### DR. MILA DAVIDOVIC

# WELCOME TO OUR OFFICE

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| PLEASE PRINT AND COMPLETE THE FOLLOWING. THANK YOU. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Today’s date: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PATIENT INFORMATION | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Patient’s last name: | | | | | | | | | | First: | | | | | | | Middle: | | | | | | | | | Marital status (circle one) | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | Single / Married / Divorced / Widowed | | | | | | |
| Name of Spouse/Guardian: | | | | | | | | | | | | | | | | | | | | | | | | | | Relationship: | | | | | | |
| Birth date: | | Age: | Sex: | | | | | Social Security #: | | | | | | | | | | | Pharmacy: | | | | | | | | | | | | | |
| / / | |  | ❑ M | | | ❑ F | |  | | | | | | | | | | | Location: | | | | | | | | | | | | | |
| Primary Language: | | | | | | | | | Race: | | | | | | | | | | | | | | | Ethnicity: | | | | | | | | |
| Homeaddress: | | | | | | | | | | | | | | | Home phone: | | | | | | | | | | | | | Cellphone : | | | | |
|  | | | | | | | | | | | | | | | Can we leave message: Y N | | | | | | | | | | | | | ( ) | | | | |
| City: | | | | | | | State: | | | | | ZIP Code: | | | | Email Address: | | | | | | | | | | | | | | | | |
|  | | | | | | |  | | | | |  | | | |  | | | | | | | | | | | | | | | | |
| Occupation: | | | | | Employer: | | | | | | | | | | | | |  | | Employer Address: | | | | | | | | | | Employer Phone:  ( ) | | |
| Referred to Dr. Davidovic by: | | | | | ❑ Dr. | | | | | | | | | | | | |  | | | | ❑ Insurance Plan | | | | | | | | | ❑ Hospital/ER | |
| ❑ Family/Friend (name) | | | | | | | | | | | | | | ❑ Yellow Pages | | | | | | | ❑ Other | | | | | | | | | | | |
| INSURANCE INFORMATION | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| (Please give your insurance card to the receptionist.) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Person responsible for bill: | | | | Birth date: | | | | | | | | | Address (if different): | | | | | | | | | | | | | | | | Home phone : | | | |
|  | | | | / / | | | | | | | | |  | | | | | | | | | | | | | | | | ( ) | | | |
| Primary Insurance: | | | | | | | | | | | Secondary Insurance: | | | | | | | | | | | | | | | | Patient’s relationship to subscriber: | | | | | |
| Name of Family Physician: | | | | | | | | | | | | | | Phone # of Physician: Last Date Seen: | | | | | | | | | | | | | | | | | | |
| Emergency Contact: Phone Number: ( ) Relationship to Patient: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
| List any medications taken regularly: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| My chief foot complaint is: Is it work relatated? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| This condition (s) has existed for: \_\_\_\_\_\_ Days \_\_\_\_\_Weeks \_\_\_\_ Months \_\_\_\_ Years | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | **Are you allergic or sensitive to: Please check all that apply:**  \_\_\_ Penicillin \_\_\_ Iodine  \_\_\_ Sulfa \_\_\_Foods \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_ Novocaine/Lidocaine \_\_\_Other (Please Explain) | | | | | | | | | | | | | | | | | | | | | |  | | \_\_\_ Adhesive Tape  \_\_\_ Latex | | | | | | | |
|  | I hereby give Dr. Mila Davidovic permission to examine and treat my podiatric problems. | | | | | | | | | | | | | | | | | | | | | |  | |  | | | | | | |  |
|  | **Patient/Guardian signature**  Rev. 4/2020 | | | | | | | | | | | | | | | | | | | | | |  | | **Today’s Date** | | | | | | |  |

Acceptance of Insurance Assignment and Financial Policies

**Please initial each line showing you agree to abide with the following:**

\_\_\_\_ I authorize Mila Davidovic, D.P.M. and its agents to furnish my insurance companies with all necessary information concerning diagnosis and treatment for myself or dependents under compliance of the Health Insurance Portability and Privacy Act of 1996 (HIPAA).

\_\_\_\_ I assign the medical and/or surgical benefits that my dependents and I are entitled to under my health insurance plan to Mila Davidovic, D.P.M.

\_\_\_\_ I agree to pay all balances accrued with Mila Davidovic, D.P.M. for services rendered as limited by my insurance plan.

\_\_\_\_ I understand I am responsible for all co-payments, deductibles, coinsurance and charges for non-covered services which must be paid prior to services being rendered.

\_\_\_\_ I understand some medical/surgical and/or durable medical equipment services will require a pre-paid deposit. All deposits will be applied to any outstanding charges for those services rendered. Any excess funds remaining after receiving insurance remittance will be applied to outstanding balances and/or refunded promptly.

\_\_\_\_ I understand that if my insurance requires a referral to a specialist, I am responsible.

\_\_\_\_ Mila Davidovic, D.P.M. does not generally arrange payment plans. In situations of extreme financial hardship, discuss your situation with the office manager.

\_\_\_\_ I understand when an outstanding balance is sent to collections, a collection fee is added as follows:

Balance of $0-$99…………..…….. $25

$100-$199………..….. $50

$200-$299…………..…. $75

$300 and above……...30% of balance

\_\_\_\_ Balance not paid after 150 days may be referred to an attorney for collection. All legal and collection fees will be the guarantor's responsibility.

\_\_\_\_ I understand a $40.00 fee will be charged for a returned check.

\_\_\_\_ I understand that a $65.00 fee may be charged for appointments that are cancelled or broken without a 24 hour advance notice.

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\_\_\_\_ For **Medicare** patients, I certify that the information given by me in applying for payment under title XVIII of the Social Security Act is correct. I assign benefits payable to the physician or authorize the physician to submit a claim to Medicare for payment.

\_\_\_\_ For **minors**, in the case of **divorced** parents, payment is expected from the person signing this document and will be considered the guarantor for all payments for any services provided. Mila Davidovic, D.P.M. will not recognize any divorce decrees regarding reimbursement for medical services for any minor child of divorced parents.

\_\_\_\_ **College students** expecting payment through health insurance under their parent's name will not be treated without written permission from parent or guardian. Original signature or fax is allowable. The student being treated gives permission to Mila Davidovic, D.P.M. to contact parents regarding his or her health conditions per HIPAA requirements. Parents agree to be responsible for all charges unless other arrangements are made in advance.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Patient/Responsible Party Date**

**Rev.4/2020**

**New Patient Consent to the Use and Disclosure of Health Information for Treatment, Payment, or Healthcare Operation.**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, understand that as part of my health care, DR. MILA DAVIDOVIC originates and maintains paper and/or electronic records describing my health history, symptoms, examination and test results, diagnoses, treatment, and any plans for future care or treatment. I understand that this information serves as:

* A basis for planning my care and treatment,
* A means of communication among the many health professionals who contribute to my care,
* A source of information for applying my diagnosis and surgical information to my bill
* A means by which a third-party payer can verify that services billed were actually provided, and
* A tool for routine healthcare operations such as assessing quality and reviewing the competence of healthcare professionals.

I understand and have been provided with a copy of the **NOTICE OF PRIVACY PRACTICES** and have read or had the opportunity to read if I so chose, that provides a more complete description of information uses and disclosures. I understand that I have the following rights and privileges:

* The right to review the notice prior to signing this consent,
* The right to object to the use of my health information for directory purposes, and
* The right to request restrictions as to how my health information may be used or disclosed to carry out treatment, payment, or health care operations.

I understand that DR. MILA DAVIDOVIC is not required to agree to the restrictions requested. I understand that I may revoke this consent in writing, except to the extent that the organization has already take action in reliance thereon. I also understand that by refusing to sign this consent or revoke this consent, this organization may refuse to treat me as permitted by Section 164.506 of the Code of Federal Regulations.

I further understand that DR MILA DAVIDOVIC reserves the right to change their notice and practice and prior to implementation, in accordance with section 164.520 of the Code of Federal Regulations. Should DR MILA DAVIDOVIC change their notice, they will send a copy of any revised notice to the address I’ve provided (whether U.S. mail or, if I agree, email).

I wish to have the following restrictions to the use or disclosure of my health information:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I understand that as part of this organization’s treatment, payment, or health care operations, it may become necessary to disclose my protected health information to another entity, and I consent to such disclosure for these permitted uses, including disclosure via fax.

I fully understand and accept/decline the terms of this consent.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Patient’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Today’s Date

**OFFICE USE ONLY**

[ ] Consent received by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

[ ] Consent refused by patient, and treatment refused as permitted.

[ ] Consent added to the patient’s medical record on\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Rev. 12/2019

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**HEALTH QUESTIONNAIRE: Please circle or list conditions in each body system**

**Constitutional:** anxiety **\*** fever \* chills \* weight gain \* weight loss \* appetite change \* fatigue/exhaustion

**Cardiovascular:** rapid heartbeat \* palpitations \* sweating \* ankle swelling \* cold feet high/low blood pressure \* color changes in hand/feet \* pacemaker \* murmur \* varicose veins \* blood clots \* leg cramps \* poor healing

**Endocrine:** cold/heat intolerance \* high/low blood sugar \* weight gain/loss \* hair loss \* increased thirst \* increased urination \* delayed wound healing \* dry skin \* fatigue

**Ears, Nose, Mouth, Throat (ENMT):** hearing loss \* ringing in ears \* dry mouth \* nose bleeds \* blisters/white patches in mouth \* sore throat

**Eyes:** blurry \* vision loss \* glaucoma \* dry eyes

**Gastrointestinal:** nausea \* vomiting \* diarrhea \* constipation \* abdominal pain \* blood in stool \* heartburn\* difficulty swallowing \* yellowing of skin \* stomach ulcers

**Genitourinary:** blood in urine \* brown colored urine \* pain during urination \* infection \* sexually transmitted disease \* kidney failure \* kidney stones (past/recent)

**Immunologic/Allergic:** arthritic flare up \* gouty attack \* environmental allergies \* Hepatitis B carrier \* HIV positive\* prone to infection

**Integumentary:** athletes foot \* blisters \* dermatitis \* dry/scaly skin \* eczema \* excess scar tissue \* hair loss\* rash \* ulcers \* ingrown nails \* thick nails \* discolored nails \* corns/callus \* itching of skin \* warts

**Lymphatic/Hematologic:** swelling legs/ankles \* bleeding problem \* difficult to stop bleeding \* anemia \* bruising \* enlarged lymph node \* calf pain

**MUSCULOSKELETAL:** morning stiffness \* joint redness/warmth \* arthritis \* weakness \* muscle wasting \* ankle sprain\* foot/ankle/leg fractures \* foot/leg cramps \* difficulty walking \* neck/low back/hip/ankle/foot pain \* arch/heel pain \* bunions\* hammertoes

**Neurological:** headache \* dizziness \* balance problem \* coordination problem \* tremors \* uncontrolled movements \* speech problem \* numbness/tingling/burning \* increased sensitivity to touch \* paralysis

**Psychological:** depression \* disorientation \* forgetfulness \* memory loss

**Respiratory/Pulmonary:** cough/cold/flu symptoms \* shortness of breath \* wheezing \* asthma \* asthma attack \* chest tightness \* Tuberculosis exposure (recent)

**Do you have (or have had) any of the following:** (Please circle)

**Diabetes High blood pressure Heart Disease Kidney Disease**

**Asthma Gout Stroke Cancer \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Anemia Liver Disease Hepatitis Stomach ulcer**

**Arthritis Blood Disease/Clots Alcohol Use Tobacco Use**

**On Blood Thinner Substance Abuse Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\*\*\*\*\*PLEASE LIST ANY SIGNIFICANT FAMILY MEDICAL CONDITIONS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**\*\*\*\*\*I HAVE REVIEWED THE ABOVE. PLEASE SIGN HERE :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(4/2020)**