WILLIAMS INSTITUTE OF ORTHOPEDICS

Patient Information

ADVANCED DIRECTIVE: *Please Select*

___**Full Code**

___**Do not** resuscitate (DNR)

___**Do not** intubate (DNI)

** Must provide documentation of DNR or DNI **

Patient Name: _____

Birth Date: _____ **Height:** _____ **Weight:**_____

Primary Care Physician: _____

Emergency Contact: _____ **Relation:** _____ **Phone#:**_____

Current Problem

What are you being seen for today? **(Body part/ Side of interest):** _____

Date of Injury or start of pain: _____

Is this work related? _____Yes _____No

Is this the result of a motor vehicle accident? _____Yes _____No

Pain Description

Severity of your pain? _____Mild _____Moderate _____Severe

Type of pain? _____Sharp _____Dull _____Other: _____

Social History

Do you smoke Cigarettes? _____ Current _____ Former _____ Year Quit _____ Never

How long have you smoked? _____ >1 year _____ 1-10 years _____ 10+years

How many packs per day? _____ <1 pack _____ 1-2 packs _____ 3+packs

Do you use other forms of tobacco? _____ Yes _____ No

Do often you drink alcohol? _____ Daily _____ 2-3 times per week _____2-3 times per month

_____ Monthly or less _____ Never

How many drinks per occasion? _____ 1-2 _____ 3-4 _____5 or more

Family History

Father	___ Cancer	___ Heart Disease	___ Stroke	___ Arthritis	___ Diabetes	___Osteoporosis
Mother	___ Cancer	___ Heart Disease	___ Stroke	___Arthritis	___ Diabetes	___Osteoporosis
Grandparents	___ Cancer	___ Heart Disease	___ Stroke	___ Arthritis	___Diabetes	___ Osteoporosis

Allergies: Please list all allergies and your reaction

_____

_____

Preferred Pharmacy: (Name & Street Name)

_____

_____

Medications: Please list name of medication and dosage

_____

_____

_____

_____

___See attached list (if you have a prewritten list)

_____

_____

_____

_____

Surgeries: Please list surgery type and year

_____

_____

___See attached list (if you have a prewritten list)

_____

_____

Patient Signature _____ **Date** _____

Authorization for Disclosure of Health Information

Name _____ Birth Date _____

Address _____

I hereby authorize Williams Institute of Orthopedics, PA 13696 N. US Hwy 441, Lady Lake, Fl 32159 to disclose my protected health information to the following people: (Family, Friends, etc)

Name _____ Relation _____

Name _____ Relation _____

Name _____ Relation _____

Information to be released:

_____All
_____X-ray reports/MRI
_____Laboratory Reports
_____Allergy Records
_____Medicare History, Examination Reports
_____Surgical Reports
_____Hospital Records Including Reports
_____Prescriptions
_____Drug Abuse
_____Other: _____

Purpose for Need of Disclosure:

_____At request of the individual

_____

_____

I understand that the health information disclosed, as a result of this authorization, may no longer be protected by the federal privacy standards and my health information might be disclosed without obtaining my authorization.

I understand that I have the right to:

- Receive a copy of this authorization.
- Refuse to sign this authorization and that treatment, payment, enrollment in a health plan or eligibility for health care benefits may not be contingent on my signing this authorization.
- Revoke this authorization except to the extent that the person(s) and or organization(s) listed above have already made reference in this authorization.

This authorization will remain in effect until the following date(s): _____

Patient or Responsible Party's Signature _____

Relation to patient _____ Date _____

Financial Policy

Thank you for choosing us as your health care provider. We are committed to quality care and treatment for all of our patients. Please understand that payment of your bill is considered a part of your treatment. The following is a statement of our Financial Policy which we require you read and sign prior to any treatment. All patients must complete our information and insurance form before seeing the doctor.

Regarding Insurance

MEDICARE- We accept Medicare assignment. We also except SOME Medicare Replacement plans. Please check with the Receptionist before seeing the doctor to make sure your Replacement plan is one that we accept. This means that we have agreed in contract to accept the fees and bill according to Medicare allowed amount. The patient is responsible for the annual deductible and 20% of the approved amount at the time of service except when there is a supplemental policy to pay these amounts.

MEDICAID- We do not accept Medicaid as a form of payment. If you have Medicaid as your healthcare coverage you will be responsible for the charges at the time services are rendered.

SHARE OF COST- It is our policy that the patient will be responsible for any charges incurred at the time of service. Upon payment, a receipt will be given with detailed charges that can be turned into the case worker for reimbursement.

PRIVATE INSURANCE- It is the patient's responsibility to verify with the receptionist that their insurance is one that we accept prior to seeing the doctor. Failure to do so will make the patient responsible for 100% of the charges incurred. All co-pays and deductibles are due at the time of service. In the event that there is a remaining balance on our account after insurance has paid, payment is due within 30 days of the insurance payment. If payments are not made within 30 days of the insurance payment, then the account will be submitted for collections. The balance is your responsibility whether your insurance company pays or not. Your insurance policy is a contract between yourself and your insurance company. We are not a party to that contract. Please be aware that some, and perhaps all, of the services provided may be non-covered services and not considered reasonable and necessary under your insurance policy contract.

REFERRAL/AUTHORIZATIONS- Certain health insurances (HMO, POS, etc.) require that you obtain a referral or prior authorization from your Primary Care Provider (PCP) before visiting a specialist. If your insurance company requires a referral and/or preauthorization, you are responsible for obtaining it. Failure to obtain the referral and/or preauthorization may result in a lower or no payment from the insurance company, and the balance will be your responsibility. Alternative payment arrangements or rescheduling of your appointment may be necessary if not obtained.

SELF PAY- If you do not fall within any of the categories above, we require full payment at time of service. An estimate will be provided to you by the Receptionist. Balance must be paid in full after services are rendered.

SURGERY PATIENTS- It is the patient's responsibility to check with our Financial Counselor PRIOR to surgery to make financial arrangements. An estimate will be provided and payment is due in full at your preoperative appointment.

AUTO/WORKER'S COMP/THIRD PARTY- WE DO NOT ACCEPT ANY OF THESE INSURANCES.

Usual and Customary Rates

Our practice is committed to providing the best treatment for our patients and we charge what is usual and customary for our area. You are responsible for payment regardless of any insurance company's arbitrary determination of usual and customary rates.

For your convenience we accept CASH, CHECK, CREDIT OR DEBIT CARDS. If necessary, and if you qualify, we offer an extended payment plan with prior credit approval through Care Credit.

Thank you for understanding our Financial Policy. Please let us know if you have any questions or concerns.

I have read the Financial Policy. I understand and agree to this Financial Policy.

Patient's Name (print) _____ Date _____

Patient or Responsible Party's Signature _____

NOTICE OF PRIVACY PRACTICES

This notice describes how health information about you may be used and disclosed and how you can get access to this information. Please review it carefully. The privacy of your health information is important to us.

USES AND DISCLOSURES OF HEALTH INFORMATION

We use and disclose health information about you for treatment, payment, and healthcare operations. For example:

Treatment: We may use or disclose your health information to a physician or other healthcare provider providing treatment to you, or to family and friends you approve of.

Payment: We may use and disclose your health information to obtain payment for services we provide to you.

Healthcare Operations: We may use and disclose your health information in connection with our healthcare operations. Healthcare operations include quality assessment and improvement activities, reviewing the competence or qualifications of healthcare professionals, evaluating practitioner and provider performance, conducting training programs, accreditation, certification, licensing or credentialing activities.

Your Authorization: In addition to our use of your health information for treatment, payment or healthcare operations, you may give us written authorization to use your health information or to disclose it to anyone for any purpose. You also have the right to request restrictions on disclosure of PHI (Personal Health Information), or alternative means of communication to ensure privacy.

Marketing Health-Related Services: We will not use your health information for marketing communications without your written authorization.

Required by Law: We may use or disclose your health information when we are required to do so by law or national security activities.

Abuse or Neglect: We may disclose your health information to appropriate authorities when we suspect abuse or neglect.

Appointment Reminders: We may use or disclose your health information to provide you with appointment reminders such as voicemail messages, postcards, or letters.

PATIENT RIGHTS

Access: You have the right to look at or get copies of your health information with limited exceptions. If you request copies, we will charge you a reasonable fee to locate and copy your information, and postage if you want the copies mailed to you.

Amendment: You have the right to request that we amend your health information.

QUESTIONS AND COMPLAINTS

If you want more information about our privacy practices or have questions or concerns, please contact us.

If you are concerned that we may have violated your privacy rights, or you disagree with a decision we made about access to your health information or in response to a request you made to amend or restrict the use of disclosure of you health information or to have us communicate with you by alternative means or at alternative locations, you may complain to us using the contact information listed at the end of this Notice. You may also submit a written complaint with the U.S. Department of Health and Human Services. We will provide you with the address to file your complaint with the U.S. Department of Health and Human services upon request.

We support your right to the privacy of your health information. We will not retaliate in any way if you choose to file a complaint with us or with the U.S. Department of Health and Human Services. A Privacy/Contact Officer has been designated for this office. The Privacy Officer can be contacted by contacting the office at 352-775-1221 and asking to speak to the Office Manager who serves as the Privacy Office.

Patient's Name (print) _____ Date _____

Patient or Responsible Party's Signature _____

Acknowledgements and Representations Related to

Auto/Workers' Compensation/Third Party Insurances

I acknowledge and understand that Williams Institute of Orthopedics, PA does **NOT** accept Auto, Workers' Compensation, or Third-Party Insurances.

I acknowledge and understand that Williams Institute of Orthopedics, PA does **NOT** get involved with the treatment of problems where litigation is being or will be pursued.

I acknowledge that my current problem(s) for which treatment is sought is **NOT** covered by auto, workers' compensation of third-party liability insurance(s).

I acknowledge my current problem(s) for which treatment is sought is **NOT** for any work-related injuries.

I have **NOT** been directed to Williams Institute of Orthopedics, PA by my employer or its workers' compensation insurance carrier to treat the current problem(s)

My current problem(s) for which treatment is sought is **NOT** for auto-related injuries.

My current problem(s) for which treatment is sought is **NOT** the subject of any pending litigation.

An attorney has **NOT** been retained in anticipation of litigating the current problem(s) for which treatment is sought.

Appointment Cancellation Policy Agreement

Williams Institute of Orthopedics, PA is committed to providing exceptional care. Unfortunately, when one patient cancels or misses appointments without giving enough notice, they prevent another patient from being seen. Please call us at 352-775-1221 by 2:00 p.m. on the business day prior to your scheduled appointment to notify us of any changes or cancellations. If your appointment is on a Monday, the cut-off time to provide notice is 2:00 p.m. on Friday. This gives the staff enough time to offer the appointment to another patient.

If timely prior notification is not given by you, you will be charged $50.00 for the missed/cancelled appointment, which must be honored prior to rescheduling. In the event that you do not show for the physician's visit on three (3) occasions, you may be dismissed from the practice. This agreement is intended for appointments made in the year 2024.

By signing and dating below, you acknowledge and agree that you are consenting to these terms and to your personal financial liability for missed/cancelled appointments.

Please sign below to consent to these terms.

Patient Signature: _____ Date: _____

Print Name: _____

Date of Birth: _____

Prescription Policy

This agreement between the Patient: _____and Prescribing Provider, Williams Institute of Orthopedics, PA, is for the purposes of establishing agreement on clear conditions for prescription and use of pain control medications prescribed by the Provider for this Patient. Provider and Patient agree that this document is essential in maintaining the trust and confidence necessary in a Provider-patient relationship.

The patient agrees to and accepts the following conditions for the management of pain medication prescribed by the Provider to the Patient.

I understand that the reduction in the intensity of my pain and the improvement in my quality of life are the goals for this medication.

I realize that all the medications have potential side effects, and I will have any recommended laboratory studies required to keep the regimen as safe as possible.

I will not use any illegal controlled substances and I will not share, sell or trade any medication for money, goods or services. I will safeguard my medications form loss or theft and agree that the consequences of failure to do so is that I will be without my prescribed medication for some time.

I will not fill the prescription for pain medications from any other healthcare provider without telling them I am taking pain medication by the Provider. If another provider prescribes the pain medications for me, I will inform the Provider, in order to avoid duplication.

I agree that I will use my medication at a rate no greater than the prescribed rate, and that use of my medication at a greater rate will result in my being without medication for a period of time.

I agree to call and request a refill within 2 days of my medication running out.

Acknowledgement of Driving Impairment: I acknowledge that while I am under the care of my Provider, I may be prescribed medication that could impair my ability to operate a motor vehicle, machinery, or other equipment. I realize that it is my responsibility to keep myself and others from harm, including the safety of my driving. If there is a question of impairment of my ability to safely perform any activity, I agree that I will not attempt to perform such activity until my ability to perform said activity has been formally evaluated, or I have not used any medication for at least four days. As such, I will refrain from operating a motor vehicle under the influence of prescribed medication that impairs judgment. I will arrange for proper transportation and use the proper precautions when taking prescribed medications.

Provider and patient agree that this agreement is essential to the provider's ability to treat the patient's pain effectively and failure of the patient to abide the terms of this agreement may result in the withdrawal of the prescribed medication.

Patient Signature _____ Date _____