

# EVALUATION QUESTIONNAIRE

*KOH Physical Therapy Lab*

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

Today's Date \_\_\_\_\_

New Patient    Returning Patient    Auto Collision – Attorney Name (if applicable)? \_\_\_\_\_    Work Injury

Current Health:    Excellent    Very Good    Fair    Poor      Referring Physician or Surgeon: \_\_\_\_\_

Current Occupation: \_\_\_\_\_      Date of Injury: \_\_\_\_\_

Primary Concern: \_\_\_\_\_

How did this injury occur: \_\_\_\_\_

Have you received any treatment for **this** injury already?    Yes    No      If yes, please specify: \_\_\_\_\_

If Post-Op/Surgery      Date: \_\_\_\_\_      Procedure/Type: \_\_\_\_\_

Rate Pain Scale from 1 (least pain) to 10 (severe pain)  Worst _____/10  Current _____/10  Best _____/10	Is the pain <b>constant</b> or <b>intermittent</b> ? Please describe: _____ _____  Is it <b>radiating</b> ? If Yes, describe: _____ _____ _____	
<b>Describe the pain or sensation you are experiencing:</b> <input type="checkbox"/> Aching <input type="checkbox"/> Sharp <input type="checkbox"/> Shooting <input type="checkbox"/> Throbbing <input type="checkbox"/> Burning <input type="checkbox"/> Stiffness <input type="checkbox"/> Dull <input type="checkbox"/> Swelling <input type="checkbox"/> Numbness <input type="checkbox"/> Tingling <input type="checkbox"/> Cramps <input type="checkbox"/> Other _____		<b>Mark on the diagrams where your symptoms are present</b>
<b>Aggravating factors:</b> <input type="checkbox"/> Sitting <input type="checkbox"/> Standing <input type="checkbox"/> Walking <input type="checkbox"/> Bending <input type="checkbox"/> Lying down <input type="checkbox"/> Twisting <input type="checkbox"/> Other: _____		<b>Relieving factors:</b> <input type="checkbox"/> Sitting <input type="checkbox"/> Standing <input type="checkbox"/> Rest <input type="checkbox"/> Lying down <input type="checkbox"/> Heat <input type="checkbox"/> Ice <input type="checkbox"/> Other: _____

<b>Place circle to indicate if you have had any of the following:</b> If you have circled any of the above, please provide each date of occurrence:			
Alzheimer's Cardiovascular disease Cauda Equina Syndrome Cerebral vascular accident Current Infection Other _____	Diabetes Type I Diabetes Type II Fibromyalgia Fracture/Suspected Fracture Muscular Dystrophy Other _____	High blood pressure History of Cancer Huntington's Immunosuppression Lupus Other _____	Obesity Osteoarthritis Parkinson's Rheumatoid Arthritis Traumatic Brain Injury Other _____

### Health History

<b>Allergies:</b> _____  <b>Medication:</b> (prescription and non-prescription): _____	<b>List other conditions you are currently seeing primary physician for:</b> _____  <b>Are you pregnant?</b> <input type="radio"/> Yes <input type="radio"/> No      Due Date: _____
<b>Surgical History</b> (If more, please use the back of this page): Type: _____      Date: _____ Type: _____      Date: _____	<b>Diagnostic Imaging/Tests</b> (X-ray, MRI, bone scan, blood tests...) Type: _____      Date: _____ Type: _____      Date: _____

**List 3 of your worst injuries / accidents and approximately when they each occurred**

*Ex. Falls, strains, dislocations, surgeries, head injuries*

1. \_\_\_\_\_ Date \_\_\_\_\_
2. \_\_\_\_\_ Date \_\_\_\_\_
3. \_\_\_\_\_ Date \_\_\_\_\_



KOH PHYSICAL THERAPY LAB  
**PATIENT INFORMATION FORM**  
(Please Print)

PATIENT INFORMATION			
Last Name:	First Name:	Middle Initial:	<input type="checkbox"/> Male <input type="checkbox"/> Female
Is this your legal name? <input type="checkbox"/> Yes <input type="checkbox"/> No If not: _____	Social Security No:	Marital status:	Birth date: ____ / ____ / ____
Street Address:	City:	State:	ZIP Code:
<b>Indicate Preferred form of Communication below</b>			
<input type="checkbox"/> Email:	<input type="checkbox"/> Cell: (    )	<input type="checkbox"/> Home: (    )	<input type="checkbox"/> Work: (    )
Occupation:	Employer:		
Physician/Surgeon Name:	Physician Phone:		
Referred to clinic by (please check one box):			
<input type="checkbox"/> Family _____		<input type="checkbox"/> Dr. _____	<input type="checkbox"/> Insurance Plan <input type="checkbox"/> Google
<input type="checkbox"/> Friend _____		<input type="checkbox"/> Close to home/work	<input type="checkbox"/> Yelp <input type="checkbox"/> Other _____
Other family members seen here:			

INSURANCE INFORMATION					
(Please give your insurance card to the receptionist.)					
Person responsible for bill:	Birth date: / /	Address (if different):	Home phone no.: (    )		
Is this person a patient here?	<input type="checkbox"/> Yes <input type="checkbox"/> No				
		(    )			
Is this patient covered by insurance?	<input type="checkbox"/> Yes <input type="checkbox"/> No				
Please indicate primary insurance	<input type="checkbox"/> AETNA <input type="checkbox"/> ANTHEM BC <input type="checkbox"/> BLUE SHIELD <input type="checkbox"/> BCBS <input type="checkbox"/> CIGNA <input type="checkbox"/> MEDICARE <input type="checkbox"/> UHC <input type="checkbox"/> SELF PAY <input type="checkbox"/> LIEN <input type="checkbox"/> WORK COMP <input type="checkbox"/> Other _____				
Subscriber's name:	Subscriber's S.S. no.:	Birth date: / /	Policy no.:	Group no.:	Co-payment: \$
Patient's relationship to subscriber:	<input type="checkbox"/> Self <input type="checkbox"/> Spouse <input type="checkbox"/> Child <input type="checkbox"/> Other				
Name of secondary insurance (if applicable):	Subscriber's name:	Policy no.:	Group no.:		
Patient's relationship to subscriber:	<input type="checkbox"/> Self <input type="checkbox"/> Spouse <input type="checkbox"/> Child <input type="checkbox"/> Other				

IN CASE OF EMERGENCY		
Name of local friend or relative (not living at same address):	Relationship to patient:	Best phone no.: (    )

The above information is true to the best of my knowledge. I authorize my insurance benefits be paid directly to the physician. I understand that I am financially responsible for any balance. I also authorize KOH Physical Therapy Lab and/or insurance company to release any information required to process my claims. I will notify you of any changes in my status or the above information.

\_\_\_\_\_  
**Patient Signature** (If minor, responsible party)

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



**OFFICE & FINANCIAL POLICY**  
**KNOW YOUR INSURANCE BENEFITS**

This is an agreement between KOH Physical Therapy, Inc. (KOH PT) and the Patient/Responsible Party signed on this form. By executing this agreement, you are responsible for all medical bills and other charges that result from services rendered by KOH PT Deductible and co-payments are due at time services are rendered. If not paid by following visit, a fee will be assessed. No EXCEPTIONS.

It is our pleasure to assist you in maximizing your insurance benefit by completing your claim forms. As a courtesy, in addition to filing your claim, we will initially ask for your **estimated co-payment**. This is only an estimate based upon the information available to us. Once your carrier has paid the claim, any remaining balance is your responsibility. **Remember benefits quoted are not a guarantee of payment.**

**MEDICARE PATIENTS** Please be aware that you must have a new referral from your doctor in your file at our office every 30 days. Failure to obtain a referral will result in a denial of payment from Medicare. Your therapist will work with you and your doctor to obtain additional referrals. It is your responsibility to be aware of your personal insurance or **Medicare** requirements and benefits (including Physical Therapy) and to schedule accordingly. As a courtesy to you, we will bill your insurance for you. Should your insurance deny payment for any reason, you will be required to pay for anything not covered by your insurance.

Initial \_\_\_\_\_

**ASSIGNMENT OF BENEFITS** I hereby instruct and assign my insurance carrier to KOH PT for the professional/medical expense benefits allowable and otherwise payable to me under my current insurance policy as payment toward the total charges for the professional services rendered. THIS IS A DIRECT ASSIGNMENT OF MY RIGHTS AND BENEFITS UNDER THIS POLICY. I have agreed to pay, in a current manner, any balance of said professional service charges over and above this insurance payment. This assignment will remain in effect until revoked by me in writing. A photocopy of this assignment is to be considered as valid as an original. I hereby authorize said assignee to release all information necessary to secure the payment, via fax transmittal or hard copy. Medical records will be accessible to all therapists of KOH PT.

Initial \_\_\_\_\_

**CONSENT TO TREATMENT** I hereby consent to the therapeutic procedures outlined and to be performed by KOHPT and their associates. I agree to be evaluated and treated for functional loss due to related nerve, muscle, and skeletal dysfunctions and/or pain. I understand that therapeutic procedures can include, but are not limited to: joint and soft tissue mobilization, home exercise programs, functional training including: posture and body mechanics, modalities, such as: heat, ice, electrical stimulation, and ultrasound, and special procedures such as: taping, neuromuscular electrical stimulation, and bladder training. I understand that I will be explained the purpose of the therapeutic procedures prior to receiving treatment and that I may refuse any therapeutic procedure or treatment at any time. I understand that I may consult with other therapists and/or physicians at any time regarding my condition.

Initial \_\_\_\_\_

**NOTICE OF PRIVACY PRACTICES** This notice describes how medical information about you may be used and disclosed and how you can get access to this information. I hereby acknowledge that I have read a copy of this practice's Notice of Privacy Practices.

Initial \_\_\_\_\_

**FINANCIAL POLICY** KOH PT is committed to providing the best treatment for our patients and we charge what is usual and customary for our area. All insurance companies are not the same in what they consider to be usual and customary fees. You are responsible for payment regardless of any insurance company's arbitrary determination of usual and customary rates. We recommend that you read over your policy and contact your carrier if you have any questions regarding your coverage.

Initial \_\_\_\_\_

**AUDIO, PHOTO, & VIDEO RELEASE** I hereby give my consent to KOH PT the absolute and unrestricted right and permission to take my photo, reproduce, distribute and display my image, likeness, name and any other identifying characteristics, for all business and marketing purposes, including but not limited to advancing KOH PT programs. I expressly release KOH PT from any and all claims whatsoever in connection with the use and reproduction of my image, voice, likeness, name or any other identifying characteristics in the above mentioned materials. I understand that there is no compensation for the use of the audio, photos, and/or videos of me.

Initial \_\_\_\_\_

**DENIAL, DELAY OR NEGLIGENCE** KOH PT is not responsible if your insurance carrier denies, delays, or is negligent with its estimated co-payments. When delayed, we will extend the reimbursement period up to thirty (30) days from date of service. This time period will not be extended to patients who provide us with the incorrect insurance information, fail to keep the information current or fail to fill out the necessary forms which their insurance carrier may request in a timely manner. If your insurance carrier postpones payment for more than 90 days, we ask that you make the remaining payment while we work together to get the insurance carrier to pay the obligated amount. Services are due and payable at the time they are rendered unless other arrangements are made in advance. A 10% finance charge will apply on accounts 60 days past due. If account becomes past due, we will take necessary steps in contacting you to collect this debt. If these attempts do not generate a response from you, your account could be subject to the following fees: Finance Charges (currently 10%), In House Collection Fees, Collection Agency fees and any Attorney fees. If you have a balance on your account, we will send you a monthly statement. Unless other arrangements are approved by us in writing, the balance on your statement is due and payable on or before the due date specified on the statement and is past due if not paid on or before that date. We do charge interest (10%) on all past due accounts; interest will begin accruing once the account becomes 60 days past due.

**In signing this agreement, I consent to all of the terms and conditions contained herein** and that I fully agree to all statements made on the form, including but not limited to the Authorization and Release of Liability, Medical Conditions, and Consent to Treatment and this agreement will be in full effect.

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Signature (If minor, responsible party)**

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



**ARBITRATION PROVISION** Any dispute, claim or controversy arising out of or relating to this Agreement or the breach, termination, enforcement, interpretation or validity thereof, including the determination of the scope or applicability of this agreement to arbitrate, shall be determined by arbitration in Orange County, California, before one arbitrator. The arbitration shall be administered by JAMS pursuant to its Comprehensive Arbitration Rules and Procedures. Judgment on the Award may be entered in any court having jurisdiction. This clause shall not preclude parties from seeking provisional remedies in aid of arbitration from a court of appropriate jurisdiction. Allocation of Fees and Costs: The arbitrator may, in the Award, allocate all or part of the costs of the arbitration, including the fees of the arbitrator and the reasonable attorneys' fees of the prevailing party.

**BY SIGNING THIS AGREEMENT YOU ARE AGREEING TO HAVE ANY ISSUE RELATING TO THIS AGREEMENT DECIDED BY NEUTRAL ARBITRATION AND YOU ARE GIVING UP YOUR RIGHT TO A JURY OR COURT TRIAL.**

**If any provision of this Arbitration Agreement is held invalid or unenforceable, the remaining provisions shall remain in full force and shall not be affected by the invalidity of any other provision. I understand that I have the right to receive a copy of this Arbitration Agreement. I understand and acknowledge with the arbitration provision.**

### **APPOINTMENT POLICY**

It has always been our policy here at KOH Physical Therapy, Inc. to give our patients the benefit of the doubt when they forget to show up for an appointment or cancel an appointment with less than 24 hours-notice. There may be a charge for a missed appointment or cancellation without proper notice. This charge will not be covered by insurance, but will have to be paid by you personally. Even if it is a last minute cancellation, we greatly appreciate you notifying us so we can attempt to schedule our waiting list patients into your space.

***In an instance of a cancellation without 24 hours-notice, or no-show to a scheduled appointment, we reserve the right to charge a \$ 75 fee. Subject to change without notice.***

After the 1st offense a credit card number will be requested in the event that we need to charge you. Failure to provide credit card number on file will result in a standard cash rate charge for any subsequent Cancellation/ No Show Agreement infractions. No shows are to be paid by the following session or within one week of the incident, if not paid at that time they will be invoiced with a processing fee. In addition, 3 "no-shows" (missed appointments without prior or any notification) OR cancellations less than 24 hours in advance combined may result in the loss of your physical therapy benefits. We are obliged to notify your referring physician about attendance or compliance problems and your physician may decide to discontinue your course of therapy. **This charge will not be covered by insurance, but will have to be paid by you personally.**

We reserve the right to cancel all future appointments and withhold scheduling future appointments if:

1) The first and second penalty fees are not paid within a week of the offense, and/or Offenses including and after the third offense are not paid by the next appointment or within a week, whichever occurs first.

We guarantee the time and day of your scheduled appointment, but there could be changes to your booked Physical Therapist at times. This will not interrupt your treatment plan. If you miss an appointment due to change in PT, this is considered a non-24 cancel.

The main reason for this policy is that missed appointments create a hardship on our office and the continuity of your care and other patients. We have patients on our waiting list who are in need of a treatment or evaluation, and they cannot always come in with less than 24 hours-notice. Your commitment to attending your appointments, being there on time, and doing your home exercise program is critical for us to help you heal your injuries. **Please call (949) 540-5641, during our office hours MON-FRI 9am-7pm, SAT 9:30am-1:30pm.**

**Our office DOES NOT make reminder phone calls for your appointments. We are happy to provide a print out of your future appointments. Thank you!**

**I understand and agree with the above policy.**

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**Patient Name**

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**Signature** (If minor, responsible party)

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**Date**



## Agreement for Credit Card Transactions

In order to make the payment process more convenient for everyone, we require that you sign below indicating your understanding that we will **automatically** charge your credit card on file for any outstanding balances (including, but not limited to: co-pays, coinsurance, deductibles or late cancellation) charges during each scheduled appointment.

Your credit card information is very well protected according to our own very high standards and in accordance with the applicable laws within our encrypted, HIPAA compliant file.

If you would like a receipt, we'd be more than happy to provide one for you. Just ask at the front desk each time.

I (**Patient Name**), \_\_\_\_\_, if minor (Guardian Name) \_\_\_\_\_ approve KOH Physical Therapy, Inc. to have my credit card information on file which entails the account number, CV Code, expiration date, and the billing zip code that is associated with the credit card.

Card Holder Name \_\_\_\_\_

Cards Accepted – Visa    MasterCard    Discover    AmEx

CC # \_\_\_\_\_

Security Code \_\_\_\_\_

Expiration Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Billing Zip Code \_\_\_\_\_

I approve KOH Physical Therapy, Inc. to charge my credit card on file regarding any payments that I owe which consists and is not limited to invoices, physical therapy treatment session, and any balances that I may have.

KOH Physical Therapy, Inc. will not disclose any of your credit card information to anyone.

I have read and understand the above agreement.

\_\_\_\_\_  
**Authorized Signature** (Patient or Legal Guardian)

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