OUR CANCELLATION / NO-SHOW POLICY

DUE TO THE INCREASING NUMBER OF NO-SHOW AND SAME DAY CANCELLATIONS OF APPOINTMENTS, WE ARE INSTITTUING A NEW POLICY, EFFECTIVE IMMEDIATELY.

THE POLICY IS AS FOLLOWS:

1. Cancelled appointments within 24 hours of appointment time - **$25.00 fee**
2. No show for appointment time - **$50.00 fee**
3. Surgery cancellation within five days of schedule surgery time – **$750.00 fee**
4. Any forms or letters will charge accordingly.

OUR STAFF APPRECIATES YOUR UNDERSTANDING

THANK YOU,

I have read and agree to the above policy.

Patient's Signature Patient Print Date

Your payment information

We Accept

Card Details

Card Number

Expiration Date

/

CCV

VIP FOOT & ANKLE CENTER

PATIENT INFORMATION

First: _____ M.I._____ Last: _____

Preferred Name: _____ Sex: ☐ M ☐ F DOB: _____

Mobile Phone: _____ E-mail: _____

Home Phone: _____ Work Phone: _____

Preferred method of communication: _____

Address: _____ Apt # _____

City: _____ State: _____ Zip Code: _____

Emergency Contact: _____ Relationship: _____

Phone # _____ Alternative# _____

Patient relationship to Guarantor: ☐ Self ☐ Spouse ☐ Child ☐ Other

Guarantor Name: _____

Guarantor Address: _____

Guarantor City: _____ State: _____ Zip Code: _____

Guarantor DOB: _____ ☐ M ☐ F Social Security #: _____

Guarantor Phone: _____ Secondary Phone: _____

Patient's Ethnicity: _____ Language: _____ Patient's Race: _____

Primary Doctor: _____ Last Visit: Month _____ Year_____

How did you hear about us? ☐ Google ☐ Yelp ☐ Website ☐ Insurance

☐ Referred by: _____

Pharmacy: _____ Phone Number: _____

Prescription History

In order to have the most current prescription information, we need to request the information electronically. Do we have permission to do so? ☐ Yes ☐ No

Signature: _____ Date: _____

Primary Doctor: _____ Phone No: _____ Date of last exam: _____

Describe the condition that brought you to this office: _____

If auto accident, date of accident _____ Previous care for this condition? ☐ Yes ☐ No

Dr. _____ Date: _____

HEIGHT: _____ WEIGHT: _____ HAVE YOU RECEIVED THE FLU SHOT THIS YEAR? ☐ YES ☐ NO

MEDICAL: (Please check any of the following if it pertains to you)

___ Diabetes	___ Phlebitis	___ Scar Former	___ Asthma
___ Angina/Chest Pain	___ Bleeding Disorders	___ Angioplasty	___ Depression
___ Kidney Disorder	___ Seizures	___ Ulcers	___ Hypercholesterol
___ Human Immunodeficiency Virus (HIV)	___ Circulation Disorder	___ ADHD	___ Hyperthyrodism
	___ Stroke/TIA's	___ Hypertension	___ Hypothyrodism
___ Heart Attack	___ Bipolar	___ Hepatitis	

ALLERGIES:

___ None ___ Penicillin ___ Aspirin ___ Codeine ___ Novocain ___ Iodine ___ Latex

Other: _____

MEDICATIONS: (Please include Aspirin, Tylenol, Vitamins and Birth Control Pills) ___ See attached list

1 _____ 2 _____ 3 _____ 4 _____

5 _____ 6 _____ 7_____ 8 _____

PREVIOUS SURGERIES AND HOSPITALIZATIONS:

1 _____ 2 _____ 3 _____ 4 _____

Please check all the apply

FAMILY HISTORY

☐**MATERNAL** ☐Diabetes ☐High Blood Pressure ☐Bleeding Tendencies ☐Other _____

☐**PATERNAL** ☐Diabetes ☐High Blood Pressure ☐Bleeding Tendencies ☐Other _____

SOCIAL HISTORY:

Alcohol Intake	☐None	☐Occasional	☐Moderate	☐Heavy
Caffeine Intake	☐None	☐Occasional	☐Moderate	☐Heavy
Illicit Drugs	☐None	☐Occasional	☐Moderate	☐Heavy
Exercise Level	☐None	☐Occasional	☐Moderate	☐Heavy
Smoking Status	☐Never	☐Former	☐Current	
General Stress Level	☐Low	☐Medium	☐High	

PODIATRIC HISTORY:

___ Flat Feet	___ Pain or fatigue in feet & legs with activity
___ Heel or arch pain (Child or Adult)	___ Numbness and tingling in feet and toes
___ Pain in feet getting out of bed	___ Bunions (prominent foot bones)
___ Crooked toes (hammertoes)	___ Ankle swelling & stiffness
___ Ankle instability (easy twisting injuries)	___ Leg pain (shin splints)
___ Growing pains	___ Difficulty walking/running
___ Poor coordination with sports	___ In-toe or out-toe gait
___ Abnormal foot posture (clubfoot, metadductus)	___ Achilles' tendon pain

Other problems with your feet/legs: _____

VIP Foot and Ankle Center
Nooshin Zolfaghari D.P.M., Foot and Ankle Surgeon
17751 SW 2nd Street
Pembroke Pines, FL 33029
Office (954) 251-1687 / Fax (954) 613-5193

ASSIGNMENT OF BENEFITS

ASSIGNMENT OF BENEFITS: I _____,
Do hereby IRREVOCABLY ASSIGN to the above-named medical provider, any right or benefits under my policy of insurance with _____, for any service and/or charges provided by the above medical provider. Pursuant to this ASSIGNMENT OF BENEFITS, you are hereby directed to mail any and all checks directly and solely payable to the above medical provider at the address listed above. As part of this ASSIGMENT OF BENEFITS, I hereby instruct the insurance carrier that in the event the medical benefits are disputed for any reason, including medical reasonableness and/or necessity, that the amount of benefits claimed by **VIP Foot and Ankle Center** is to be set aside and not disbursed until the dispute is resolved.

IN WITNESS WHEREOFF the undersigned has hereunto set his/her hand, this ___ day of _____, 20___.

_____ _____

Patient's Signature Patient's Name (please print)

VIP Foot and Ankle Center

Nooshin Zolfaghari D.P.M., Foot and Ankle Surgeon
17751 SW 2nd Street Pembroke Pines, FL 33029
Office (954) 251-1687 / Fax (954) 613-5193

ACKNOWLEDGEMENT OF RECEIPTS OF PRIVACY NOTICE AND CONSENT TO USE HEALTH INFORMATION

(Read before singing the Acknowledgement and Consent)

This Acknowledgement of notice and consent authorizes **VIP Foot and Ankle Center** to use health information about you for treatment, payment, and health care operations purposes.

NOTICE OF PRIVACY PRACTICES: VIP Foot and Ankle Center has a Notice of Privacy Practices which describes how we may use your protected health information and how you can access your protected health information and exercise other rights concerning your protected health information. You may review our current notice prior to signing this acknowledgement and consent.

AMENDMENTS: We reserve the right to change our Notice of Privacy Practices and to make the terms of any change effective for all protected health information that we maintain, including information created or obtained prior to the date of the effective date of the change. You may obtain a revised notice by submitting a written request to our Privacy Officer.

How to contact our Privacy Officer

Mail: 17751 SW 2nd Street, Pembroke Pines, FL 33029 Tel: (954) 251-1687 /Fax: (954) 613-5193

Acknowledgement and Consent

I have received the Notice of Privacy Practices for **VIP Foot and Ankle Center** is authorized to use health information about (please print patient's name)
_____ for treatment, payment, and healthcare operations purposes consistent with its Notice of Privacy Practices.

_____ _____ _____
Signature of Patient Date Account #

Personal representative information (if applicable):

_____ _____
Name of Personal Representative Relationship to Patient

IDENTITY OF RECEPIENTS: Provide the name or other specific identification of the person(s) or class of persons to whom the covered entity may disclose the covered information:

Permission to Leave Message: ☐YES ☐NO

___ Daytime phone / Ph# _____
___ On my home answering machine / Ph# _____
___ On my voicemail / Ph# _____
___ With my designated and authorized person(s) named below:

_____

MEDIA RELEASE FORM

I, _____, grant permission to VIP Foot and Ankle Center to use my image (photographs and/or video) for use in media publications including:

☐ Facebook ☐Instagram ☐ Brochures ☐ Email Blasts (Mailchimp)

☐ Other: _____

I hereby waive any rights to inspect or approve the finished photographs or electronic matter that may be used in conjunction with them now or in the future, weather that use is known to me or unknown.

Please **initial** the paragraph below which is applicable to your present situation:

_____ I am 21 years of age or older and I am competent to contract in my own name. I have read this release before signing below, and I fully understand the contents, meaning and impact of this release. I understand that I am free to address any specific questions regarding this release by submitting those questions in writing prior to signing, and I agree that my failure to do so will be interpreted as a free and knowledgeable acceptance of the terms of this release.

_____ I am the parent or legal guardian of the below named child. I have read this release before signing below, and I fully understand the contents, meaning and impact of this release. I understand that I am free to address any specific questions regarding this release by submitting those questions in writing prior to signing, and I agree that my failure to do so will be interpreted as a free and knowledgeable acceptance of the terms of this release.

Patient Name: _____ Date: _____

Name: (Please print): _____

Address: _____

Signature of parent or legal guardian: _____
(if under 21 years old of age)