ARCH
PHYSICAL THERAPY
& SPORTS MEDICINE

New Patient Check List

Please arrive 15 minutes before your scheduled appointment time with your drivers license/photo ID, insurance cards, and the following completed documents:

- Welcome Letter
- Cancellation Policy
- Release of Information
- Consent for Testimonial Release and Marketing
- Medical History Form
- Medication List
- Patient Data Sheets (3 pages)
- Consent Form
- Disability Index (Pain Questionnaire)

ARCH
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WELCOME TO ARCH PHYSICAL THERAPY

We are happy you have chosen us to be your physical therapy provider! We hope you will find your experience at ARCH to be far above your expectations. Each therapist has over 20 years of experience in orthopedics and manual therapy and an excellent record of providing results with their patients.

A few things to keep in mind that will make your therapy experience go smoothly:

- Please arrive at your scheduled appointment time. We spend 1 on 1 time with every patient and timeliness is essential for you to receive your treatment and others to receive theirs.
- Please call if you are going to be more than 15 minutes late for your appointment.
- It is important that you keep ALL your scheduled appointments. Physical therapy is your "physical medicine" and it is important to attend all your sessions to get the best results for long term success.
- Please make your co-pay before each treatment. As a courtesy to you, we verify all insurances before your first appointment to advise you of any possible out of pocket expenses. It is ultimately the patient's responsibility to know their insurance coverage. Payment arrangements can be made in advance for patients that qualify.
- Failure to show for 3 appointments will result in your discharge from physical therapy. Excessive cancellations (more than one a week) may result in your discharge from physical therapy. Kindly give no less than 24 hours notice of any cancellations to avoid a $25 cancellation fee. You may leave a message if canceling after normal business hours. We will make every attempt to reschedule that appointment.
- Notify your therapist if there are any changes in your health or insurance.

Thank you for choosing ARCH Physical Therapy and Sports Medicine. If you have any questions, concerns or feedback, please do not hesitate to let us know.

_____ _____

Patient Signature Date

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CANCELLATION/NO SHOW FEE POLICY

(For Non-Medicare Patients)

You play an integral role in the success of your treatment. Your therapist will establish an individual treatment plan for you, including recommendations for frequency and number of treatment visits. Your dedication to attending the recommended number of treatments is vital to ensure progress with your therapy program.

We expect you to keep all of your appointments. However, we understand there may be circumstances in which you may need to cancel or reschedule an appointment.

PLEASE PROVIDE AT LEAST 24 HOURS NOTICE FOR CANCELLATIONS OR FOR RESCHEDULING AN APPOINTMENT.

- APPOINTMENTS CANCELLED WITHOUT 24 HOURS NOTICE WILL RESULT IN A CANCELLATION FEE CHARGED TO THE PATIENT.
- CANCELLATION FEES MUST BE PAID AT THE NEXT SCHEDULED APPOINTMENT BEFORE TREATMENT BY THE THERAPIST.
- PATIENTS ARE RESPONSIBLE FOR PAYING CANCELLATION FEES.

I HAVE READ AND FULLY UNDERSTAND THE “CANCELLATION/NO SHOW FEE POLICY” STATED ABOVE, AND I AGREE TO ADHERE TO SUCH POLICY.

_____ _____

Patient Signature Date

_____

Patient Printed Name

ARCH PHYSICAL THERAPY & SPORTS MEDICINE PATIENT DATA SHEET

DO NOT EMAIL The electronic form is provided for your convenience. With respect to responding to this form, please do not send via email. Please populate, print and sign a hardcopy that may be faxed, mailed or hand delivered to the clinic.

First: **MI:** **Last:**

Date of Birth: **Age:** **Gender:** Male ☐ Female ☐

Physical Address:

_____

_____

_____

_____

Mailing Address:

_____

_____

_____

Phone Numbers: **OK To Call** **Best Time To Call**

Home: _____ ☐ _____

Work: _____ ☐ _____

Cell: _____ ☐ _____

May we send you text messages for your appointment reminders to the number(s) listed above? By marking "Yes" below, you understand that text messages may NOT be secure, with a risk of unauthorized access to your information.

☐ Yes ☐ No

May we send you emails relating to your care with us? ☐ Yes ☐ No

By providing your email address below, you understand that email communications may NOT be secure, with a risk of unauthorized access to your information.

Email: _____

Preferred language: _____ **Interpreter required?** ☐ Yes

Date of Injury: _____ **Referring Physician:** _____

Injury Area: _____ **Auto or Work Accident:** ☐ Auto ☐ Work ☐ N/A

Are you currently receiving or have you received Home Health Services (including any therapy, nursing, bathing & dressing, etc) in the last 60 days? ☐ Yes ☐ No

Are you currently receiving or have you received other therapy services in the last 60 days? ☐ Yes ☐ No

Marital Status:

☐ Married ☐ Single ☐ Divorced ☐ Widowed ☐ Separated ☐ Unknown

Student Status:

☐ Full-Time ☐ Part-Time ☐ None

EMPLOYMENT STATUS

Employment Status:

☐ Active Military ☐ Full-Time ☐ None ☐ Part-Time ☐ Retired ☐ Self Employed

Employer: _____ **Occupation:** _____

Address: _____

_____

Phone: _____

Employer: _____ **Occupation:** _____

Address: _____

_____

Phone: _____

INSURANCE INFORMATION

Primary Insurance: _____

Policy Holder's Name: _____ **Holder's Birth Date:** _____

Policy or Certificate #: _____ **Group #:** _____

Policy Holder's Employer: _____

Secondary Insurance: _____

Policy Holder's Name: _____ **Holder's Birth Date:** _____

Policy or Certificate #: _____ **Group #:** _____

Policy Holder's Employer: _____

How did you hear about us?

- ☐ Physician
- ☐ Employer
- ☐ Case Manager
- ☐ Former Patient
- ☐ Adjustor
- ☐ School
- ☐ Hospital
- ☐ Cross Referral
- ☐ Friend - Word of Mouth
- ☐ Attorney
- ☐ Self
- ☐ Screens - Open Houses
- ☐ Marketing Ad - Print
- ☐ Marketing Ad - TV
- ☐ Marketing Ad - Billboard
- ☐ Marketing Ad - Direct Mail - Email
- ☐ Marketing Ad - Facebook
- ☐ Marketing Ad - Other _____

Specify if other : _____

Note: Please provide us with the most updated information below.

EMERGENCY AND OTHER CONTACTS

Name	Phone	Work	Cell	Fax	Type

DISCLOSURE OF MEDICAL RECORDS

I authorize the following individuals to have access to my medical and billing records:

_____ _____
Name Relationship

_____ _____
Name Relationship

_____ _____
Signature of Patient **Date**

PATIENT INTAKE AND CONSENT FORM

Internal Use Only: A/C# Name A/C Type Office #

CONSENT TO TREATMENT

I consent to rehabilitation and related services at:
ARCH PHYSICAL THERAPY & SPORTS MEDICINE
In doing so, I understand, acknowledge and affirm that such rehabilitation and related services may involve bodily contact, touch and/or direct contact of a sensitive nature. **Initials:**_____

TREATMENT OF MINORS

I, as a parent/guardian of a minor receiving treatment hereunder, do hereby agree and understand that I have been advised to remain on the premises during any such treatment, and waive any claim I may have resulting from failure to do so. **Initials:**_____

LIABILITY

I know and agree that: ARCH PHYSICAL THERAPY & SPORTS MEDICINE
is not responsible for loss or damage to personal valuables. **Initials:**_____

WAIVER AND RELEASE

I hereby release, discharge and acquit: ARCH PHYSICAL THERAPY & SPORTS MEDICINE its agents, representatives, affiliates, employees, or assigns, of and from any and all liability, claim, demand, damage, cause of action, or loss of any kind arising out of or resulting from my refusal to accept, receive or allow emergency and or medical services including but not limited to ambulance service, Emergency physician or urgent care services. Medical Technician, **Initials:**_____

AUTHORIZATION OF PAYMENT

I hereby assign all benefits directly to: ARCH PHYSICAL THERAPY & SPORTS MEDICINE
I also authorize release of any medical records to other healthcare providers as necessary to facilitate my treatment and to other third parties as necessary to process medical claims and otherwise permitted or required in the Notice Of Privacy Practices. **Initials:**_____

FINANCIAL POLICY

I understand fully that, in the event my insurance company or financially responsible party does not pay for the services I receive, I will be financially responsible for payment.

To assist in establishing your account, please:

- Supply all necessary information for accurate billing of your claim, including your insurance card, driver's license, employer information, and demographic information.
- Satisfy all insurance co-payments, co-insurance, deductibles, and non-covered services on the day services are rendered.
- Provide your insurance company and us with any additional information requested to complete the processing of claims filed on your behalf. **Initials:**_____

NOTICE OF PRIVACY/PATIENT BILL OF RIGHTS

I acknowledge receipt of Notice of Privacy Practices. **Initials:**_____
I acknowledge receipt of the Statement of Patient Rights. **Initials:**_____

I certify that all of the information provided herein is true and correct.

Patient/Guardian Signature_____ Witness Signature _____

CONSENT TO USE OF LIKENESS AND TESTIMONIAL AND RELEASE

I, _____, hereby consent to allow ARCH PHYSICAL THERAPY & SPORTS MEDICINE and its employees, agents, partners, and affiliates (collectively "Clinic"), to use my name, photograph, videotape/audiotape recording, and/or written testimonial ("marketing materials") in Clinic's marketing brochures, publications, and/or on their website and social media accounts, including but not limited to Facebook and Twitter, to promote the services offered by Clinic. I understand and agree that these marketing materials are owned by Clinic and will not be returned to me.

I hereby release, hold harmless, and forever discharge the Clinic from any and all claims, demands, and causes of action which I have or may have by reason of this authorization.

Further, I hereby affirm that I have read this Consent to Likeness and Release, and I fully understand the content, meaning, and impact of this agreement. This agreement shall be binding upon me and my heirs, legal representatives and assigns.

_____ _____

Participant Name Date

_____

Parent/Legal Guardian (If Participant is a Minor)

HIPAA AUTHORIZATION FOR DISCLOSURE OF PHI

I, _____, hereby consent and authorize ARCH PHYSICAL THERAPY & SPORTS MEDICINE and its employees, agents, partners, and affiliates (collectively "Clinic") to disclose my Protected Health Information ("PHI"), as that term is defined in the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), for marketing purposes, as stated below. I understand that subsequent disclosures by recipients of my PHI may not be protected by the HIPAA Privacy Rule or other applicable medical record privacy laws.

Further, I authorize Clinic to disclose my PHI, in the form of written statements, photographs, and videotape/audiotape recordings, for purposes of promoting and advertising Clinic's services.

I understand that I may revoke this authorization at any time by giving written notice to Clinic, except to the extent that Clinic and its agents, employees, and representatives may have taken action in reliance on this authorization.

This authorization is effective on the date stated below for an indefinite period of time. A photocopy of this authorization form is valid and should be given the same force and effect as the original.

_____ _____

Participant Name Date

_____

Parent/Legal Guardian (If Participant is a Minor)

Medical History Form

Patient Name:	**Today's Date:**	
Referring Physician:	**Date of Birth:**	**Age:**
Primary Care Physician:	**Are You Presently Working**? ☐ Yes ☐ No	
Date of Next Physician Appointment:	**Date of Injury or Onset:**	

Reason for Therapy:

Cause of Injury or Onset: ☐ Accident ☐ Auto ☐ Work ☐ Other: **If Other, please explain**:

Have you been hospitalized for the present condition? ☐ Yes ☐ No **If Yes, date**:

Did you have surgery for this condition? ☐ Yes ☐ No **If Yes, date**:
If Yes, surgery type:

Are you currently receiving any other care for the condition mentioned above? ☐Yes ☐No
If Yes, please describe:

Have you ever received therapy in the past for the condition mentioned above? ☐Yes ☐ No **If Yes, date:**
Describe previous treatment:

Previous Treatment: ☐Successful ☐Unsuccessful

Have you fallen in the last year? ☐ Yes ☐ No **If Yes, how many times?** **If Yes, were you injured?** ☐ Yes ☐ No
Do you feel unsteady when standing or walking? ☐ Yes ☐ No **Do you worry about falling?** ☐ Yes ☐ No

What are your personal goals/outcomes you hope to achieve from therapy?

Describe your general health: ☐ Excellent ☐ Good ☐ Fair ☐ Poor **Do you smoke or use tobacco?** ☐ Yes ☐ No

DO YOU CURRENTLY HAVE OR HAVE A HISTORY OF ANY OF THE FOLLOWING CONDITIONS? (check all that apply)

☐ **Allergies** ☐ **Latex** ☐ **Other**	☐ **Dizziness**	☐ **Kidney Problems**
☐ **Anemia**	☐ **Epilepsy or Seizure Disorder**	☐ **Metal Implants**
☐ **Anxiety or Panic Disorders**	☐ **Fainting**	☐ **MRSA**
☐ **Arthritis** ☐ **OA** ☐ **RA**	☐ **Fatigue or Weakness**	☐ **Multiple Sclerosis**
☐ **Asthma**	☐ **Fever or Chills**	☐ **Nausea / Vomiting**
☐ **Blood Thinners**	☐ **Fractures**	☐ **Osteoporosis**
☐ **Bowel or Bladder Disorder**	☐ **Headaches**	☐ **Pacemaker**
☐ **Bleeding Disorder**	☐ **Head Injury or Concussion**	☐ **Parkinson's Disease**
☐ **Cancer**	☐ **Hearing Impairment**	☐ **Peripheral Vascular Disease**
☐ **Chronic Cough**	☐ **Heart Disease or Heart Attack**	☐ **Respiratory or Breathing Problems**
☐ **COPD**	☐ **Hepatitis** ☐ **A** ☐ **B** ☐ **C**	☐ **Ringing in Ears**
☐ **Congestive Heart Failure**	☐ **Hernia**	☐ **Sexual Dysfunction**
☐ **Currently Pregnant**	☐ **Blood Pressure** ☐ **High** ☐ **Low**	☐ **Skin Abnormalities**
☐ **Deep Vein Thrombosis (DVT)**	☐ **HIV or AIDS**	☐ **Stroke or TIA**
☐ **Depression**	☐ **Hypoglycemia**	☐ **Thyroid Problems**
☐ **Diabetes** ☐**Type I** ☐ **Type II**	☐ **Hypersensitivity to Hot or Cold**	☐ **Tuberculosis**

List any other medical problems and explain:

Over the Counter Medications (check all that apply): ☐ Aspirin/Ibuprofen ☐ Antacids ☐ Sleeping Aids ☐ Cold Medicine:
☐ Cough Medicine ☐ Allergy Relief ☐ Laxative ☐ Diet Pills ☐ Vitamins/Herbal Supplements ☐ Other:

Medical History Form

Medication List			
Name of Medication	**Dosage**	**Frequency**	**Route**
1			☐ Injection ☐ Oral ☐ Topical ☐Other
2			☐ Injection ☐ Oral ☐ Topical ☐Other
3			☐ Injection ☐ Oral ☐ Topical ☐Other
4			☐ Injection ☐ Oral ☐ Topical ☐Other
5			☐ Injection ☐ Oral ☐ Topical ☐Other
6			☐ Injection ☐ Oral ☐ Topical ☐Other
7.			☐ Injection ☐ Oral ☐ Topical ☐Other
8.			☐ Injection ☐ Oral ☐ Topical ☐Other
9.			☐ Injection ☐ Oral ☐ Topical ☐Other
10.			☐ Injection ☐ Oral ☐ Topical ☐Other
11.			☐ Injection ☐ Oral ☐ Topical ☐Other
12.			☐ Injection ☐ Oral ☐ Topical ☐Other

Signature of Patient:		
Printed Name of Patient:		**Date:**
For Staff Use Only		
Weight (lbs):	**BMI = Weight (lbs) / [Height (in) X Height (in)] X 703**	☐ WNL {BMI = ≥ 18.5 and < 25
Height (in):		☐ Above Normal Parameters [BMI ≥ 25
BMI:		☐ Below Normal Parameters [BMI < 18.5]
Signature of Therapist:		**Date:**

Patient Name: _____ Account #: _____

Medication List

Please provide us with a list of any and all medications you are currently taking including any over the counter medications such as vitamins, allergy relief, cold/cough medicine etc.

Name of Medication	Dosage	How Often	How it is Administered
1)			
2)			
3)			
4)			
5)			
6)			
7)			
8)			
9)			
10)			

Patient Name: _____ Account #: _____

Name of Medication	Dosage	How Often	How it is Administered
11)			
12)			
13)			
14)			
15)			
16)			
17)			
18)			
19)			
20)			