



PACIFIC POINT PODIATRY

TEA NGUYEN, DPM

P (831) 288-3400 F (831) 319-4637  
243 GREEN VALLEY RD STE A, FREEDOM, CA 95019  
831FEET.COM

## NEW PATIENT REGISTRATION

(1) Your Primary Doctor \_\_\_\_\_ (2) Referred by \_\_\_\_\_

(3) Name (first, last) \_\_\_\_\_

(4) I prefer to go by Mr / Mrs / Miss / Dr / Other: \_\_\_\_\_ (5) Birthdate \_\_\_\_\_

(6) Sex: Male / Female / Other (7) Marital status: Single / Married / Divorced / Widowed

(8) Home address \_\_\_\_\_

(9) Primary phone # \_\_\_\_\_ (10) Secondary phone # \_\_\_\_\_

(11) Email \_\_\_\_\_

(12) Occupation: \_\_\_\_\_ (13) Employer: \_\_\_\_\_

### If patient is a minor (under age 18), parent or guardian to fill out

Parent / Guardian Name \_\_\_\_\_ Relationship to the patient \_\_\_\_\_

Primary phone # \_\_\_\_\_ Secondary phone # \_\_\_\_\_

## EMERGENCY CONTACT

(14) Local friend or relative name \_\_\_\_\_ (15) Relationship \_\_\_\_\_

(16) Primary phone # \_\_\_\_\_ (17) Secondary phone # \_\_\_\_\_



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**PAST MEDICAL HISTORY** (Circle if you have/had):

- |                                      |                               |                  |
|--------------------------------------|-------------------------------|------------------|
| AIDS / HIV                           | Circulation problems          | Stomach ulcers   |
| Arthritis                            | Diabetes Type 1 (autoimmune)  | Kidney problems  |
| Anemia                               | Diabetes Type 2 (adult onset) | Liver disease    |
| Artificial heart valve/heart disease | Epilepsy/seizure/fainting     | Neuropathy       |
| Asthma or shortness of breath        | Eye problems                  | Psychiatric care |
| Back problems                        | Gout                          | Stroke           |
| Bleeding, clot disorder              | Headaches/migraines           | Tuberculosis     |
| Cancer                               | Hepatitis A / B / C           | Other:           |
| Chest pain                           | High or low blood pressure    |                  |
|                                      | Sexually transmitted disease  |                  |

**HOSPITALIZATIONS / SURGICAL HISTORY:**

**FAMILY MEDICAL HISTORY** (Immediate family):

**PREFERRED PHARMACY:** Name / Street / City

**ALLERGIES** (circle): Codeine      Contrast dye      Latex      Penicillin      Sulfa      Shellfish

Other: \_\_\_\_\_

**MEDICATION / SUBSTANCE USE**

Tobacco or nicotine use, # of years \_\_\_\_\_ Recreational drug use \_\_\_\_\_

Former smoker quit date \_\_\_\_\_ Alcohol use (# drinks/week) \_\_\_\_\_

List of medication, herbal supplement (or provide a copy of your list) with dosage and frequency.

**IS THERE ANYTHING ELSE YOU WOULD LIKE THE DOCTOR TO KNOW?**



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## OFFICE POLICIES & FEES

Thank you for choosing Pacific Point Podiatry for your foot, ankle and wound care. We realize there are many choices and are pleased you have chosen us. Our staff strives to make your experience as pleasant as possible. In order to maintain a high level of care, we have to implement the following policies, which allow us to better utilize available appointments for our patients in need of medical attention.

**Office Hours** For appointments, prescription refills and test results, please call our office during normal business hours. Abnormal test results will only be discussed in person. Prescription refills may take 1-2 days, so be sure to plan ahead. Antibiotics and narcotics will not be prescribed over the phone. We do not prescribe narcotics routinely, you may need to see a pain specialist instead.

**Urgent Care** We offer walk-ins on a first come first serve basis, schedule permitting. If we are unable to accommodate you, you should go to the nearest urgent care center or emergency room for true emergencies. Pain medication refills are not considered true emergencies so plan ahead and make arrangements with your primary care doctor or pain specialist who can better serve your needs.

**Appointments** Occasionally, we encounter office emergencies or patients requiring more time. We hope you understand and accommodate for these rare instances that may delay your appointment time. We encourage you to reschedule so that you can have the time and attention you deserve.

**Cancellation/No-Show** We understand cancellations may happen from time to time. In order to be respectful to other patients requiring medical attention, please call to cancel or reschedule promptly. Due to planning that is involved with your appointment, you will be billed an administrative fee of **\$50 for not canceling 24 hours in advance** or you do not show to your appointment. Your insurance will not pay for this. Repeated no-shows may result in your care being transferred elsewhere.

**Other** We encourage a respectful and professional environment for all who come through. We reserve the right to refuse care in patients who are rude or threatening to any staff member of Pacific Point Podiatry.

## Your Financial Responsibility

### If You Have Health Insurance

- Cost/payment cannot be guaranteed since insurance policies are always changing. Your insurance policy is a contract between you and your insurance company. *Our relationship is with you, the patient, and not the insurance company.* Therefore, if you have questions about your policy, contact your insurance carrier.
- You will be responsible for understanding your coverage including co-payments, deductibles and non-covered services. Check with your insurance that our office is in-network. Additional charges may be applied by your insurance if we are out-of-network.
- Please inform us of any changes in coverage, including your address or phone number. Obsolete information resulting in denial of claims may be subject to a **\$25** administration fee.
- Some insurances require a referral from your primary care doctor to see us to receive the maximum benefit of your insurance.



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- If your annual out of pocket expenses have not been met, you will be required to pay a deposit of **\$125** at the time of your visit. This will be applied to your account and a statement will be sent reflecting any additional monies owed and a response from your insurance carrier. If it has been stated by your insurance carrier that a deductible deposit cannot be collected at the time of service, a valid credit card will be required and stored securely. Upon a claim response, your credit card will be charged and a detailed statement will be provided along with a paid receipt.

**If You Do Not Have Health Insurance** Payment is due at the time of service. A cash fee schedule is available.

**Payment/Collection/Fees** We accept cash, check, Visa or MasterCard. We will make all reasonable attempts to collect outstanding balances, including convenient payment arrangements. **Accounts not paid within 30 days are subject to a 10% annual finance charge.** To improve our efficiencies, the following administrative fees will be added to your balance and is not covered by your insurance:

- As a courtesy, we will bill your insurance for the services rendered. Should any part of it be denied, the full balance is due immediately. Balances not received within 30 days will be charged **\$15**. If it is not paid for more than 90 days it will be sent to a third-party collection agency plus an additional **\$35**.
- Returned checks: **\$20**.
- Surgery cancellation made within 10 days of scheduled date: **\$200**.

**Forms/Letters** Various forms as related to your medical care require time so please allow 7-10 days upon your request to be completed. This includes short-term disability forms for our surgical patients. Long-term issues should be addressed with your primary care doctor. Disability forms or other requested documentation: **\$15 each**.

**Medical Records** Per HIPAA guidelines, copies of your medical records need to be requested in writing using our Release of Medical Information form. The first set of copies is free of charge, additional copies will have a fee of a minimum of \$10.

**Insurance Release** The entirety of the above information is true to the best of my knowledge. I authorize my insurance benefits be paid directly to the physician and to use my signature on all insurance submissions required to process claims. I understand I am financially responsible for any balance.

Please initial

- \_\_\_\_\_ I have read the above and agree to comply with the office policies and consent to treatment. **I agree to pay all finance charges, all collection fees (third party collection fees included), attorney fees, and any other cost that may be incurred to enforce collection of any amount outstanding on my account.**
- \_\_\_\_\_ I have read the HIPAA form and acknowledge that I can request a copy of this form.

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Print your full name

Thank you for your understanding and cooperation. We are delighted to serve you.



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### MEDICAL RECORDS RELEASE

**Information to be released (check one)**

- Complete records OR
- Restricted records (specify information you are requesting):

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**Who in your family/friends can we discuss your medical care with?**

Name \_\_\_\_\_

Relationship \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

**Which medical doctor(s) can we share your medical records with?**

Name \_\_\_\_\_

Address \_\_\_\_\_

Fax \_\_\_\_\_

Phone \_\_\_\_\_

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Print your full name



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## CONSENT FOR PHOTOS

I give my consent to have photographs, videotaped images, or other images made of myself. I understand and agree that these images may be used by **Pacific Point Podiatry** or authorized persons for the purpose outlined here: Teaching purposes, includes being shown to other patients, advertisements, placement on websites, social media, scientific and/or research publications. I provide unrestricted rights to all materials produced.

\_\_\_\_\_ I initial here to give consent

\_\_\_\_\_ I initial here to **not** give the above consent

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Print your full name