



# ORTHOPAEDIC SPECIALTY INSTITUTE

MEDICAL GROUP OF ORANGE COUNTY

Patient Registration					
Patient Information	First Name		Middle Initial	Last Name	
	Date of Birth		Social Security Number		Gender <b>Male Female</b>
	Street Address		City	State	Zip Code
	Marital Status (circle one) <b>Married Single Divorced Widowed</b>			Primary Care Physician	
	Phone number:	Home	Cell	Work	
verified by:	Email address		Driver's License #	Employer	
	Emergency Contact Name		Relationship	Phone	
	Date of injury/onset of symptoms	Was this an injury? <b>NO YES</b>	If yes, Where did your injury occur? <b>WORK AUTO HOME SCHOOL OTHER:</b>		
Insurance Information	Name of Primary Insurance:			Name of Secondary Insurance:	
	Insured's Name:			Insured's Name:	
	Insured's Date of Birth:			Insured's Date of Birth:	
	Insured's Social Security number			Insured's Social Security number	
	ID #			ID #	
	Group #			Group #	
	Claims Address:			Claims Address:	
	Phone:			Phone:	
<b>Guarantor Responsible Party</b> <input type="checkbox"/> Patient <input type="checkbox"/> Other (if other please fill in information below)					
verified by:	Name:		Date of Birth	Relationship to patient:	
	Street Address		City	State	Zip Code
	Phone number	Social Security Number		Employer	

I hereby assign the insurance benefits to which I am entitled, directly to ORTHOPAEDIC SPECIALTY INSTITUTE, a medical group. I understand that I am financially responsible for all charges regardless of insurance verification, benefits and eligibility. I authorize release of medical records and information regarding medical history that is requested by the insurance company. A photocopy of this authorization is accepted with the same authority as original.

**Photo identification and insurance cards must be presented at the time of service to enable OSI to submit claims to your insurance carrier. Should identification and insurance cards not be presented, you will become a cash patient with payment in full due at the time of service.**

This agreement will remain valid from this day forward to include all future services relating to the above patient.

\_\_\_\_\_  
SIGNATURE OF PATIENT/GUARDIAN

\_\_\_\_\_  
DATE

## NEW PATIENT HISTORY

NAME \_\_\_\_\_ DATE \_\_\_\_\_ AGE \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_ HEIGHT \_\_\_\_ft \_\_\_\_in WEIGHT \_\_\_\_\_lb

WHO REFERRED YOU TO THIS OFFICE? \_\_\_\_\_

INTERNIST/PCP \_\_\_\_\_ CARDIOLOGIST \_\_\_\_\_

OTHER SPECIALIST(S) \_\_\_\_\_

REASON FOR YOUR VISIT \_\_\_\_\_ LEFT / RIGHT / BOTH

DURATION OF SYMPTOMS \_\_\_\_\_ MONTHS \_\_\_\_\_ YEARS

What make is better? \_\_\_\_\_

What makes it worse? \_\_\_\_\_

Have you had any of the following?

- Steroid Injections Last injection \_\_\_\_\_ How many? \_\_\_\_\_
- Viscosupplementation Injections (Synvisc, Orthovisc, Euflexxa, etc) Last injection \_\_\_\_\_ How many? \_\_\_\_\_
- Bracing \_\_\_\_\_
- Physical Therapy How long? \_\_\_\_\_
- Anti-Inflammatory Medications (past & present – Aleve, Advil, Ibuprofen, etc) \_\_\_\_\_

Pain at night?  Y  N Back pain?  Y  N Daily pain level (1-10) \_\_\_\_\_

### PAIN RATING:

Mild Moderate Severe Totally Disabling

### DO YOU LIMP?

Slightly Mildly Moderately Severely Unable to walk

### DO YOU REQUIRE ASSISTANCE?

None Cane at Times Cane Full Time Walker Wheelchair

### HOW FAR CAN YOU WALK?

Unlimited 6 Blocks 2-3 Blocks Indoor Only Unable

### CAN YOU CLIMB STAIRS?

Normally Normally with the rail Any Method Unable

### CAN YOU PUT ON SOCKS AND SHOES?

With Ease With Difficulty Unable

### WHAT IS YOUR ACTIVITY LEVEL?

Bedridden Sedentary Semi Sedentary Light Labor Moderate/Heavy Labor

**PAST MEDICAL HISTORY**

Have you ever experienced or been told by a doctor that you have any of the following conditions?

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Anemia                    | <input type="checkbox"/> Aneurysm                 | <input type="checkbox"/> Cardiac Arrhythmia                         |
| <input type="checkbox"/> Blood Clots               | <input type="checkbox"/> Carotid Artery Disease   | <input type="checkbox"/> Congestive Heart Failure                   |
| <input type="checkbox"/> Cardiac Disease           | <input type="checkbox"/> Lung Disease (Emphysema) | <input type="checkbox"/> Diabetes                                   |
| <input type="checkbox"/> Gastrointestinal Bleeding | <input type="checkbox"/> GERD/Reflux              | <input type="checkbox"/> Hypothyroidism                             |
| <input type="checkbox"/> Heart Valve Disease       | <input type="checkbox"/> High Cholesterol         | <input type="checkbox"/> High Blood Pressure                        |
| <input type="checkbox"/> Kidney Disease            | <input type="checkbox"/> Peptic Ulcer Disease     | <input type="checkbox"/> Peripheral Vascular Disease                |
| <input type="checkbox"/> Stroke/TIA                | <input type="checkbox"/> Osteoporosis             | <input type="checkbox"/> Methicillin Resistant Staph Aureaus (MRSA) |
| <input type="checkbox"/> Other Conditions _____    |   | Infection _____<br><small>body part</small>                         |

**DENTAL HISTORY**

Dentures

Dental Implants

Gum Disease

Most recent dental appointment (mo/year) \_\_\_\_\_

**PAST SURGICAL TREATMENT** (List surgical procedures and year performed)

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**MEDICATION** (List dosage and frequency taken. Attach list if applicable)

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**PHARMACY NAME:** \_\_\_\_\_ **PHONE:** (\_\_\_\_) \_\_\_\_\_ **CITY:** \_\_\_\_\_

**ALLERGIES**

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Allergy to Metal, Nickel, or Jewelry?

Yes     No

**SOCIAL HISTORY**

Single                  Married

Retired                Employed

Occupation \_\_\_\_\_

Do you smoke tobacco?    Yes    No  
Amount \_\_\_\_\_

Do you drink alcohol?    Yes    No  
Amount \_\_\_\_\_

Interests/Activities \_\_\_\_\_

**REVIEW OF SYSTEMS**

Have you ever experienced any of the following?

- |                      |                   |
|----------------------|-------------------|
| Weight Loss          | Weight Gain       |
| Fever/Chills/Sweats  | Headache          |
| Visual Changes       | Recent Cold/Flu   |
| Shortness of Breath  | Cough             |
| Wheezing             | Chest Pain        |
| Irregular Heart Rate | Leg Swelling      |
| Abdominal Pain       | Nausea/Vomiting   |
| Painful Urination    | Urinary Frequency |
| UTIs                 | Back Pain         |
| Numbness/Tingling    | Weakness          |
| Bleeding Tendencies  | Bruising          |



**Accident/Injury Information Form**

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

To help us process your insurance claim quickly and efficiently please provide us with your accident/injury details:

When did your accident/injury occur? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Where did your accident/injury occur? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How did your accident/injury occur? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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



## Medical Information Release Form (HIPAA Release Form)

Patient Name: \_\_\_\_\_ Date of Birth: \_\_\_/\_\_\_/\_\_\_ MR #: \_\_\_\_\_

If minor, Parent/Guardian Name: \_\_\_\_\_

### Release of Information

I authorize the release of information including diagnosis, records, examination results, medication dose changes and billing/collection/claims information.

**This information may be released to:**

Spouse/Name: \_\_\_\_\_

Child(ren)/Name(s): \_\_\_\_\_

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

Information is not to be released to anyone other than me.

### Messages

Please call:  my home phone # \_\_\_\_\_  my cell phone # \_\_\_\_\_.

If unable to reach me:

you may leave a detailed message.

**OR**

please leave a message asking me to return your call.

Do not leave messages on my voicemail.

The best time to reach me is (day of week) \_\_\_\_\_ between (time) \_\_\_\_\_.

### E-mail Messages/Portal

Use my e-mail or portal contact to send messages for me to contact the nurse for information.

**OR**

Use my e-mail or portal contact to leave detailed messages and information.

Attach lab results to e-mail/portal message.

My e-mail address is: \_\_\_\_\_.

This Release of Information will remain in effect until termination by me in writing. This release specifically excludes any psychiatry and psychology evaluations/records which are further restricted by HIPAA regulations.

Signature: \_\_\_\_\_

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

Witness: \_\_\_\_\_

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



## Acknowledgement of Receipt of Notice of Privacy Practices and Notices to Consumers

### Orthopaedic Specialty Institute

I hereby acknowledge that I received a copy of the medical practice's Notice of Privacy Practices as well as Consumers Notices. I further acknowledge that a copy of the current notice will be posted in the reception area, and that I will be offered a copy of any amended Notice of Privacy Practices and/or Consumer updates at each appointment.

#### NOTICE TO CONSUMERS

PHYSICIAN ASSISTANTS ARE LICENSED AND  
REGULATED BY

THE PHYSICIAN ASSISTANT COMMITTEE  
(916) 561-8780  
WWW.PAC.CA.GOV

#### NOTICE TO CONSUMERS

MEDICAL DOCTORS ARE  
LICENSED AND REGULATED BY  
THE MEDICAL BOARD OF CALIFORNIA

(800) 633-2322  
WWW.MBC.CA.GOV

Signature: \_\_\_\_\_

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

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

Telephone: \_\_\_\_\_

If not signed by the patient, please indicate

Relationship:

- Parent or guardian of minor patient
- Guardian or conservator of an incompetent patient
- Beneficiary or personal representative of deceased patient

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

GENERAL ORTHOPAEDICS · SPORTS MEDICINE · ARTHROSCOPY · RECONSTRUCTIVE KNEE AND SHOULDER SURGERY · JOINT REPLACEMENT AND ARTHRITIS SURGERY  
PHYSICAL MEDICINE AND REHABILITATION · ADULT AND PEDIATRIC SPINE SURGERY · HAND AND UPPER EXTREMITY SURGERY · FOOT AND ANKLE SURGERY

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## **CONSENT FOR TREATMENT – NOTICE OF POLICIES**

I hereby consent and authorize Orthopaedic Specialty Institute Medical Group of Orange County (OSI) healthcare providers to perform medical care, diagnostic tests, surgical care and other therapeutic measures, as may be indicated for my health and well-being. If I will not comply with the medical program of care provided or recommended, I understand that thereupon I relieve my physician(s), healthcare provider(s), medical staff, and the company, of all responsibility resulting from my action.

I also authorize OSI, all associated physicians and all associated agencies, to gather, maintain and release any and all of my information that might be required for processing of any of all claims for third party payers (including but not exclusive of, private insurance, Medi-Cal, Medicare, Tricare, Work-Comp, etc.)

I acknowledge that I have been given the ability to review OSI's policies including Financial Policy.

### **FINANCIAL POLICY**

- We will submit claims to your insurance company for all medical services rendered at OSI. Any other services related to your medical care not rendered at OSI (i.e. laboratory, pathology, hospital fees, outpatient surgery center fees, anesthesiologist, co-surgeon, etc.), will be billed by the entity providing those services. It is **your** responsibility to verify that OSI is part of your insurance plan. We will attempt to verify your eligibility and benefits with your insurance carrier; however, this does not guarantee that they will pay for the services provided, and you will remain financially responsible if they do not provide payment.
- **OSI accepts the following insurance plans:**
  - **Medicare** – pays 80% after the deductible has been met. We will bill your coinsurance for the remaining 20% as a courtesy; however, you are responsible for the 20% coinsurance of the Medicare allowable amount.
  - **Contracted PPOs and HMOs** – you are responsible for the payment of co-pay and deductible at the time of the service, as well as for any charges for which you failed to secure prior authorization (if necessary).
  - **Non-Contracted PPOs** – you are responsible for all non-covered amounts. We will bill the insurance(s) as a courtesy. You are responsible for the balance in full if not paid by the insurance in 60 (sixty) days.
  - **Self-Pay** (uninsured) - you are expected to pay in full at the time of the service.
  - **Worker's Compensation** – you are not responsible for any charges unless the case has been dismissed or denied.

- **Personal Injury/Motor Vehicle Accidents** - you are responsible for all non-covered amounts. We will bill the insurance(s) as a courtesy. You are responsible for the balance in full if not paid by the insurance in 60 (sixty) days.
- **Surgery Deposits** – once the decision for surgery is made, our surgery coordinator will contact your insurance carrier to confirm eligibility benefits and obtain authorization. The surgery coordinator will provide you with an estimated cost of your surgery. This amount will be collected as a deposit at or before the time of your pre-operative appointment.
- **Medical Records** – all medical records requests are subject to a preparation fee. Any additional costs related to shipping and handling will be added to these costs (if applicable).
- **Divorce Related** – the parent authorizing treatment for a child will be the parent responsible for the charges related to that care. If the divorce decree requires the other parent to pay all, or part of the treatment costs, it is the authorizing parent's responsibility to collect from the other parent.
- **Bad Debt** - patients who do not pay bills within 90 (ninety) days of the statement date, will be referred to a collections agency, and ***may be discharged from the practice for non-payment.***
- **Failed Appointment Charge for MRI** – we reserve the right to charge \$25 (twenty-five) for each failed appointment not canceled at least 24 hours before the scheduled appointment time. This charge is not covered by your insurance.
- **Usual and Customary Rates** - our practice is committed to the best treatment for our patients. Our charges are considered usual and customary for our area. You are responsible for payment, regardless of any insurance company's arbitrary determination of usual and customary charges.
- **Financial Responsibility** – based on our contractual agreements with the insurance companies and our internal policies, we are informing you of the following:
  - Your health insurance deductibles and any expenses deemed not covered by your insurance company will be your financial responsibility.
  - All monies owed by you, such as office visits co-payments and non-covered services or supplies, are due at the time of the service.
  - If you are not prepared to pay any amounts due at the time of the visit, you will be asked to re-schedule the appointment, unless the physician determines that your medical condition prohibits this.
- **Method of Payment** - our office accepts the following forms of payment: credit cards, cash, money order, and checks. A \$25 (twenty-five dollar) service charge will be assessed to your account for any returned check by your bank. This charge is not covered by your insurance.

Thank you for understanding our policies. If you have any questions or concerns, please do not hesitate to contact our office at **(714) 634-4567**.

***By signing in the box below indicates that you are acknowledging and are in agreement with all of the above. Further, you understand and agree that your consents/assignments remain in effect until you choose to revoke them in writing.***

_____	_____	_____
(Signature of Patient or Authorized Representative)	(Printed Name)	(Date)
_____		_____
(If signed Above by Representative, Relationship of Signer to Patient)		(Name of Patient if Different from Above)