

## **PATIENT INFORMATION**

(PLEASE PRINT CLEARLY)

PATIENT'S NAME			DATE		
DATE OF BIRTH	SOC. SEC.#		DRIVERS	S LIC#	
ADDRESSNumber & stre		city		zip	
Number & stre	ec	city	state	Zip	
E-MAIL ADDRESS					
HOME PHONE #		CELL PHONE #			
PATIENTS/GUARANTOR'S EN	MPLOYER			PHONE #	
EMPLOYER ADDRESS					
	Number & street		city	state	zip
EMERGENCY CONTACT:			P	HONE #	
HOW WERE YOU REFERRE	ED TO OUR OFFICE_				
INSURANCE	INFORMATION (PL	EASE LET US	S COPY YOU	IR INS. CARDS)	<u>)</u>
PRIMARY INSURANCE:		SECONDAR	Y INSURANCE:		
INS. CO. NAME		INS. CO. NA	AME		
INSURED ID#		INSURED IE	D#		
GROUP#		GROUP#			
INSURED NAME		INSURED N	AME		
INS. CO. PHONE#		INS. CO. PH	IONE#		
PATIENT'S RELATIONSHIP TO INSU	<u>RED</u>	PATIENTS F	RELATIONSHIP TO	INSURED	
SELF  SPOUSE CHILD	□ OTHER □	SELF □	SPOUSE	CHILD   OTHER	₹ 🗆
I hereby assign all medical and/or private insurance and any other p Associates. I understand that I a understand that should legal acti responsible for all attorneys' fees to release information necessary to	r surgical benefits to includent to KEITH S. FEDER, Milim financially responsible on be necessary to collection other costs of collections.	D. I hereby autho for all charges wl t any unpaid bala on to the full exte	l benefits to whice rize/consent to to hether or not pai ince due for med int permitted by l	reatment, by Keith S id by my insurance c lical services rendere aw. I hereby authori	. Feder, MD and company. I also ed I will be held ize said assignee
Signature of responsib	le party	_		Date	

#### WEST COAST CENTER FOR ORTHOPEDIC SURGERY AND SPORTS MEDICINE

#### **FINANCIAL POLICY**

We appreciate the opportunity of participating in your medical care. Your health is our concern. Our financial policy as set forth below is designed to allow us to offer the best medical care to all of our patients. With this in mind, we thank you in advance for adhering to the following terms.

The usual charge for an initial comprehensive examination is \$250.00. Thereafter, a copayment and/or a percentage payable, as stated by your insurance policy, will be expected at the time of each visit. If you have not met your deductible however, then payment in full will be expected until your deductible is met. Thereafter your copayment/percentage will apply. If your insurance company refuses to divulge your deductible status, we will assume your deductible is not met unless you provide us with written proof that it is met, such as a copy of an explanation of benefits.

As a courtesy to you, we will bill your insurance company at no charge. However, we do ask that you provide complete and accurate insurance information as requested on the Patient Information sheet, which you complete at your first visit. It is your responsibility to update us regarding any change in that information and we may periodically ask you to complete a new form.

Once payment is received from your insurance company, we will bill you for any remaining balance due. If the insurance payment results in a credit balance and you are still receiving treatment, it will be applied to your account. If you have completed treatment, a refund check will be mailed to you.

If we experience undue delay in payment by your insurance company (beyond 45 days from the date of submission) we may ask you for full or partial payment and/or ask that you promptly follow-up with your insurance company to obtain expedited payment. If you have secondary insurance coverage, we will also bill them for you for the balance due after your primary insurance has paid.

If you are involved in an automobile accident and have "med pay" coverage, we will bill them directly until benefits have been exhausted. We can then bill your private health insurance for any dates not exceeding one year from time of submission or you can continue on a cash basis.

Please understand that your insurance coverage involves a contract between you/your employer and the insurance company and we are not a party to that agreement. West Coast renders service directly to you. Therefore, regardless of any insurance coverage (except Workers Compensation & Training to Win), you are personally responsible for all charges.

For your convenience we accept payment by cash, check or credit card.

If you are unable to meet these terms, or if you have any questions, please contact me at (310) 416-9700 to make other arrangements or have your questions answered. You will be asked to sign a financial agreement reflecting any special terms we agree upon.

Please sign and date below to indicate that you understand and agree to the foregoing terms.

Sincerely,

SIGNATURE	DATE

## West Coast Center for Orthopedic Surgery & Sports Medicine Release-Authorization-Assignment of Benefits

#### **Consent to Treatment**

I, the undersigned patient, agent for the patient, or legal guardian, consent to the procedures which may be performed on me during my visits to this office. I authorize **West Coast Center for Orthopedic Surgery and Sports Medicine** and its physicians, fellows, visiting residents, and/or technicians to perform on me any and all required and all required treatments and/or procedures, including but not limited to emergency treatment and services, laboratory procedures, minor surgeries, physical examinations, x-rays, injections, ultrasound guided injections, EMG/NCV studies, Ultrasound studies, or physical therapy sessions. I agree that if I discontinue medical care at this office contrary to the opinion or decision of this physician, I will hereby relieve this office, physicians, and associates of all responsibilities for my health.

#### Release of information

I, the undersigned patient, agent for the patient, or legal guardian, agree that the **West Coast Center for Orthopedic Surgery and Sports Medicine** and associates may disclose and/or release a portion or all of the patients record including his/her medical record, to any person or entity which is or may be responsible for all or any portion of the office and/or physician's charges.

In considering the amount of medical expenses to be incurred, I, the undersigned patient, agent for the patient, or legal guardian, have insurance, health insurance, and/or employee health care benefits coverage with the above captioned and/or has healthcare benefits/insurance/health insurance per the information provided, and hereby assign and convey directly to The West Coast Center for Orthopedic Surgery/Keith S. Feder MD Inc., Carol Frey, MD, Inc., associates, and healthcare provider(s), as my designated Authorized Representatives. ALL medical benefits and/or insurance reimbursement, if any, otherwise payable to me for services rendered from such provider(s), regardless of such provider's managed care network participation status. I understand and agree that I am legally responsible for any and all actual total charges expressly authorized by me regardless of any applicable insurance or benefit payments. I hereby authorize the above-named provider(s) to release all medical information necessary to process my claims under HIPAA.

I hereby authorize any plan administrator or fiduciary, insurer and my attorney to release to such provider(s) any and all plan documents, insurance policy and/or settlement information upon written request from such provider(s) in order to claim such medical benefits, reimbursement or any applicable remedies. I authorize the use of this signature on all my insurance and/or employee health benefits claim submissions. I hereby convey to the above named provider(s), to the full extent permissible under the law including but not limited to, ERISA §502(a)(I)(B) and §502(a)(3), under any applicable employee group health plan(s), insurance policies or public policies, any benefit claim, liability or tort claim, chose in action, appropriate equitable relief, surcharge remedy or other right I may have to such group health plans, health insurance issuers or tortfeasor insurer(s), with respect to any and all medical expenses legally incurred as a result of the medical services I received from the named provider(s), and to the full extent permissible under the law to claim or lien such medical benefits, settlement, insurance reimbursement and any applicable remedies including, but not limited to, (]) obtaining information about the claim to the same extent as the assignor; (2) submitting evidence; (3) making statements about facts or law; (4) making any request, or giving, or receiving any notice about appeal proceedings; and (5) any administrative and judicial actions by such provider(s) to pursue such claim, chose in action or right against any liable party or employee group health plan(s), including, if necessary, bring suit by such provider(s) against any such liable party or employee group health plan in my name with derivative standing but at such provider(s) expenses. Unless revoked, this assignment is valid for all administrative and judicial reviews under PPACA, ERISA, Medicare and applicable federal or state laws. A photocopy of this assignment is to be considered as valid as the original. I have read and fully understand this agreement.

Should this assignment be prohibited in part or in whole under any anti-assignment provision of my policy/plan, please advise and disclose to my providers/in writing such anti-assignment provision within 30 days upon receipt of my assignment, otherwise this assignment should be reasonably expected to be effective and such anti-assignment is waived.

#### APPENDUM TO PATIENT FINANCIAL RESPONIBILITY

I acknowledge the possibility that a check and or checks may be sent directly to me instead of you, my provider. I understand this money is not mine even though the check may be written to me. I understand you are billing my insurance company as a courtesy to me, but the money paid by the insurance company belongs entirely to you. I therefore, agree to immediately, but certainly no later than 48 hours upon receipt of any such monies, forward this money directly to you. I will make no attempt to negotiate what portion I send to you. In any event, I acknowledge and

agree that I am legally responsible for any charges for service rendered to me and I will pay all fees including any copays or deductibles, if applicable.

**NOTE:** Please read the above agreements carefully and make sure that you understand all the items and conditions before signing below. If you do not understand, please review contents with the staff prior to signing. Your signature confirms that you have read and fully understand all the agreements, terms, and conditions above.

#### **Authorization for the Release of Medical Records**

I, the undersigned patient, agent for the patient, or legal guardian, hereby grant permissions to and authorize any physicians, medical practitioner, hospital, pharmacy, clinic, or other medical or medically-related facility or provider of medical or dental services or supplies, any employer, insurance or reinsurance companies, benefits plan administrator, educational institutions, or any federal, state or local government agencies, including social security administration, veteran administration, and/or entities release my complete medical records in their possession to **West Coast Center for Orthopedic Surgery and Sports Medicine** and/or its physicians. A photocopy or facsimile of this authorization shall be valid and effective as the original.

#### **Medicare Patients Release of Information**

I certify that the information given by me in applying for payment under the Social Security Act is correct. I authorize release of any information needed to act on this request. I request that payment of authorized benefits be made directly to this physician and/or medical group and I understand that I am responsible for the remaining balance not covered by other insurance.

#### Notice of Privacy Practice- HIPAA Compliance

This facility is HIPAA compliant. The patient's privacy is protected including medical and personal information. As required by law, we will use and disclose our patient's health information in a limited way according to the requirements by all applicable laws, I, the undersigned patient, agent for the patient, or legal guardian, have been informed of my privacy rights.

Patient's Name	Signature
Relationship to patient	Date

**West Coast Center for Orthopedic Surgery and Sports Medicine** 





RE: Cancellation of PPO/EPO Contracts

Dear Patient:

Effective immediately our office does <u>not</u> participate with any Insurance plans. This became necessary due to the unreasonably low contract payments forced upon us by these plans.

Blue Shield and Blue Cross will send payments directly to you. <u>Please deposit checks and either pay the doctor with a check or credit card and include the Explanation of Benefits (EOB'S) with payment.</u>

We will bill your insurance companies as an out-of-network provider on your behalf.

Any questions regarding your insurance company should be directed to our billing staff at time of service.

Thank you for your cooperation and understanding.

Sincerely,

## Dr. Feder & Dr. Frey

I have read and understand the above information.

Signature	Date	
Print Patient Name		

Keith S. Feder, M.D. & Carol Frey, M.D.

1200 Rosecrans Ave #208, Manhattan Beach, CA. 90266 310-416-9700 www.westcoastorthopedics.com

Keith S. Feder, M.D. West Coast Center for Orthopedic Surgery and Sports Medicine



Carol Frey, M.D.
Orthopedic Foot &
Ankle Center

## **POLICY FOR SUPPLIES**

Because there is no guarantee that your insurance company will pay for the supplies that the doctor has ordered for you, we have made the following two options available to you, our patient.

- 1) The doctor requests that all supplies are paid for at the time the patient receives the item. You have the option of paying for the supplies at the time of your visit. (or)
- 2) You can wait until we submit a claim to your insurance carrier to request payment for the supplies needed. This may take up to 60 days or more to get a response from your insurance company. If you decide on this option, you will not receive any supplies until your insurance company pays us in full for the supplies, unless the doctor has made prior arrangements with you, the patient.

With either option, you will be responsible for any remaining balance that your insurance company does not pay. If your insurance company pays 100% then your deposit will be applied to any unpaid balance due on your account. If you do not have any unpaid balance on your account, your account will be credited, the balance will be used toward any further services rendered. If you do not have any unpaid balances a refund check will be issued, if requested by the patient.

### **PLEASE NOTE:**

- 1) You will be responsible for any attempts or inquiries to your insurance company, regarding processing of this claim for payment. Professional services are rendered to you, our patient, not to your insurance company. Which means the insurance company is responsible to you directly.
- 2) All supplies are non-returnable once they leave our office for health and safety reasons.

Thank you for your understanding and cooperation.

PRINT NAME:	
SIGNATURE:	DATE:
WITNESS:	

# Member Authorization Form for a Designated Representative to Appeal a Determination

Date:
Member Name:
Member Number:
I hereby authorize Keith Feder M.D., Carol Frey M.D., West Coast Center for Orthopedic Surgery and Sports Medicine and Associates to appeal determination concerning:
on my behalf, as my Designated Representative, and as part of the appeal I hereby authorize in its decision letter and in connection with the processing of my appeal, to communicate with my Designated Representative in all aspects of the appeal. I understand that these communications may contain the following:
All medical and financial information contained in my insurance file, including but not limited to treatment for vernal disease, alcoholism and drug abuse, abortion, mental disorder and HIV status relating to my examination, treatment and hospital confinement in connection with determination which is being appealed.
I understand this information is privileged and confidential and will only be released as specified in the authorization, or as required or permitted by law. This authorization is valid for a period of one year.
×  Signature of Member or Legal Guardian/Representative
×
×  Name of Witness/ Designated Representative (Please Print)
×  Title (if on provider's staff of relationship of Member)

West Coast Center for Orthopaedic Surgery & Sports Medicine 1200 Rosecrans Avenue, Suite 208, Manhattan Beach, CA 90266 Phone: (310) 416-9700 Fax: (310) 416-1144



## MEDICAL HISTORY SCREENING FORM

Patient Name:			Date of Birth:	Age:	Today's Date:	
Referred by:			Primary care physi	cian/Internist:		
Height:We	eight:		Orthopedic surgeor	1:		
MARITAL STAT	US:					
☐ Married ☐ ☐	Divorced	☐ Separated	☐ Single ☐ Wid	dow/Widower		
LIVES WITH: (S	OCIAL HI	STORY):				
☐ Alone ☐ Spous	e □ Family	☐ Friends ☐ N	lursing Home 🛭 Retireme	ent Home 🛚 Oth	ner:	
WORK STATUS	S (SOCIAL	. HISTORY):				
Occupation:			Last date worked?		_ or <b>_</b> N/A	
☐ Not currently work	ing 🗖 Curr	ently working 🔲	Disabled If yes, how?		Retired	☐ Unemployed
☐ Work w/ restriction	s □ yes □ no	If yes, details plea	ise			
☐ Left-handed ☐ Righ	nt-handed 🖵 A	Ambidextrous				
PERSONAL HAI	BITS:					
			_Alcohol: □No □Yes If ye Pipe: □ No □ Ye			sionally □Rarely
Illegal Drug use: ☐No	☐Yes, If yes, o	drug name				
Over the counter med	ications					
Vitamins						
HISTORY OF F	PRESENT	ILLNESS/IN	JURY:			
Reason for visit/ Injure	d Body Part/In	jury?				
How and when did the	problem start	?				
<b>EVALUATION</b>	OF PAIN/	DISCOMFOR				
What activities are you	unable to do	because of the pain?				
Does the pain keep you	u awake at nig	ht? 🛘 No 🖨 Yes If y	es, please give details			
What makes it feel bett	er?					
What makes it feel wor						

Pain scale (<u>circle one number</u>) No Pain 1 2 (mild) 3 4 5 6 7 8 (moderate) 9 10 Severe pain (severe)

PATIENT NAME:		Today's Date:	
PREVIOUS TREATMENT FO	R THIS PROBLEM:		
What other physicians have you seen for this prob			
What prescriptions are you using presently?			
Any physical therapy? ☐ No ☐ Yes If yes, nam	e and date:		
Any chiropractic care? ☐ No ☐ Yes If yes, nam	e and date:		
Other treatments?			
Use of assistive devices for this problem? $\Box$ 0			
Is this being covered by Workmen's Compens	ation?   No  Yes Date of Injury: _		
Is this being covered by Auto Insurance (MedPa			
Is there a lawsuit or litigation pending in regard	to your injury? ☐ No☐Yes		
Attorney Name:			
Address:			
DACT MEDICAL HISTORY			
PAST MEDICAL HISTORY: (Please check			
□ AIDS/HIV	☐ Gastrointestinal Disease	☐ Hypothyroidism	☐ Pneumonia _
☐ Asthma	☐ Glaucoma	☐ Irregular Heartbeat	☐Prostate Disease
☐ Bladder Disease	☐ Gout	☐ Kidney Disease	☐ Rheumatoid Arthrit
☐ Bleeding Disorder	☐ Leukemia	☐ Seizure Disorder	☐ Blood Clots (DVT)
☐ Heart Attack	☐ Liver Disease	☐ Stomach Ulcers	☐ Bronchitis
☐ Heart Disease	☐ Lung Disease	☐ Stroke	☐ Heart Murmur
☐ Cancer If so, where?	_ ☐ Multiple Sclerosis (MS)	☐ Tuberculosis	Currently Pregnant
☐ Parkinson's Disease	☐ Hepatitis	Osteoarthritis	Vascular Disease
☐ Diabetes	☐ Hodgkin's Disease	☐ Osteoporosis	(circulation)
☐ Fibromyalgia	☐ Hypertension (High BP)	Parathyroidism	☐ Other (describe):
☐ Gastroesophageal Reflux Disease (GERD)	☐ Hyperthyroidism	-	
	☐ NONE		
ANY current infections, open sores or ope	n wounds? $\square$ No $\square$ Yes, If so, wh	nere?	
PRIOR SURGERIES: (Please mark all the	nat apply. If there are no prior su	rgeries, please select NO	NE)
☐ Appendectomy	☐ D&C (Dilation & Curettage)	☐ Pacemaker	Insertion
☐ Arthroscopy: If so, where?	Endoscopy	☐ Rotator Cut	f Repair
☐ Ankle Repair	☐ Gastric Bypass	☐ ACL Repair	
☐ Carpal Tunnel Release	☐ Bicep Tendon Repair	□Shoulder Re	pair
☐ Menisectomy	☐ Hernia Repair	☐Stent Placer	ment
☐ Labrum Repair	☐ Knee Replacement	☐ Achilles Ter	ndon Repair
☐ Cholecystectomy (gallbladder)	☐ Hip Replacement	☐ Scope Subt	alar
☐ Colonoscopy	☐ Wrist Repair	☐ Peroneal Te	endon Repair
☐ Coronary Artery Bypass Graft (CABG)	☐ Laminectomy	☐ Other:	
	□ NONE		
If any of the above have been marked ple	ase provide the date of surgery (	s):	
	at fractures you have had in the pa		

 $\square$  NONE

PATIENT NAME:		Today's Date:
FAMILY HISTORY: (Please	mark all that apply. If you have n	othing to select or add, please select NONE)
☐ Bleeding Disorder	☐ Kidney Disease	☐ Prostate Disease
☐ Cancer: If so, where?	Musculoskeletal Disease	☐ Thyroid Disease
☐ Diabetes	Osteoarthritis	☐ Hypertension
☐ Heart Disease	Osteoporosis	☐ Stroke
☐ Other:		
	Į	□ NONE
REVIEW OF SYSTEMS: (	Please mark all that apply. Mark NONE	under EACH section if no symptoms are selected):
Constitutional:		Ears, Nose, Mouth & Throat (ENMT):
Anorexia		☐ Allergies
☐ Anxiety		Obstructed Breathing
Body aches		☐ Bloody Nose
☐ Fainting		☐ Polyps
☐ Fever		☐ Congestion
☐ Fatigue		☐ Sinus Pain
☐ Fever		☐ Frequent Colds
Loss of appetite		Frequent Colds
Seizures		☐ Stuffy Nose
☐ Sweats		☐ Mouth Breathing
NONE		Ulcers
Comments:		□ NONE
	Со	mments:
Cardiovascular (CV):		
Angina		Respiratory:
Breathing, painful		☐ Bronchitis
Coronary Artery Disease		Respiratory Disease
Congestive Heart Failure	e (CHF)	☐ Emphysema
Chest pain		☐ Tuberculosis
Chest discomfort		☐ Pneumonia
Chest tightness		☐ Wheezing
Dizziness		☐ Sleep apnea
Dyspnea (difficulty breat	thing)	□ NONE
☐ High blood pressure☐ Irregular heartbeat		Comments:
Palpitations		Gastrointestinal (GI):
Shortness of breath (SO)	B)	Abdominal pain
□NONE		Abdominal swelling
Comments:		Bloody stools
		☐ Bloody stools
Genitourinary (GU):		Bowel movement, painful
Bladder infection		☐Colon cancer, family history
Burning with urination		☐ Constipation
☐ Frequency		☐ Diarrhea
☐ Kidney disease		☐ Gas/bloating
☐ Kidney stones		☐ GERD (gastroesophageal reflux disease)
☐ Retention		☐ Heartburn
☐ Urgency		☐ Hemorrhoids
	on) frequency:	
☐ NONE		☐ Indigestion
Comments:	<del></del>	☐ Nausea
		☐ Ulcer disease
		☐ Urinary incontinence
		☐ Vomiting
		□ NONE
		Comments:
		□ NONE

PATIENT NAME:	 Today's Date:

### **REVIEW OF SYSTEMS** continued: (Please mark all that apply. Mark **NONE** under EACH section if no symptoms are selected)

Museuleakoletak	Neurological:
Musculoskeletal:	☐ Amnesia
☐ Ambulatory dysfunction	
☐ Arthritis	☐ CVA (cerebrovascular accident)
☐ Back pain ☐ Back stiffness	☐ Blackout
	□CVA (cerebrovascular accident)
☐ Balance, (poor)	□ Depression
☐ Deformities	□ Disorientation
☐ Fibromyalgia	□ Dizziness
Gout	□ Epilepsy
☐ Herniated disc	☐ Multiple Sclerosis
☐ Joint pain	□Paralysis
☐ Joint, red and hot	□Stroke
☐ Joint stiffness	☐TIA (transient ischemic attack)
☐ Leg swelling	□NONE Comments:
☐ Numbness	
☐ Paresthesia	Psychiatric:
☐ Rheumatoid arthritis	□Anxiety
☐ Varicose veins	☐Crying frequently
☐ Tremors	□Insomnia
□ NONE	☐Memory loss
Comments:	☐ Mood changes
	_ □OCD
Hematologic/Lymphatic:	☐ Psychiatric treatment
□Bleeding/clotting disorder	□NONE
□Blood disease	Comments:
□Sickle cell anemia	
□Easy bleeding	Allergy/Immunologic:
□Easy bruising	☐ Allergies If yes, What:
☐Radiation treatment of any kind	□Food allergy
□NONE	□Nasal
Comments:	□Asthma
	□Chills
Skin:	□ Coughing
☐Basal cell carcinoma	□Diarrhea
☐Birthmarks	□Difficulty breathing
□Bruising	□Difficulty swallowing
□Eczema	□Fever
□Latex allergy	□Hives
□Sneezing	□Itchy skin
□Rash/Rashes	□NONE
□Raynaud's	Comments:
□Shingles	
□Sores	<u>Hair:</u>
□Squamous cell carcinoma	□Alopecia(loss of hair)
□Tattoo	□Increased hair growth
□NONE	□NONE
Comments:	Comments:
Nails:	
☐ Cracking	
□Peeling	
•	

#### **LOCATION OF PAIN**

Draw location of your pain in body outlines below and indicate how bad it is by putting the number from 1 to 10 in the area of the pain. (1 being mild and 10 being extreme)

### **INDICATE CONDITION IN THE APPROPRIATE AREAS ON THE DIAGRAM**

<u>ACHE</u> ****	BURNING	<u>NUMBNESS</u> +++++	PINS & NEEDLES #####	<u>STABBINO</u> /////	G <u>OTHER</u> xxxxx
	FRONT		BACK		
Has yo	our condition been a	ggravated or is the	ere a new condition?	□Yes □N	lo
Please	explain				
What f	eels better today? _				
Signatur	e of Patient or Respo	 onsible Party	Printed Name		 Pate