



## NOTICE OF PATIENT INFORMATION PRACTICES

**\*\*THIS NOTICE DESCRIBES HOW YOUR PERSONAL MEDICAL INFORMATION MAY BE USED OR DISCLOSED AND HOW YOU CAN GET ACCESS TO THE INFORMATION. PLEASE REVIEW CAREFULLY.\*\***

### EVOLVE PHYSICAL THERAPY + ADVANCED WELLNESS'S LEGAL DUTY

**Evolve Physical Therapy + Advanced Wellness** 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

**Evolve Physical Therapy + Advanced Wellness** 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, **Evolve Physical Therapy + Advanced Wellness** may use your personal health information to contact you to provide appointment reminders, information about treatment alternatives, or other health related benefits that could be of interest to you.

**Evolve Physical Therapy + Advanced Wellness** may also use or disclose your personal health information without prior authorization for public health purposes, for auditing purposes, for research studies, or for emergencies. We also provide information when required by law.

In any other situation, **Evolve Physical Therapy + Advanced Wellness's** policy is to obtain your written consent 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.

**Evolve Physical Therapy + Advanced Wellness** 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 a 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 are not to 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. **Evolve Physical Therapy + Advanced Wellness** 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 **Evolve Physical Therapy + Advanced Wellness** may have violated your privacy right 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 above. You may also send a written complaint to the US Department of Health and Human Services.



## PATIENT RIGHTS

The following is our policy regarding the rights of the patients receiving service from ***Evolve Physical Therapy + Advanced Wellness***. Each patient has the right to:

- A. Be fully informed of his/her rights as well as all rules and regulations of ***Evolve Physical Therapy + Advanced Wellness*** governing patient expectations.
- B. Be fully informed at the time of admission of services available and related charges not covered under Title XVIII of the Social Security Act.
- C. Be fully informed by a physician of his/her medical condition unless medically contraindicated, and to be afforded the opportunity to participate in the planning of his/her medical treatment.
- D. Refuse treatment to the extent permitted by law and to be informed of the medical consequences of such refusal.
- E. Be assured confidential treatment of clinical records and to approve or refuse their release to any individuals, except in the case of transfer to another health care facility, or as required by law or third party payment contracts.
- F. Be treated with consideration, respect and full recognition of dignity and individuality, including privacy in treatment and care of personal needs.
- G. Be informed by ***Evolve Physical Therapy + Advanced Wellness*** of the provision of the law regarding complaints and of procedures for registering complaints confidentially including, but not limited to the address and telephone number of the complaint receiving unit of the California Department of Health Services.
- H. Be assured that personnel who provide care are qualified through education and experience to carry out the services for which they are responsible.
- I. Be informed that these rights may be denied for good cause only by the attending Physical Therapist. Denial of such rights shall be documented by the attending Physical Therapist in the patient's clinical record.

Any complaints regarding denial of patients rights not satisfied after a discussion with ***Evolve Physical Therapy + Advanced Wellness*** must be registered in confidence with the California Department of Health Services. Upon request, the staff of ***Evolve Physical Therapy + Advanced Wellness*** will assist the patient to contact the appropriate office of the state agency.



CLINIC POLICIES

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Welcome to EVOLVE PHYSICAL THERAPY + ADVANCED WELLNESS. We look forward to serving all of your physical therapy + wellness needs. As a new patient with our office, we would like you to be familiar with our office policies concerning your scheduling and account while you are with us. Please feel free to ask any questions regarding the following.

- 1. Your insurance dictates whether or not it can be billed without a current prescription from your doctor.
2. You will meet your therapist at your first appointment. Please be ready to begin your appointment at your scheduled time. To be fair to all patients, we will not run over the allotted time period.
3. WE REQUIRE A 24-HOUR NOTICE TO CHANGE OR CANCEL A SCHEDULED APPOINTMENT. If you fail to show or cancel your appointment without a 24-hour notice you will be charged. The charge is \$95.00, for a physical therapy visit. These charges are the patient's responsibility and cannot be billed to your insurance company. For cash paying visits: you will be charged for the FULL visit. If you have a pack, it will be the pack price; otherwise, it will be a one time visit price. Payment of missed appointments will be due before your next appointment.
4. Our office is happy to courtesy bill your insurance. We will also courtesy call your insurance to verify your PT benefits. As your insurance will make no guarantee of payment until the claim is received and processed, you will be financially responsible for all services unpaid by insurance after 60 days. Your insurance company may require authorization or pre-certification for certain procedures and services. As a courtesy, we will contact your insurance company on your behalf. It always remains your responsibility to understand what your insurance policy covers and confirm directly that you have authorization and coverage for services you receive. We may request your direct involvement in following up on our authorization requests and delayed payments if your insurance becomes unresponsive to our inquiries. Direct intervention on the part of the patient often results in a more timely approval of services, prevents delays in treatment, and expedite payment for your services.
5. 'Cash Pay' services can not be billed to insurance. We the provider and you, the patient, cannot submit these services to your insurance company. We will collect for 'Cash Pay' services after each appointment or session. Discounted package services must be purchased in advanced. Our 'Cash Pay' services include:
- Acupuncture and Bodywork
- All therapy supplies and products including: therabands, foam rollers, orthotics, etc.
- Gym Services
- Wellness Appointments
- Classes: 50 Shades, 30 Min Abs
- Golf Fit Program
6. The patient's personal portion will be due after every visit and is collected at the front desk. Please be advised we are estimating your personal portion. This is based on the information received when benefits were quoted by your insurance. Final balances will be determined once your insurance finishes processing. At that time, outstanding balances will then be collected or over-payments will be refunded.
7. We do not accept liens or third party payers.
8. In the event any action is taken to enforce collection of this account, the presiding party will be entitled to recovery of all legal fees incurred.

The undersigned certifies that he/she has been informed and has read the foregoing and is the patient, or is duly authorized by the patient's general agent to execute the above and accept its terms.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

Date: \_\_\_\_\_



This original will be kept in your chart. A copy of this form is available upon request.



## PATIENT INFORMATION CONSENT AND CONSENT TO TREAT FORM

I hereby consent to having **Evolve Physical Therapy + Advanced Wellness** treat me.

I have read and fully understand the **Evolve Physical Therapy + Advanced Wellness** "Notice of Information Practices." I understand that **Evolve Physical Therapy + Advanced Wellness** 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 **Evolve Physical Therapy + Advanced Wellness** 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 the **Evolve Physical Therapy + Advanced Wellness's** "Notice of Information Practices." I understand that I retain my right to revoke this consent by notifying the practice in writing at any time.

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**It is your responsibility to arrive on time for all of your scheduled appointments. Evolve Physical Therapy + Advanced Wellness will provide you with a complimentary phone call or email to remind you of your upcoming appointments. Please let us know what form of the reminder you prefer.**

**I understand that I am responsible for arriving on time for all of my future appointments at Evolve Physical Therapy + Advanced Wellness. I also understand that I need to give 24hr notice for a cancellation or I may be subject to a NO SHOW FEE of \$95.00 for a PT visit or the full value or pack price for any cash service such as massage, gym, acupuncture, etc.**

Please **CALL** me at: \_\_\_\_\_ and/or **TEXT** me at: \_\_\_\_\_ and/or

**Email** me at: \_\_\_\_\_

OR:

I, \_\_\_\_\_ would prefer **NOT** to receive a reminder of any sort for my upcoming appointments. I understand that I need to give **24hr notice for a cancellation or may be subject to a no show fee of \$95.00 for a PT visit or the full value or pack price for any cash service such as massage, gym, acupuncture, etc.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



This original will be kept in your chart. A copy of this form is available upon request.



**Waiver in Connection with use by Members and Guests of Evolve Physical Therapy + Advanced Wellness**

The execution of this form is a condition to use by member and guests of **Evolve Physical Therapy + Advanced Wellness**. This form is intended to affect your right to maintain certain claims and legal actions against **Evolve Physical Therapy + Advanced Wellness** weight/exercise room in the event of illness or injury and should be read carefully.

As a condition to my use of the **Evolve Physical Therapy + Advanced Wellness** weight/exercise room, I agree to indicate in the space provided below any health problems or physical impairments which would affect my ability to participate in exercise programs or otherwise engage in exercises at **Evolve Physical Therapy + Advanced Wellness**.

I hereby release **Evolve Physical Therapy + Advanced Wellness** (the owners of the facility), its agents, directors and employees and its and their successors and assigns from any and all claims and demands of whatever nature for any and all losses, expenses, damages and costs suffered or incurred by an account of, or in any way growing out of illness or injuries which I may suffer or sustain by virtue of my use of the **Evolve Physical Therapy + Advanced Wellness** weight/exercise room except for illness or injury suffered or sustained by me as a direct result of the gross negligence or willful misconduct of **Evolve Physical Therapy + Advanced Wellness** or its owners, guests, directors and employees. No employee or agent of **Evolve Physical Therapy + Advanced Wellness** has the authority to alter in any way the provisions stated herein.

By signing this waiver, Client/Member/Guest acknowledges that Client/Member/Guest or Responsible Party is of legal age, has received a completed copy of this waiver and has read the foregoing and understand it and any questions you may have asked regarding the use of the **Evolve Physical Therapy + Advanced Wellness** weight/exercise room have been answered to your satisfaction.

\_\_\_\_\_  
**Name Printed**

\_\_\_\_\_  
**Member/Guest Signature**

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

**If Client/Member/Guest is under 18 years old, Responsible Party's Signature:**

\_\_\_\_\_  
**Responsible Party Signature**

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

**Statement of Member/Guest as to physical impairment(s)**

Does the member/guest have any physical impairment(s) or illness which could affect his/her participation in an exercise program(s) at **Evolve Physical Therapy + Advanced Wellness**?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain \_\_\_\_\_



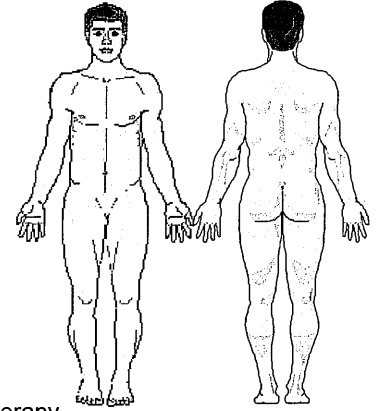
This original will be kept in your chart. A copy of this form is available upon request.

# Patient Intake Questionnaire

Date: \_\_\_\_\_

Patient's Name: \_\_\_\_\_ Age: \_\_\_\_\_ Sex: \_\_\_\_\_

1. What is the complaint that brought you here? \_\_\_\_\_
2. When did this complaint begin, or recently become worse? Approximate Date: \_\_\_\_\_
3. What caused this complaint? \_\_\_\_\_
4. What makes this complaint better? \_\_\_\_\_
5. What symptoms are you experiencing with this complaint?
  - Swelling       Loss of balance or coordination
  - Loss of motion     Numbness                       Pain: Draw pain areas on body diagrams ->
  - Weakness       Tingling                       Other (Specify)
6. How frequent are the symptoms experienced?     Constant     Intermittent
7. How much pain are you experiencing?
  - None     Very Mild     Mild     Moderate     Severe     Very Severe
8. What tests have you had for this complaint?
  - X-ray     CT Scan     MRI     Myelogram     Bone Scan
9. What treatment have you had for this complaint?
  - Physical Therapy     Occupational Therapy
  - Athletic Training     Chiropractic     Alternative Medicine-(Specify): \_\_\_\_\_



### About your general health:

10. Please check all medical conditions that you have, or have had.
  - Arthritis       Cardiac History       Stomach Disorder       Headaches
  - Cancer       High Blood Pressure     Anxiety       Dizziness
  - Diabetes       Lung Disease       Depression       Metal Implants
  - Stroke/Seizure     Thyroid Problems     Panic Attacks       Pregnant
11. Please check all of the following items that currently apply to you.
  - Hearing Problem       Visual Problems       Recent weight loss       Bowel or bladder control       Smoker
12. Please list surgeries: \_\_\_\_\_
13. Please list allergies: \_\_\_\_\_
14. Please list medications you are currently taking: \_\_\_\_\_
15. What goals do you want to achieve through your treatment at Evolve Physical Therapy + Advanced Wellness? \_\_\_\_\_
16. How many fruits and vegetable do you eat per day? ( 1= your fist size): \_\_\_\_\_
17. Which of the following areas are you interested in improving? (Check all that apply)
  - Energy       Skin       Decrease Inflammation       Immune System
  - Digestion       Heart Health       Mouth and Gum Health       Sleep



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### PATIENT INFORMATION

New Patient

Returning Patient

Current Patient

Referred By	Physician's Name	Date
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Patient Name (Last, First, Initial)	Email Address
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Home Address	City	State	Zip
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Home Phone	Work Phone	Ext.	Cell Phone
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Sex <b>M</b> <b>F</b>	Last 4 of SS # XXX-XX-	Birthdate
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Primary Insurance	Name of Insured	Relationship
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Secondary Insurance	Name of Insured	Relationship
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Check the appropriate box:

<input type="checkbox"/> Work Related Injury	<input type="checkbox"/> Auto Accident	<input type="checkbox"/> Reoccurring Injury	<input type="checkbox"/> Other
<input type="checkbox"/> Private Injury	<input type="checkbox"/> Student Athletic Injury	<input type="checkbox"/> On-campus Injury	<input type="checkbox"/> Surgery

Patient Employer	City
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Is Patient a Student? <b>Y</b> <b>N</b> <input type="checkbox"/> Time <input type="checkbox"/> Part <input type="checkbox"/> Time	School Name
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In case of emergency please notify:	Phone	Relationship
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Address	City	State	Zip
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If patient is a minor, name of responsible person	Phone of responsible person
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I hereby authorize Evolve Physical Therapy + Advanced Wellness to release any information acquired in the course of my evaluation or treatment for billing purposes.

\_\_\_\_\_  
INITIAL

I hereby authorize Evolve Physical Therapy + Advanced Wellness to release any information regarding my medical condition to the attending or referring medical practitioner.

\_\_\_\_\_  
INITIAL

I direct that payments be made directly to Evolve Physical Therapy + Advanced Wellness. I understand that I am financially responsible for all charges not paid by my insurance. I also understand that all payments made directly to me are to be forwarded to this office.

\_\_\_\_\_  
INITIAL

Signature of Patient or Responsible Party	Date
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