



## OUR MUTUAL AGREEMENTS

Welcome to Evans Rehabilitation & Wellness. Our goal is to make your visit with us a pleasant and rewarding experience. The success of your rehabilitation efforts depends on your personal commitment and participation. Based on your available insurance or the circumstances surrounding the injury that has caused you to seek this treatment, the commitment required of you may be one of both time and finances (Please read carefully our Financial Policy below).

We realize that your time and finances are both important however in return for your commitment, we promise to dedicate our time, professional skills, effort, and compassion. We are committed to providing you with excellent professional care and customer service in a caring and professional environment. Communication is at the heart of any successful rehabilitation effort so please be sure to share with us any information that you think may be of assistance with our efforts.

### Our commitments to you:

- **Excellent** customer service
- Professionalism
- Flexible scheduling
- Respect for your time-seen within 15 minutes of scheduled appointment time

### Our requirements of you:

- Respect for our time-prior day cancellation notice
- Timely arrival for your appointment
- Participation in prescribed home program
- Honest and open communication

We realize that unforeseen events may occur which require you to cancel your appointment on the same day it is scheduled, however we expect that this will be rare.

- 1) A same day cancellation is defined as contacting our office on the day of your appointment in order to cancel or reschedule.
- 2) A No-Show is defined as failure to show up for your appointment without cancelling prior to your appointment time. Contacting us after your appointment time in order to cancel or reschedule the appointment will be considered a No-Show.

In order that we might provide the best possible care to all of our patients, A No-Show or multiple same day cancellations will result in one or both of the following:

- **Discharge from care with a notification letter to your referring physician**
- **A fee of \$25 being assessed to your account**

If we fail in any way to meet your expectations, please notify the clinic manager so that we may correct and resolve your concerns.

I have read and understand the above requirements

\_\_\_\_\_  
**Signature of Patient/Responsible Party**

# Patient Information Sheet

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

Patient Name: \_\_\_\_\_  
Last First M.I.

Date of Birth: \_\_\_\_\_ SS# \_\_\_\_\_ Email Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home PH: ( ) \_\_\_\_\_ Cell PH: ( ) \_\_\_\_\_ Work PH: ( ) \_\_\_\_\_

Emergency Contact Person: \_\_\_\_\_ Relation: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_

My condition is related to:

Work  Auto Accident (state \_\_\_\_\_)  Other: \_\_\_\_\_

Onset/Date of Injury: \_\_\_\_\_ Primary Care Physician: \_\_\_\_\_

Employer Name & Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Within the last 12 months have you received care in your home for any condition, to include, Nursing, Occupational Therapy or Physical Therapy?  Yes  No

If yes, please list what agency you used and when your last month of service was: \_\_\_\_\_  
\_\_\_\_\_

How did you hear about us? \_\_\_\_\_

Why did you choose this clinic? \_\_\_\_\_

## Insured Party Information

Did you obtain health insurance through YOUR employer or otherwise obtained in YOUR name?

Yes  No

If NO, please complete the section below with policy owner information.

Insured Name: \_\_\_\_\_  
Last First M.I.

Insured Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Gender:  M  F

Relationship to patient: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Home PH: ( ) \_\_\_\_\_ Cell PH: ( ) \_\_\_\_\_

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Thank you for choosing Evans Rehabilitation Services for your Physical Therapy needs. The following is an explanation of our Financial Policy. Please read the following material and if you have any questions about any part of this policy, we have financial specialists on staff that will be happy to explain any aspect of these policies. You will be asked to provide us with a written acknowledgement that you have read and understand these policies prior to receiving any treatment.

## Financial Policy

While our main concern is that you receive the proper care and optimal treatment needed to restore your health, financial realities and insurance regulations and contracts require that we fully understand the circumstances that gave rise to your injury so that we may determine what individual or insurer may be responsible for the payment of the charges related to your care.

**ULTIMATELY EACH INDIVIDUAL IS RESPONSIBLE FOR THE PAYMENT OF ANY CHARGES RELATED TO THEIR OWN CARE AND TREATMENT. AS A COURTESY WE WILL ASSIST YOU, WHERE APPROPRIATE, BY FILING CLAIMS FOR THE PAYMENT OF YOUR CARE WITH HEALTH INSURERS OR OTHER INDIVIDUALS OR ENTITIES. IN THE EVENT THAT THE CHARGES FOR YOUR CARE ARE NOT COVERED OR PAID FOR BY OTHERS, YOU AGREE TO PAY US IN ACCORDANCE WITH THE FINANCIAL POLICIES SET OUT HEREIN.**

**WORKMEN'S COMPENSATION:** If we are treating you for a workers' compensation injury and for any reason your claim is denied or contested by your workers' compensation insurer, you will be responsible for the payment of any charges that are unpaid by such insurer.

**PATIENT PAYMENT:** If the charges for your care and treatment is not paid for by any health insurance carrier, workers' compensation insurer, governmental payer or the insurer for some At Fault Third Party, payment for your care and treatment is due in full at the time the service is provided unless other payment arrangements are made in advance and in writing.

Our office is designed to provide the highest quality physical therapy and rehabilitation care and treatment available, our office is not designed to be a provider of credit or otherwise designed to provide the financing of patient care and treatment. At the same time, we understand that temporary financial problems or financial hardship associated with an unexpected injury or event may affect the timely payment of your account balance. If this is the case, please communicate this with our business office and we will be happy to attempt to work out a payment arrangement although such arrangements generally will not exceed a time period of six (6) months from the conclusion of our services.

*For your convenience, we accept VISA, MasterCard and DISCOVER. In the event any payment is made on your account by check, draft or money order and such check, draft or money instrument is returned for lack of funds, you will owe, in addition to the amount of such check, a service charge in the amount of thirty dollars (\$30.00) or five percent (5%) of the face amount of the instrument, whichever is greater.*

**In the event that your account, or any portion thereof, is not paid within thirty (30) days of the billing of the account, finance charges will accrue on such outstanding balance at the rate of twelve percent (12%) per annum. Interest will be computed on the basis of a three hundred sixty (360) day calendar year. In addition to the finance charges, in the event that any account is not paid as and when due, the undersigned agrees to pay, in addition to such finance charges, all costs of collection specifically including, but not limited to the cost of collection associated with referral to a collection agency or an attorney at law.**

We thank you for choosing Evans Rehabilitation & Wellness as your health care provider and we appreciate your trust in us and the opportunity to serve you.

I have read, understand and hereby agree to comply with the financial policies and arrangements described above and I hereby agree to be bound by all of the terms and provisions hereof as regards the payment of my account.

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Signature of Patient/Responsible Party

Date: \_\_\_\_\_

\_\_\_\_\_  
Please print patient's name

# PROTECTED HEALTH INFORMATION (PHI) ACKNOWLEDGMENT STATE OF GEORGIA AUTHORIZATION

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## **Protected Health Information Acknowledgment Pursuant to the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”)**

By my signature below, I hereby acknowledge receipt of the Evans Rehabilitation Services’ **Notice of Privacy Practices** related to a list of the specific practices of use and disclosure of Protected Health Information (PHI) by Evans Rehabilitation Services.

### **Authorization to Receive Therapy**

The undersigned grants authority to Evans Rehabilitation & Wellness and its staff to perform procedures and treatments deemed necessary for this patient and generally are used in the care of patients in this and similar physical therapy facilities. Additionally, the undersigned grants permission for the ERW staff to provide emergency treatment if it is needed, or to transfer this patient to a local hospital for emergency treatment deemed necessary by the hospital medical staff.

### **Authorization to Release Information**

I hereby authorize the release by Evans Rehabilitation & Wellness (“ERW”) of any and all of my medical information or medical records necessary to process any and all insurance claims on my behalf. I further authorize any and all other medical providers and/or holders of medical information about me to release any and all of such records and information to ERW as requested by ERW to determine the eligibility for and process the claims of ERW related to the provision of rehabilitation services to me.

### **Payment Authorization**

The undersigned hereby assigns unto Evans Rehabilitation & Wellness all rights to receive payment from my insurance company for the provision by ERW of Physical Rehabilitation Services and I direct my insurer to pay any and all amounts due for the provision of such services directly to Evans Rehabilitation & Wellness.

**I acknowledge having read and hereby agree to each of the above acknowledgment/authorizations.**

\_\_\_\_\_  
**Signature of Patient/Responsible Party**

\_\_\_\_\_  
**Please print patient’s name**

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

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## Authorization to Release Medical Records

(List any office that may request your therapy records. Ex. Attorney, non-referring physician)

I, \_\_\_\_\_ authorize release of my ERS **medical records** by written or verbal communication to the following, if requested:

\_\_\_\_\_  
(Name of authorized person / office)

\_\_\_\_\_  
(Name of authorized person / office)

## Authorization for Release of Appointment/Billing Information Records

(List any person that may call, on your behalf, to make or change appointments or ask billing questions. Ex. Spouse, child, caregiver)

I, \_\_\_\_\_ authorize release of my **appointment** and/or **billing** information to the following person(s) listed below:

\_\_\_\_\_  
(Name of authorized person or persons)

\_\_\_\_\_  
(Name of authorized person or persons)

\_\_\_\_\_  
(Signature of patient)

\_\_\_\_\_  
Date



## Workers Compensation Patients

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Please be aware that Evans Rehabilitation Services has a strict attendance policy and that failure to show for an appointment without prior notification will not be tolerated. Missed appointments will result in our office contacting your referring physician and your worker's compensation case manager to inform them of your noncompliance to show for your appointment as well as discharge from our facility.

Thank you,  
Evans Rehabilitation Services

\*I have read and understand the attendance policy

\_\_\_\_\_  
Patient Signature

\_\_\_\_\_  
Date



## Medication List

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

### Prescription Meds:

Medication	Dosage	Medication	Dosage

### Non-Prescription Meds:

Medication	Dosage