted to me.

ADDITIONAL DISCLOSURE AUTHORIZATION

In addition to the allowable disclosures described in the Statement of Privacy Practices, I hereby specifically authorize disclosure of my Protected Healthcare Information to the person(s) identified below. (I understand that the default answer is "NO". Without indicating "YES" in answer to the each individual question, personal protected (PHI) cannot be shared with anyone unless otherwise allowed by HIPAA rules.)

Spouse only	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Any Member of my immediate family: (Spouse, Children, Children's Spouses)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Any Member of my extended family: (Parents, Grandchildren)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Other:	<input type="checkbox"/> YES	<input type="checkbox"/> NO

Name of patient (please print): _____

Patient signature (if 18 years old or older) _____

Patient's personal representative: (Please Print): _____

Personal Representative's signature: _____

Representative's Telephone Number: _____ Date: _____

OFFICE USE ONLY BELOW THIS LINE

Acknowledgement Not Obtained

Provided Prior to Treatment?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Date Statement Provided: _____
Reason for not obtaining patient signature	<input type="checkbox"/>	Needed more time to review Statement of Privacy Practices	
	<input type="checkbox"/>	Wanted to consult another person before signing	
	<input type="checkbox"/>	Physically unable to sign	
	<input type="checkbox"/>	No reason offered	
	<input type="checkbox"/>	Other: _____	



2400 Racquet Lane, Yakima, WA 98902
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Phone: 509-225-3668

Pain medication policy for CFA patients

Pain medications and muscle relaxants can be prescribed to post surgical patients. If you are not a surgical patient, pain medications must be obtained through your primary care physician or a pain management clinic.

If you need to refill your pain medication, please call your pharmacy to request a prescription refill at least 48 hours prior to your last dose. Do not wait until the day your medication runs out. Our staff needs sufficient notice to review your request for a refill and to process it appropriately. In order to obtain prescription refills prior to the weekend you must call your pharmacy with your request by 5 PM on Thursday. We will not provide refills after 5 PM on Thursday through 8 AM on Monday.

Many pain prescriptions cannot be refilled by phone or fax. Use only one pharmacy to refill your pain medication. Using the same pharmacy assures that the pharmacy will stock your medication for refills and the pharmacy will know that you have a legitimate need for pain medication. You must notify our office if you change pharmacies.

You are responsible for the safekeeping of your medication. Do not sell, trade, or give it away. If your medication is lost, stolen, or damaged, you must notify us right away. All stolen medications require a police report.

Chronic pain management should be managed by your primary care physician or a chronic pain management clinic. All chronic pain management medications should be refilled through them. Please let us know at any time another doctor prescribes pain medication for you. Our physicians reserve the right to request random urine or blood drug screens. Failure to comply with these policies will result in discharge from our clinic. If you are using medical marijuana that prescriber must provide all your medications.

Remember when taking narcotics or other pain medications that they can cause drowsiness, dizziness, or impair motor function. Do not drive, operate machinery, or perform any task that may put your life or someone else's life in danger. Do not abuse alcohol or other medically unauthorized substances.

This policy applies to the following drug types:

1. Narcotics (ie Vicodin, Percocet)
2. Nonsteroidal anti-inflammatory's (ie motrin, naprosyn)
3. Other pain meds (ie tramadol)
4. Muscle relaxants (ie flexeril)

if you have questions about this agreement please ask one of our medical staff.

I acknowledge that I have read, understand, and will comply with CFA's policy on prescription pain medication.

Patient Signature

Date