



T. 907-245-1245 | F. 907-245-1244 | 1045 E Klatt Rd, Anchorage, AK 99515 | www.ajointeffortpt.com

- Please arrive to your initial appointment at least 15 minutes early. For all following appointments, please arrive 5 minutes prior to your scheduled appointment time. To avoid waiting unnecessarily remember to check in with the front desk upon arrival.
- It is your responsibility to notify your insurance company that you will be attending Physical Therapy. **We recommend that you also inquire as to your particular benefits and coverage. See enclosed verification form with important questions to ask your insurance company.** Any charges not covered by your insurance company will be your financial responsibility. Joint Effort PT is not responsible for tracking specific insurance coverage/benefits.
- We bill both primary and secondary insurance as a courtesy to our patients. We allow 30 days for each. If your insurance does not pay within the allotted time frame, the balance becomes your responsibility. It has been our experience that insurance companies do tend to find reasons to delay payment. It is your responsibility to communicate with your insurance company regarding your claim status. You are your best advocate in dealing with your insurance company as the contract is specifically between the two of you and we are not part of that relationship. Please be prepared to pay your balance should your insurance company delay payment.
- We are preferred with Blue Cross and Aetna; however, you will be responsible for deductibles, co-pays and non-covered services.
 - **Some insurance plans do require pre-authorization for Physical Therapy.** It is your responsibility to find out if your policy requires pre-authorization and to provide Blue Cross the information they may need to provide you the authorization to be seen.
 - **Some insurance plans have maximum therapy benefit limits.** It is your responsibility to track your visits if this is the case.
- **Certain supplies that may be beneficial to you are considered “non-essential” items by many insurance companies. We require supplies to be paid for when they are provided.** We do not bill insurance (private, workman’s compensation, Medicare or Medicaid) for supplies. If you would like a receipt for your supply item we are happy to provide one.
- VA patients must obtain a pre-authorization by VA before treatment can begin. The patient must contact VA and have them fax us an authorization for treatment. If this is not available at time of service, the patient will be self- pay.

Please feel free to ask questions about this document.

I have read the above guidelines and agree to the terms set forth by A Joint Effort PT.

Signature: _____ Date: _____



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Financial Policy

- **Workers Compensation (In State):**
- Prescription from a referring physician
- Claim number, date of injury, adjuster, Work Comp Carrier billing address and acceptance letter if you have it.
- The State of Alaska has a physical therapy frequency guideline; the guideline can only be overridden by a Physician referral. The guideline is: 3 times per week for first month, 2 times per week for the second and third month, 1 time per week for weeks for the fourth and fifth months, and 1 time per month for the sixth through twelfth months. **It is your responsibility to track your visits!**
- If your claim is denied for any reason you will be held responsible for the balance due. If you have private insurance we can bill them with the denial/controversy notice (please review the private insurance requirements. We will allow 30 days for payment as private pay. After 30 days service fees will accrue.

Service fees are added to any aged account at a rate of 1.5% per month. Any accounts remaining unpaid after a deemed reasonable amount of time will be sent to Cornerstone Credit Services. **The patient will be responsible for any collection fees in addition to the balance of the account.**

No Show/Cancellation Policy:

- Your appointment time is reserved for you, by you. We appreciate 24-hour notice of cancellation. This enables us to offer the appointment to others. You may lose future scheduled appointments if you do not show. We appreciate your consideration of others.

I have read and understand the above financial policy. I understand that I am ultimately responsible for the payment on my account.

Signature: _____ Date: _____

In the event that my treatment concludes and a refund is owed to me for an amount less than \$5.00, I authorize A Joint Effort Physical Therapy to donate the money to a local charity.

_____ Please initial if you agree with the above financial plan



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Patient Information Sheet

Last Name: _____ First Name: _____ MI: _____

Mailing Address: _____ Zip: _____

Billing Address: _____ Zip: _____

Home Phone: _____ Cell: _____ Work: _____

Birth Date: _____ Sex: M / F Marital Status: _____

Social Security #: _____ Employer: _____

Email Address: _____

Emergency Contact / Phone Number: _____ / _____

Who May We Thank For Referring You? _____

Your Referring Physician: _____ Next Appointment: _____

Your Primary Physician: _____

Date of Injury or Onset of Pain: _____

Was Your Injury Auto Related? _____ If yes, date of accident: _____

Have You Ever Received Home Health Care? _____ If yes, when and where: _____

Were You Injured On the Job? _____ If yes, please provide the following:

1. Employer at time of injury: _____
2. Employer/Human Resource Phone: _____ / _____
3. Employer Address: _____
4. Date of Injury or Onset of Pain: _____
5. Work Comp Carrier: _____
Adjuster: _____ Phone: _____ Claim#: _____

Insurance Information

Primary:

Insured's Name: _____ Relation to Patient: _____

Insured's Social Security #: _____ Insured's birthdate: _____

Insurance Company Name: _____ Phone: _____

Claim Mailing Address: _____

ID: _____ Group #: _____

Secondary:

Insured's Name: _____ Relation to Patient: _____

Insured's Social Security #: _____ Insured's birthdate: _____

Insurance Company Name: _____ Phone: _____

Claim Mailing Address: _____

ID: _____ Group #: _____



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Insurance Verification Form:

Please Take this home with you, contact your insurance carrier and verify your coverage. At your next visit, please bring a copy to Joint Effort; we will keep it in your records. Feel free to discuss any limitations or concerns with your therapist, so you can plan your treatment accordingly.

Note: It is the patient's responsibility to verify insurance coverage. A Joint Effort Physical Therapy is not responsible for misinformation given by the patient or insurance company.

Patient Name: (please print) _____

Insurance Company: _____

Date Verified: _____ **Name Of Representative:** _____

Questions To Ask Your Insurance Company to Verify Coverage of Physical Therapy:

Tell them that you are calling to verify our patient physical therapy benefits:

1. Is a doctor referral necessary? _____
2. Annual deductible amount \$_____ How much has been met? \$_____
3. What is the out of pocket limit? \$_____ How much has been met? \$_____
4. Is there a maximum benefit for Physical Therapy? _____
5. What percent of treatments are covered? _____
6. Is there a co-pay? _____
7. Is pre-authorization required? _____

Signature: _____ **Date:** _____

Glossary of Terms

Coverage: the range of health-care services and supplies for which your health plan provides benefits.

Benefit: the portion of the cost for covered health-care services and supplies that your health plan is responsible for paying.

Out-of-Pocket expenses: costs that are paid by you, not your health plan – such as the following

Coinsurance: the percentage of the cost you will pay for a covered medical service, after your health plan has paid its portion.

Copayment (copay): a set fee your health plan may require you to pay your health-care provider at each visit for a certain covered services.

Deductible: a fixed amount your health plan may require you to pay for certain covered services and supplies each year before your health plan starts paying specified benefits. Copays are not credited toward your deductible.

Provider: a doctor, hospital, or other medically licensed or medically certified person or facility that provides health-care services or supplies.



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Consent to Treat

I hereby give consent for all Physical Therapy services provided by A Joint Effort Physical Therapy.

Signature: _____ Date: _____

Benefit Assignment/Release of Information:

I authorize A Joint Effort Physical Therapy to furnish and receive information concerning my injury/illness and/or treatment to medical providers, guarantors or insurance carriers. I assign A Joint Effort Physical Therapy all payments for services rendered. I authorize A Joint Effort to release my medical information should the insurance company request it.

Signature: _____ Date: _____

Acknowledgement: Receipt of Notice of Privacy Practices:

Please sign that you have been provided the opportunity to review the privacy practices as required by HIPAA. (Located at the front desk).

Signature: _____ Date: _____

Authorization to Release Health Information:

Insurance Company and referring provider do not require authorization under HIPAA, please use the following for a spouse, friend or someone in addition to insurance or provider)

Name:	Relationship To You	Start Date	End Date
_____	_____	_____	_____
_____	_____	_____	_____

I authorize A Joint Effort PT to release my health information to the above individuals.

Signature: _____ Date: _____

Name: _____ Date: _____ Age: _____
Date of Injury or Onset of Pain: _____ Pain is chronic: _____ Pain is insidious: _____
Was a surgery performed? Yes _____ No _____ If Yes, Date of Surgery: _____
What type of surgery was performed? _____
Was there prior hospitalization? Yes _____ No _____ Dates of hospitalization: _____ to _____
Do you have a history of falls? Yes _____ No _____ If yes, dates of falls: _____
What is the history of your present condition? (Date of Injury, onset of injury, etc.):

Have you had previous treatment for this condition? _____
What is your current level of function? _____

Check those that apply:

Prior to your injury what areas were you independent in?

Activities of Daily Living Self Care Work/Vocation
 Care giving Ambulation/Mobility Community Integration Access

Additional Areas: _____

What are your functional limitations?

Sleep Self Care Activities of Daily Living
 Reaching/Pushing Pulling Lifting/Carrying Sitting/Standing
 Bending/Squatting Mobility/Ambulation Community Integration/Access

Additional Limitations: _____

Aggravating Factors: Sitting Standing Walking Stairs Up Stairs Down
 Sit to Stand Bending Voiding Laying Coughing/Sneezing

Additional Limitations: _____

Are you currently employed? Yes _____ No _____ If yes, what is your occupation? _____

Duty Level: Sedentary Light Medium Heavy Very Heavy

Employment Status: Full Time _____ Part Time _____

Has your injury prevented you from working? Yes _____ No _____ Last day of work: _____

What is your primary concern or chief complaint regarding your injury? _____

Restrictions and Pain Alleviators: _____ Yes _____ No

Pain Scale: 0 = None 5 = Moderate 10 = Extreme

0 1 2 3 4 5 6 7 8 9 10

At worst:

Current:

At Best:

Pain Description:

Burning Sharp Dull/Achy Throbbing Shooting
 Numbness/Tingling Constant Intermittent Worse in AM Worse in PM

Where is your pain located? _____

Medical History:

- | | | |
|--|---|---|
| <input type="checkbox"/> Allergies | <input type="checkbox"/> Depression | <input type="checkbox"/> Multiple Sclerosis |
| <input type="checkbox"/> Anemia | <input type="checkbox"/> Diabetes Mellitus Type 1 | <input type="checkbox"/> Osteoporosis |
| <input type="checkbox"/> Anxiety | <input type="checkbox"/> Diabetes Mellitus Type 2 | <input type="checkbox"/> Parkinson's |
| <input type="checkbox"/> Arthritis | <input type="checkbox"/> Dizzy Spells | <input type="checkbox"/> Rheumatoid Arthritis |
| <input type="checkbox"/> Asthma | <input type="checkbox"/> Emphysema/Bronchitis | <input type="checkbox"/> Seizures |
| <input type="checkbox"/> Cancer | <input type="checkbox"/> Fractures | <input type="checkbox"/> Strokes |
| <input type="checkbox"/> Cardiac Conditions | <input type="checkbox"/> Gallbladder Problems | <input type="checkbox"/> Thyroid Disease |
| <input type="checkbox"/> Cardiac Pacemaker | <input type="checkbox"/> Hepatitis | <input type="checkbox"/> Tuberculosis |
| <input type="checkbox"/> Cardiovascular Disease | <input type="checkbox"/> High Blood Pressure | <input type="checkbox"/> Vision Problems |
| <input type="checkbox"/> Chemical Dependency | <input type="checkbox"/> Incontinence | <input type="checkbox"/> Circulation Problems |
| <input type="checkbox"/> Kidney Problems | <input type="checkbox"/> Currently Pregnant | <input type="checkbox"/> Metal Implants |
| <input type="checkbox"/> Headaches | <input type="checkbox"/> Nausea/Vomiting | <input type="checkbox"/> Fevers/Chills/Sweats |
| <input type="checkbox"/> Muscular Weakness | <input type="checkbox"/> Night Pain | <input type="checkbox"/> Shortness of breath |
| <input type="checkbox"/> Unexplained weight change | | |

Other conditions or precautions: _____

Surgical History:

- | | | |
|--------------------|---------------------|------------------------|
| Body Region: _____ | Surgery Type: _____ | Date of Surgery: _____ |
| Body Region: _____ | Surgery Type: _____ | Date of Surgery: _____ |
| Body Region: _____ | Surgery Type: _____ | Date of Surgery: _____ |
| Body Region: _____ | Surgery Type: _____ | Date of Surgery: _____ |

Have you been seen any of the following:

- | | | |
|---|-------------|---------------|
| <input type="checkbox"/> Chiropractor | Date: _____ | Reason: _____ |
| <input type="checkbox"/> Osteopath | Date: _____ | Reason: _____ |
| <input type="checkbox"/> Naturopath | Date: _____ | Reason: _____ |
| <input type="checkbox"/> Physical Therapist | Date: _____ | Reason: _____ |

Have you had specific testing for this condition? (MRI's, X-Rays, Lab Tests, etc.) Yes ____ No ____

If yes, what were the results? _____

Medications:

Please list all over the counter, prescription, or any other medications you are currently taking. Please also list any herbal, vitamin, mineral, or dietary supplements you are currently taking.

- | | | |
|-------------------|---------------|--------------------------|
| Medication: _____ | Dosage: _____ | Reason for taking: _____ |
| Medication: _____ | Dosage: _____ | Reason for taking: _____ |
| Medication: _____ | Dosage: _____ | Reason for taking: _____ |
| Medication: _____ | Dosage: _____ | Reason for taking: _____ |

____ I am not currently taking any medications.

How often do you experience stress? ____ Never ____ Seldom ____ Occasionally ____ Regularly ____ Always

Do you smoke? Yes ____ No ____ If yes, how much per day? _____

Do you use alcohol? Yes ____ No ____ If yes, how many drinks per day? _____

Do you use caffeine? Yes ____ No ____ If yes, how many cups per day? _____

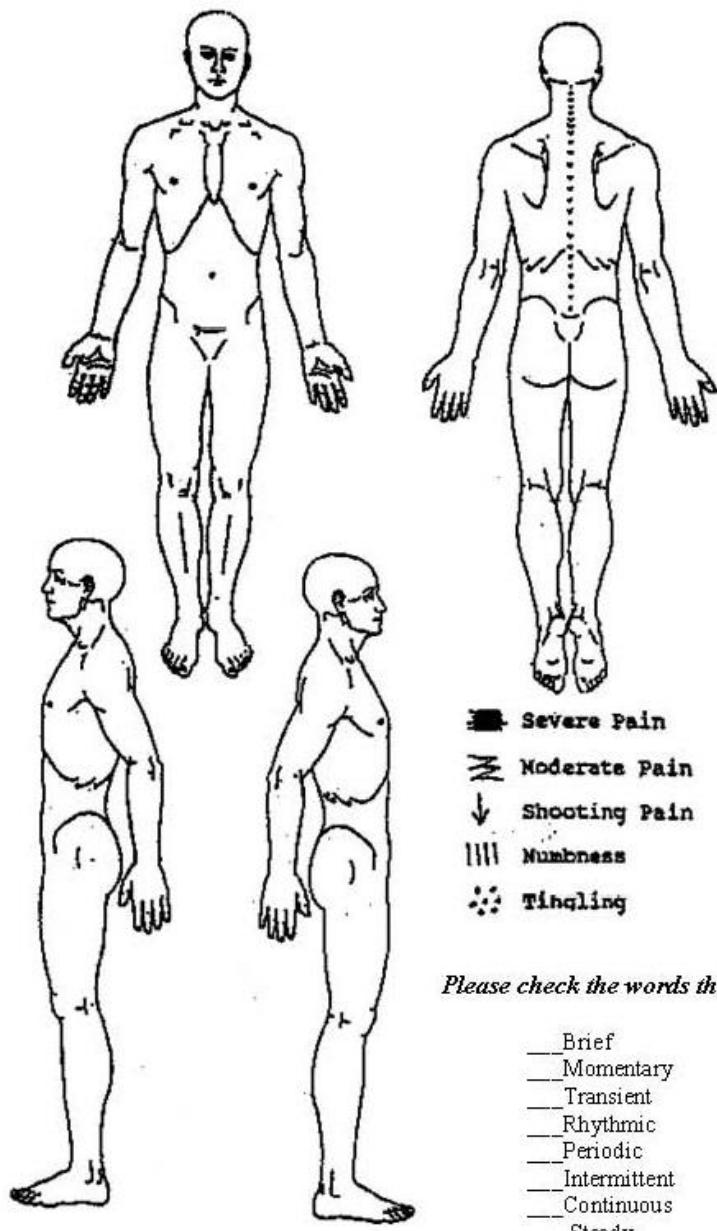
Types of caffeine used: Coffee _____ Soda _____ Tea _____ Chocolate _____

Do you exercise regularly? Yes ____ No ____ If yes, what type of exercise? _____

Your current weight: _____ Your current height: _____

What goals would you like achieve in Physical Therapy?

Please draw your symptoms on the diagram using the key below:



Please check the words that apply to your pain:

- Brief
- Momentary
- Transient
- Rhythmic
- Periodic
- Intermittent
- Continuous
- Steady
- Constant

Please rate your pain on the line below:

No Pain _____ Worst Possible Pain _____