

RETURNING PATIENT INFORMATION

Today's Date: _____

Thank you for returning to us and giving us the opportunity to care for you during your recovery. You may be required to verify and/or complete paperwork to ensure we have the most up to date demographic and insurance information. This is a vital part of your treatment and we appreciate your understanding and promptness in getting this information to us as to not delay your treatment or our ability to provide the care you need.

Patient Name: _____ Date of Birth: _____

How long has it been since your last visit with us? 0-3 months 4-6 months 7-12 months More than 12 months Are we treating you for the same thing as before? Y N Please list any person able to have access to your medical records: N/A

Name _____ Relationship to Patient _____

Referring Physician: _____ Next appointment: _____

***Complete this section ONLY if your treatment is the result of a WORK INJURY or AUTO ACCIDENT**Do you have an attorney? Y N Employer name: _____ Occupation: _____Is this visit due to a work injury or auto accident? Y N Accident/Injury Date: _____**PAYMENT INFORMATION** (check and initial ONE of the following boxes)

CASH PAYER / I DO NOT have insurance and I will pay out of pocket with cash, check, or credit card for services. A \$35.00 fee will be charged to my account for returned checks and may result in RPC asking for a different form of payment. I will speak with staff about payment options available.

INSURANCE / I HAVE insurance and want RPC to file all claims for services. I will assign all benefits to RPC and I understand I am responsible for my deductible, co-payment &/or coinsurance associated with my insurance plan for each date of service. I understand that I am financially responsible for any non-covered service(s). It is my responsibility to know my insurance policy and to notify this practice of any changes to my policy and/or coverage.

Primary Insurance: _____ Are you the primary policy holder? Y N

Policy#: _____ Group#: _____

Secondary Insurance: _____ Are you the primary policy holder? Y N

Policy#: _____ Group#: _____

Have you had PT this year? Y N If yes, where _____Do you live in a Nursing Home? Y N If yes, where _____Are you covered under Black Lung Disease? Y N Do you receive Home Health Services? Y N Are you covered under End Stage Renal Disease? Y N

RETURNING PATIENT INFORMATION

We strive to provide you the best personalized experience. To make this possible we adhere to a set of very important guidelines. **Read carefully. Ask questions. Initial the boxes. Sign the bottom.**

CONSENT TO TREAT I allow Lake Oconee Rehabilitation and Performance Center, LLC (RPC) to perform rehabilitation treatment. I have the right to ask about risks and have questions answered about my condition prior to treatment. I understand I will have the opportunity to discuss my condition with the treating physical therapist and that I should notify RPC of any changes to my condition that could affect my response to therapy.

FINANCIAL POLICIES Insurance coverage is a contract between me and the insurance carrier. If my insurance company does not remit payment within **60 days**, I will be responsible for the amount due in full. Returned checks are subject to a \$35.00 returned check fee and balances older than 30 days may be subject to additional fees and interest charges of 2 percent per month and I will be responsible for any charges incurred due to collection proceedings, attorney fees or court cost. I certify that the information I have provided to RPC for payment including, but not limited to, related accidents, illnesses or other insurers is accurate and truthful.

NOTICE FROM FEDERAL GOVERNMENT According to the Department of Health and Human Services (HHS), Office of Inspector General (OIG), arrangements for free or discounted care implicate fraud and abuse laws, including the Federal False Claims Act, and the Federal Anti-Kickback Statute. Under the Health Insurance Portability and Accountability Act of 1996 (HIPAA) it is now a federal crime to defraud private insurance companies. Violations can result in fines and criminal prosecution. **"It is unlawful to routinely waive co-payments, deductibles, coinsurances or other patient responsibility payments."** (67 Fed. Reg. 72,896 (Dec. 9, 2002))

FINANCIAL HARDSHIP If I am experiencing financial difficulties and are unable to afford the cost of physical therapy services, I can complete a 'Financial Hardship Form' before services are provided. If I qualify for financial assistance according to the federal poverty guidelines, RPC may legally assist. Completing the form is not a guarantee of assistance or release of financial responsibility. Approval is based on financial need.

ASSIGNMENT OF BENEFITS I authorize direct payment of medical benefits from my insurance carrier(s) to RPC for services delivered. I agree to promptly pay RRPC monies paid directly to me for said services. I authorize the release of any medical information relating to all claims for benefits submitted on behalf of myself and/or dependents.

CO-PAYS, DEDUCTIBLES, CO-INSURANCE I understand that any and all payments designated as "the patient's responsibility" "not covered" such as deductibles, co-insurance, and co-payments are due at the time of service and are my financial responsibility.

REQUEST FOR ELECTRONIC ACCESS / EMAIL COMMUNICATION AUTHORIZATION I authorize RPC to contact me using email. RPC uses email for communication such as appointment reminders &/or setting up an account portal. Anyone with access to my email can view this information if my email is not secured and thus, will not be protected by federal or state laws. This will remain in force until written termination is received by LORPC at 117 Harmony Crossing, Suite 4, Eatonton, GA 31024 / Attn: Practice Manager. Treatment is not based on signing this authorization.

CANCELLATION / NO SHOW POLICY I have received a copy of this policy and understand that if incurred, these charges are my responsibility.

PRIVACY NOTICE / PATIENT RIGHTS / HIPAA ACKNOWLEDGEMENT I have received a copy of RPC's Notice of Privacy Practices, HIPAA, and PHI disclosure and use.

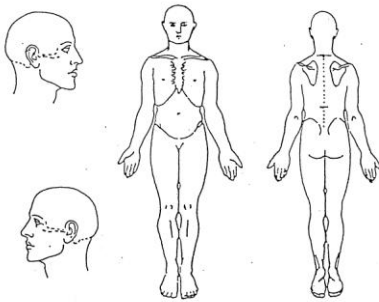
Your signature acknowledges receipt, acceptance, and your understanding of the above information.

(PRINT) PATIENT NAME Patient / Responsible Party Signature Date

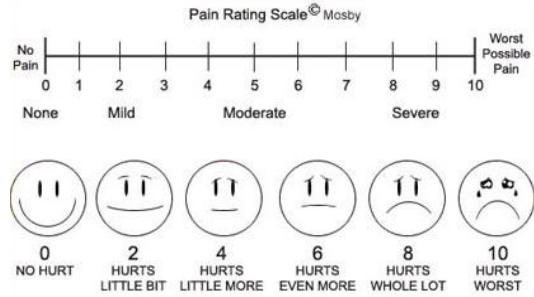
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MEDICAL HISTORY

Circle the location of your pain below



Circle your pain level below



Allergies: None List allergies here: _____

CURRENT PRESCRIPTION MEDICATIONS:

Medication Name	Reason taken	Dose	Frequency	Route

Are there any CHANGES in your surgical history since your last visit with us? YES (list below) NO changes

SURGICAL HISTORY

Body Region	Surgery Type	Date / Year of surgery

Your signature acknowledges that all information given is accurate and truthful to the best of your knowledge.

PATIENT NAME (PRINT) Patient / Responsible Party Signature Date

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PATIENT COPY**PRIVACY NOTICE / PATIENT RIGHTS**

EFF 09/2013 / BOM 140/R062016

This notice is to advise you of how your Protected Health Information (PHI) may be used and disclosed. Rehabilitation and Performance Center, LLC is committed to keeping your health information secure. We are legally obligated to give you this notice. Please review this information carefully.

Our Uses and Disclosures

- The law permits us to disclose information to those involved in your treatment
- Run our organization
- We may disclose information for billing purposes, seeking insurance or health benefits information, insurance authorization and payment services
- Help with public health and safety issues
- We may use your information to contact you, to remind you of your appointments, for scheduling purposes, leaving messages on a machine or with a person, or to inform you of insurance benefit.
- We will release some or all of your information when requested by law, which includes but not limited to lawsuits / legal actions.
- Address workers' compensation, law enforcement, and other government requests
- Your authorization is required to disclose your health information to other healthcare providers, individuals, or third parties requesting information about you.

You have the Responsibility to:

- Give complete, and accurate and timely medical, personal demographic and payer information to this facility
- Comply with the plan of care to the best of your ability which includes but is not limited to, following home program/instruction, punctually attending scheduled sessions and adhering to known limitations and precautions.
- Advise the therapist when rehabilitative goals or treatment approach requires modification secondary to external complicating factors including but not limited to physical or mental health, family, work or religious conflicts or commitments.
- Adhere to obvious department guidelines while at the facility including but not limited to, courteous interaction with staff, other patients/clients/visitors, conscientious personal hygiene and modesty and respect for treatment and clinical record confidentiality for self and others.
- Provide objective complaint notification to the Owner or designated staff as well as the state Licensing Boards and/or other regulatory agencies if indicated.

Individual Rights – You have the Right to:

- Request a paper / electronic copy of this notice and/or a copy of your medical records at any time.
- Submit a written request to amend incorrect data. Note that an addendum will be added to the record if agreed to amend.
- An accounting of all disclosures and request confidential communications.
- Opt-out of marketing and fundraising efforts. We will not sell personal information without your written permission.
- Restrict certain disclosures of PHI including the right to limit disclosures of information to Medicare or any other payer related to services the individual(s) have paid for out of pocket.
- Choose someone to act for you.
- File a complaint with us, without fear of penalty, if you believe your privacy rights have been violated.

If you believe that your rights have been violated you may also contact:

Department of Health and Human Services
200 Independence Ave. SW, RM 509F
Washington, DC 20201
1-877-696-6775 or visit on the
www.hhs.gov/ocr/privacy/hipaa/complaints/

You will not be penalized for filing a complaint. Before filing a complaint, we request you ask for assistance regarding the privacy of your healthcare information by contacting Lake Oconee Rehabilitation and Performance Center, LLC at 706-454-1811 or 706-395-3628.

Breach Notification: If PHI is breached, either through a covered entity or a covered business associate, updated rules establish mandatory reporting to include the affected individual(s), the Secretary of the US, Department of Health and Human Services, and in some cases the media when covering a breach of unsecured PHI.

A full copy of our Privacy Notice is available upon request.

CANCELLATION & NO SHOW POLICIES

We want all of our patients to receive the maximum possible benefit from physical therapy – but this can only happen if you attend the appointments.

Our schedules tend to fill up quickly so it is important for you to keep the appointments once they've been made.

If an appointment is cancelled or missed, we offer no guarantee that an appointment can be rescheduled at the time or date requested.

CANCELLATION POLICY

RPC requests at least a 24 hour notice to cancel an appointment. Providing this notice gives our staff time to offer services to another patient who may be waiting for an appointment.

If a 24 hour notice is not provided, a \$25.00 charge will be added to your account.

NO SHOW POLICY

A \$25.00 charge will be added to your account for all missed appointments.

NOTICE TO PATIENTS

I acknowledge the above information. I understand that as with all businesses, it is imperative that I attend my appointments to receive maximum benefits and additionally, I understand and agree to pay any charges associated with any missed or cancelled appointments.

I understand that insurance will not be billed for these charges if incurred and that these charges are solely the responsibility of the patient. I understand if I have three or more missed appointments, any additional appointments may be cancelled from the schedule and a possible discharge from therapy service may result.

PATIENT COPY**PATIENT COPY**