

Last Name _____ First Name _____ M.I. _____

Address _____

City _____ State _____ Zip _____

Home Phone () _____ Cell Phone () _____

Birthdate _____ Age _____ *E-Mail _____

Social Security # _____ - _____ - _____ Male Female Married Single

Employer _____ Title _____ Phone _____

Spouse's Full Name _____

Emergency Contact _____ Phone _____

Family Doctor _____ Last Visit _____

How Did You Hear About Upstate Podiatry? _____

Allergies (Check All That Apply):

_____ No Known Allergies _____ Adhesive Tape _____ Aspirin _____ Codeine
_____ Cortisone _____ Local Anesthetic _____ Latex _____ Penicillin
_____ Sulfa Other _____

Have You Ever Been Treated For:

_____ Arthritis _____ Abnormal Bleeding From A Cut _____ Anemia
_____ Diabetes _____ Asthma _____ Gout
_____ Heart Problems _____ High Blood Pressure _____ Kidneys
_____ Low Back Pain _____ Phlebitis _____ Stroke
_____ Ulcers Other _____

Smoking: No Previously Yes ___packs/day Alcohol: No Occasionally Daily

Chief Foot Complaint _____

Present Medical Problems _____

Major Operations or Injuries _____

List All Present Medications _____

OVER PLEASE

* E-mail addresses are used for contact information only and will not be shared with anyone

Primary Insurance _____ Name of Policyholder _____

Policyholder's Social Security # _____ - _____ - _____ Policyholder's Date of Birth _____
Employer _____ Work Phone _____

Secondary Insurance _____ Name of Policyholder _____
Policyholder's Social Security # _____ - _____ - _____ Policyholder's Date of Birth _____
Employer _____ Work Phone _____

Prescription Insurance _____ Local Pharmacy _____

PLEASE READ CAREFULLY BEFORE SIGNING

As part of our office policy, we require that your deductible (if not met), co-payment, and/or co-insurance be paid in full at the time of treatment. You are fully responsible for any amount not paid by insurance. Our office accepts cash, check, Visa, Mastercard, and Discover.

I hereby authorize Upstate Podiatry Group, PA to release to my insurance company or other medical professionals any medical information acquired in the course of my examination or treatment. I also authorize payment from my insurance company to Upstate Podiatry Group, PA for any surgical and/or medical benefits due for services rendered.

****I acknowledge that I was provided a copy of the Notice of Privacy Practices and that I have read (or had the opportunity to read if I so chose) and understood the notice.**** _____ (please initial) ****Located in the waiting room next to the receptionist window in the magazine rack****

Patient/Responsible Party Date

**IF PATIENT IS UNDER 18 YEARS OLD OR A FULL TIME STUDENT,
PLEASE COMPLETE THE FOLLOWING INFORMATION:**

Mother's Name _____
Employer _____ Work Phone _____

Father's Name _____
Employer _____ Work Phone _____

UPSTATE PODIATRY GROUP, PA

801 SE Main Street
Simpsonville, SC 29681

William S. Long D.P.M.
Katherine M. Heugel D.P.M.

(864) 399-9070

HIPAA Consent to Leave Message and Discuss Medical Record

Patient Name: _____ Record Number: _____

I wish to be called at home ___ ; other ___ (check all that apply) regarding my care and follow-up, including appointments. The best telephone number(s) to reach me are:

Home: _____ Other: _____

I do ___ , Do not ___ (check one) give permission to leave relevant medical information on my answering machine or voicemail.

I do ___ , Do Not ___ (check one) want relevant medical information and/or billing information shared with the person who may call or answer the telephone. The name(s) of the individual(s) with whom you may discuss this pertinent information are:

Patient Signature: _____ Date: _____

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American Board of Podiatric Surgery
American College of Foot and Ankle Surgeons

(864) 399-9070
Fax (864) 399-9664

Narcotics Policy

Our office policy on the use and prescription of narcotics is as follows:

No new narcotic or refill narcotic prescriptions will be issued after 5:00 PM Monday through Thursday, after 12:00 PM on Friday, or on weekends – NO EXCEPTIONS. If you feel that you are going to run out of your prescription, please call us at least one business day prior to needing the refill so your physician may review the request before you run out. Prescriptions will not be

filled if you have not been seen within 1 month. Narcotic prescriptions may not be called in to your pharmacy. A physical prescription is required.

Office Visits:

- No narcotics will be prescribed for chronic pain. However, narcotics may be prescribed for acute injuries when they are less than one week old. The narcotic prescription will not exceed 5 days of treatment.
- If you are under the supervision of a pain management physician, we expect you to disclose this information to us on your first visit. Failure to do so would be fraud, and would violate your contract with your pain management physician. Further, if you have been receiving narcotics from your primary care physician or any other physician, we expect you to disclose this information.

Post-operative:

- Narcotics will only be prescribed for a period of two to three weeks after a surgical procedure. Under extreme circumstances, a patient may receive narcotic medications for up to three months post-surgery. If the pain continues after this time, a pain management consult will be issued. There are occasional exceptions to this rule, but your physician may need to see you to reevaluate your condition prior to renewing your prescription.
- If you are on chronic narcotics from a pain management physician, you will need to receive your post-operative pain medicine from that physician, unless pre-arranged with us prior to your surgery.

As part of keeping our patients informed, we want to make you aware of the reasons we limit the use of narcotics.

1. Severe postoperative/post injury pain that would require narcotics will usually reduce significantly by 2-3 days after surgery or injury, and is usually gone by 10-14 days. Postoperative needs for narcotics longer than this period may signal complications that potentially require a more direct or specific treatment plan instead of covering up the problem. Often, a need for narcotics longer term indicates the patient may be overdoing things and compensating with narcotics. Although you may desire to be active, it is possible to be too active. It is important to listen to your body and respond to the cues it gives. A quicker recovery is more likely with reduced activities so that pain is controllable without narcotics. The goal is to make the best recovery from surgery or injury as possible.
2. After 3-7 days, your brain wants to, and is supposed to manage the pain naturally. This is the best way to manage medium and long-term soreness and mild pain. Narcotics are known to block these normal processes, inhibiting the body's own pain control.
3. Narcotics are proven to be habit forming. Dependency on pain medication can start in as little as 2 weeks after beginning use. We cannot tolerate allowing this to happen.

The South Carolina Podiatric Medical Association and the Drug Enforcement Administration track physicians and their prescribing of narcotics. Podiatric surgeons are not expected to prescribe narcotics for long-term use. We agree with this policy set forth by our state. Therefore, if you are receiving narcotics from your previous physician or primary care physician, you will need to continue to see them for prescriptions.

We do not deny that you may often have pain. However, it is necessary to be aware of your body's own ability to tolerate pain and the need to rely on this process in a timely manner. We have created this policy to assist in assuring that our patients receive the best possible care and appreciate your assistance in enforcing it.

If you have any questions regarding our office policy on the use of narcotics, feel free to contact us so we can discuss it further. If you feel you need assistance with long-term (chronic) pain control, we will be happy to guide you to a pain management specialist.

I have read, understand, and agree to the above policy:

Print

Sign

Date

Office Policies and Procedures

- ❖ **Payment is due when services are rendered** . Payment due is based upon primary insurance benefits. If you carry a balance higher than \$100 you may be asked to pay towards that balance prior to making future appointments.
- ❖ Trimming of corns and calluses is considered a routine procedure by **MOST** insurance companies (with the exception of Medicare). **You will be required to pay for this service as an out of pocket expense.** Medicare only allows these services once every 61 days
- ❖ Kindly give **24 hour notice** if you need to cancel an appointment. Appointments not cancelled within 24 hours and / or appointments broken without notification **will be charged a \$35 fee. Cancelled/Broken surgical appointments will be charged a \$50 fee.**
- ❖ **Prescriptions called in or picked up will have a charge of \$10.00 per prescription.** Please ask for any prescriptions you may need during your office visit to avoid this charge.
- ❖ **There will be a charge of \$10 minimum to fill out Disability/FMLA forms.** This amount is subject to change. Payments is due before the completed paperwork can be faxed.
- ❖ **X-rays taken in our office are digital images.** You may obtain a CD of the x-ray images for a charge of \$5.00. Please call our office and allow 2 business days for digital images. Once the CD has been created, the \$5.00 charge will be applied to your account, even if you fail to pick up the record.
- ❖ **There will be a minimum \$25 charge for providing medical records in any format.** The charge will increase accordingly for more lengthy/involved charts. This charge also applies to requests from a patient's attorney. The charge will be applied to your account once the records have been prepared, even if you fail to pick them up.
- ❖ **Please silence your cell phones while in the treatment rooms.**

I have read and I agree to adhere to these policies and procedures.

Sign _____ **Date** _____