



**For official use only:**  
 Physical Therapist: \_\_\_\_\_  
 Diagnosis Code: \_\_\_\_\_

Patient's Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

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

Date of Birth: \_\_\_\_\_ Sex:  Male  Female S.S. #: \_\_\_\_\_

Employer: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Employer address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Referring Physician: \_\_\_\_\_ Physician's address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone #: \_\_\_\_\_

**If Married:** Spouse's Name: \_\_\_\_\_ Employer: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ DOB: \_\_\_\_\_

**PLEASE COMPLETE IF PATIENT IS A MINOR:**

**Mother/Guardian's name:** \_\_\_\_\_ Address: \_\_\_\_\_

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

Employer: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone #: \_\_\_\_\_

**Father/Guardian's name:** \_\_\_\_\_ Address: \_\_\_\_\_

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

Employer: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone #: \_\_\_\_\_

**INSURANCE INFORMATION: Please present the front office with insurance cards**

**Primary Insurance Carrier's Name:** \_\_\_\_\_ Address: \_\_\_\_\_

Subscriber's Name: \_\_\_\_\_ Employer Name: \_\_\_\_\_

Subscriber's ID #: \_\_\_\_\_ Group #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

**Secondary Insurance Carrier's Name:** \_\_\_\_\_ Address: \_\_\_\_\_

Subscriber's Name: \_\_\_\_\_ Employer Name: \_\_\_\_\_

Subscriber's ID #: \_\_\_\_\_ Group #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

**Is treatment a result of a:**  On the job injury  Auto  Accidental

Date of Injury: \_\_\_\_\_ Claim #: \_\_\_\_\_

**Emergency Contact:** Name: \_\_\_\_\_ Phone: \_\_\_\_\_

I authorize Grandview Physical Therapy to use and disclose health and medical information for the purposes of treatment, payment and health care operation. Under all circumstances I assume final responsibility for my account understanding that in the event my account becomes delinquent, I agree to pay accrued finance charges, court costs and attorney fees. I consent to physical therapy services prescribed by any physician. I authorize payment of medical benefits by my insurance company to Grandview Physical Therapy for services rendered. I have received this practice's Notice of Privacy Practices written in plain language.

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

**Authorization for Release of Information:** I authorize the release of medical information to the person(s) named below:

- All Medical and Billing Information  Appointment Information Only

\_\_\_\_\_  
Name, Relationship to Patient & Date

\_\_\_\_\_  
Name, Relationship to Patient & Date

\_\_\_\_\_  
Name, Relationship to Patient & Date

Name \_\_\_\_\_ Date \_\_\_\_\_

1. What is your problem or injury? \_\_\_\_\_

2. How did your problem or injury begin? \_\_\_\_\_

3. How long ago did it begin? \_\_\_\_\_

4. What is your type of work? \_\_\_\_\_

5. Are you working? .....  Yes  No

If no, is it because of your problem? .....  Yes  No

6. Before this injury were you completely free of symptoms? .....  Yes  No

7. Have you ever had anything similar before? .....  Yes  No

8. What, if any, treatments have you had for this current problem?

Check one:  Physical therapy  Chiropractic  Medical  Other

9. What eases your pain? .....  Sitting  Standing  Walking  Lying down

10. What makes your pain worse? .....  Sitting  Standing  Walking  Lying down

11. Do you have any feelings of pins and needles or numbness?

Yes  No

12. Do you have any other problems?

Yes  No

13. Are you taking any medications?

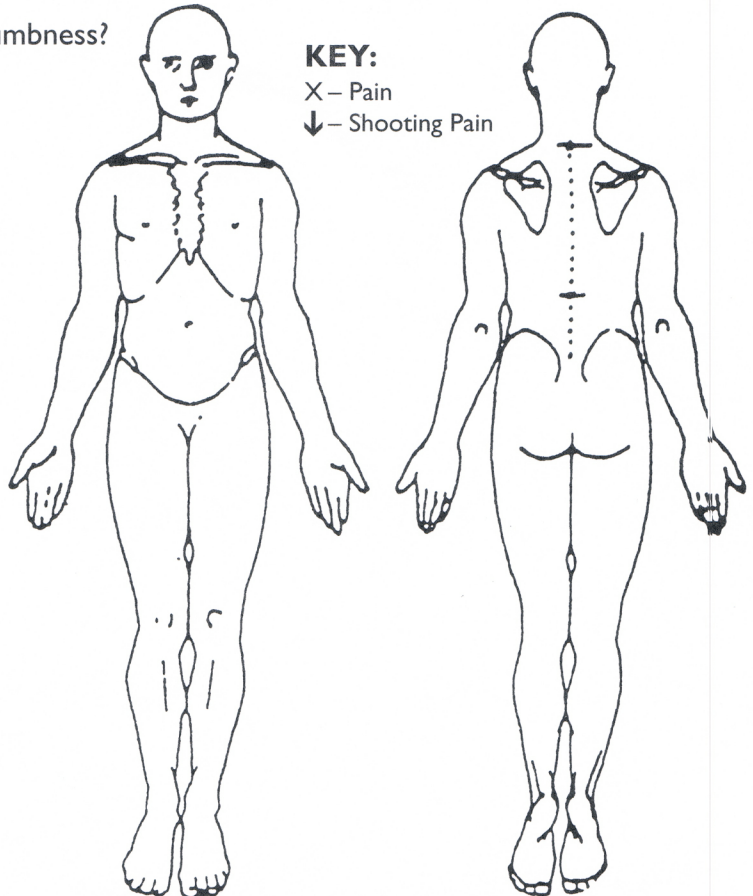
Yes  No

What kind? \_\_\_\_\_

**KEY:**

X - Pain

↓ - Shooting Pain



14. Show on the body figure the places of discomfort.

# NEW PATIENT INSURANCE INFORMATION FORM:

Revised 3/3/04

Patient's name: \_\_\_\_\_

(1) Insurance Company: \_\_\_\_\_

(2) Insurance Company: \_\_\_\_\_

Insurance Phone #: \_\_\_\_\_

Insurance Phone #: \_\_\_\_\_

## INSURED INFORMATION:

### 1<sup>st</sup> Insurance:

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

Date of birth: \_\_\_\_\_

Social Security #: \_\_\_\_\_

Policy or Claim #: \_\_\_\_\_

DOI/DOA: \_\_\_\_\_

Dx Code: \_\_\_\_\_

### 2<sup>nd</sup> Insurance:

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

Date of birth: \_\_\_\_\_

Social Security #: \_\_\_\_\_

Policy or Claim #: \_\_\_\_\_

DOI/DOA: \_\_\_\_\_

Dx Code: \_\_\_\_\_

## CHECKLIST FOR CALLING INSURANCE COMPANIES:

(1<sup>st</sup> Insurance)

(2<sup>nd</sup> Insurance)

Name of person calling insurance: \_\_\_\_\_

1. Effective date of patients policy: \_\_\_\_\_

2. Did they have max? \_\_\_\_\_

Dollar amount for PT or max. # of visits? \_\_\_\_\_

3. What percentage does insurance pay? \_\_\_\_\_

4. What is patient portion (i.e. % or co-pays)? \_\_\_\_\_

5. Has deductible been met? \_\_\_\_\_

6. Do they need pre authorization? \_\_\_\_\_

7. Do they need doctor prescription? \_\_\_\_\_

8. Name of person speaking to: \_\_\_\_\_

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

DSHS Patients: Ask the patient if they have received physical therapy from any other physical therapy clinic so far this year: Yes \_\_\_ No \_\_\_

If yes, how many visits have they had: \_\_\_\_\_

**DSHS patients are limited to 12 treatments per year unless they have a special diagnosis.**

Is the patient straight DSHS: Yes \_\_\_ No \_\_\_ if no, phone call is required.

Is the DSHS patient PBC, Regence or CHIS/CHPW: Yes \_\_\_ No \_\_\_ if so, pre-authorization and a phone call are required.

**We are contract to see Molina patients**

If DSHS card states CNP they have physical therapy coverage. Any other initials phone call is required.

Medicare Patients: Does the patient have a Medicare card: Yes \_\_\_ No \_\_\_

If no, a phone call to Medicare to verify coverage is required.

