



Capitol Hill Location  
620 C Street SE  
Washington, DC 20003

Phone: (202) 543-0035

Lansdowne Location  
44135 Woodridge Parkway  
Ste 180, Leesburg, VA 20176

Phone: (571) 223 - 0424

Fax: (571) 223 - 0425

www.lansdownepodiatry.com

Name: \_\_\_\_\_ Nickname: \_\_\_\_\_  
Sex: M / F SS#: \_\_\_\_\_ DOB: \_\_\_\_\_  
E-mail: \_\_\_\_\_ Home #: \_\_\_\_\_  
Address: \_\_\_\_\_ Work #: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Cell #: \_\_\_\_\_  
Primary Care Physician: \_\_\_\_\_ PCP Phone: \_\_\_\_\_  
PCP Address: \_\_\_\_\_

Primary language:  English  Spanish Race (optional):  White  Black/African American  Hispanic/Latino  
 Other: \_\_\_\_\_  Asian  American Indian/Alaska native  Native Hawaiian/Pacific Islander

Emergency Contact Name: \_\_\_\_\_ Emergency Contact Phone: \_\_\_\_\_  
Relationship to Patient: \_\_\_\_\_ Preferred Pharmacy: \_\_\_\_\_  
Marital Status:  single  married  widowed  divorced Spouse/Partner name: \_\_\_\_\_

Employer/School: \_\_\_\_\_

Please provide a copy of your insurance card to our staff. If the card is not in your name:

Insurance Policy Holder Name: \_\_\_\_\_ Policy Holder DOB: \_\_\_\_\_

Current medications prescribed by a doctor or over-the-counter: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Shoe size \_\_\_\_\_ Height \_\_\_\_\_ Weight \_\_\_\_\_

What type of shoes do you wear most often? \_\_\_\_\_

What shoes (if any) do you wear at home? \_\_\_\_\_

Are you allergic or sensitive to:  
 Penicillin  Sulfa  Tape  Latex  Betadine (iodine)  Aspirin  NONE  
 Tylenol™  Ibuprofen  Vicodin  Codeine  Other (specify) \_\_\_\_\_

Please indicate if you have a problem with any of the following:  
 Alcoholism  Blood disorders  Gout  Liver  Sleep apnea  
 Allergies  Breathing problems  Heart disease  Musculoskeletal  Stomach/bowel  
 Arthritis (specify) \_\_\_\_\_  Circulation problems  Heart murmur  Neurological (specify) \_\_\_\_\_  Thyroid (specify) \_\_\_\_\_  
 Depression/anxiety/ \_\_\_\_\_  High blood pressure \_\_\_\_\_  
 Asthma \_\_\_\_\_  High cholesterol  Skin disorders (specify) \_\_\_\_\_  Other (specify) \_\_\_\_\_  
 Blood clot/DVT/PE  Diabetes (type 1, type 2)  Kidney \_\_\_\_\_

Yes  No Are you pregnant?  Yes  No Are you nursing?

Yes  No Have you ever had any surgical procedures on foot/ankle or anywhere else on your body?  
If yes, please describe: \_\_\_\_\_

Yes  No Do you have any artificial joints? Where? \_\_\_\_\_

Yes  No Do you have an artificial heart valve?

**Family History** Is there any family history (*blood relative*) of: (*Please indicate family member*)

- |  |   |   |                                      |
|--|---|---|--------------------------------------|
| <input type="checkbox"/> Arthritis-_____           | <input type="checkbox"/> Cancer - _____             | <input type="checkbox"/> Other (specify): _____ | Occupation or grade in school: _____ |
| <input type="checkbox"/> Bleeding disorders- _____ | <input type="checkbox"/> Circulation problems _____ |   | Do you stand or sit at work? _____   |
| <input type="checkbox"/> Blood clot / DVT / PE     | <input type="checkbox"/> Diabetes _____             |   |                                      |
| <input type="checkbox"/> Bunions                   | <input type="checkbox"/> Neurological _____         |   |                                      |
|  | <input type="checkbox"/> Heart disease              |   |                                      |
|  | <input type="checkbox"/> Strokes                    |   |                                      |

**Social History**

- Yes    No   Do you smoke?   If yes:    ½ ppd    1 ppd    1½ ppd    2 ppd
- Yes    No   Did you smoke in the past?   If yes, how many years did you smoke? \_\_\_\_\_
- Yes    No   Do you drink alcohol?   If yes:    Socially    1 daily    2 daily    >2 daily

**Please check if you suffer from any of the following conditions:**

- |  |   |
|--|---|
| <input type="checkbox"/> Flat feet   | <input type="checkbox"/> Ankle instability (easy twisting injuries)         |
| <input type="checkbox"/> Feet/toes feel numb   | <input type="checkbox"/> Ankle swelling or stiffness                        |
| <input type="checkbox"/> Foot/toes/legs burn   | <input type="checkbox"/> Achilles tendon pain                               |
| <input type="checkbox"/> Pale or blue discoloration of the feet  | <input type="checkbox"/> Leg pain (shin splints)                            |
| <input type="checkbox"/> Heel or arch pain   | <input type="checkbox"/> Coldness in the legs or feet that is uncomfortable |
| <input type="checkbox"/> Pain in feet or heels when getting out of bed   | <input type="checkbox"/> Back pain  |
| <input type="checkbox"/> Non/poor healing sore, ulcer, or gangrene on the leg or foot  | <input type="checkbox"/> Neck pain  |
| <input type="checkbox"/> Pain or fatigue of feet or legs in activity or exercise   | <input type="checkbox"/> Poor coordination                                  |
| <input type="checkbox"/> "Toe-in" or "toe-out" gait (walking)  | <input type="checkbox"/> Absent or decreased pedal pulses                   |
| <input type="checkbox"/> Difficulty/pain with brisk walking or running occurring with some distance.<br>(This pain is relieved by rest:   yes / no   ) |   |

What is the reason for your visit today? \_\_\_\_\_

How long has this bothered you?   Days / Weeks / Months / Longer

What treatments have you tried & have they been effecient? \_\_\_\_\_

**Is this condition causing or are you suffering with any of the following:**

- |  |  |  |  |
|--|--|--|--|
| <b>Tingling/numbness in:</b>           | <b>Pain radiating into:</b>            | <b>Weakness of the:</b>                | <b>Difficulty with:</b>  |
| <input type="checkbox"/> Legs   R / L  | <input type="checkbox"/> Toes   R / L  | <input type="checkbox"/> Legs   R / L  | <input type="checkbox"/> Standing <input type="checkbox"/> Bending |
| <input type="checkbox"/> Ankle   R / L | <input type="checkbox"/> Ankle   R / L | <input type="checkbox"/> Ankle   R / L | <input type="checkbox"/> Walking <input type="checkbox"/> Lifting  |
| <input type="checkbox"/> Feet   R / L  | <input type="checkbox"/> Feet   R / L  | <input type="checkbox"/> Foot   R / L  | <input type="checkbox"/> Sitting <input type="checkbox"/> Kneeling |

**HOW DID YOU HEAR ABOUT US?**

- |   |   |   |                                       |
|---|---|---|---------------------------------------|
| <input type="checkbox"/> Newspaper (which one?) _____ | <input type="checkbox"/> Health Fair (which one?) _____ | <input type="checkbox"/> Other Website (which one?) _____ | <input type="checkbox"/> Yellow Pages |
| <input type="checkbox"/> Magazine (which one?) _____  | <input type="checkbox"/> Google Ad _____                | <input type="checkbox"/> Physician (Dr.?) _____           | <input type="checkbox"/> Other        |
| <input type="checkbox"/> Facebook _____               | <input type="checkbox"/> Our website _____              | <input type="checkbox"/> Family/Friend _____              |                                       |

### Assignment of Benefits & Authorization to Release Information

If I am entitled to benefits under the Medicare or any insurance policy or other health benefit plan (covering me or anyone legally responsible for me), in consideration for services provided to me by Lansdowne Podiatry. I assign, transfer and convey the benefits payable under such program, policy or plan for services rendered to me. I authorize payment of benefits directly to Lansdowne Podiatry, with such benefits to be applied to my bill. **I understand and acknowledge that this assignment does not relieve me of financial responsibility for charges incurred by me or anyone on my behalf, and I hereby acknowledge responsibility for and agree to pay charges not paid under this assignment, including any coinsurance amounts, deductibles, Durable Medical Equipment, and any charges for services deemed to be non-covered, not pre-certified, or not pre-authorized by my insurance.**

\_\_\_\_\_ (initial) I give my consent for examination and treatment by Lansdowne Podiatry.

Responsible Party Signature: \_\_\_\_\_  
Relationship: \_\_\_\_\_ Date: \_\_\_\_\_

### PATIENT HIPAA ACKNOWLEDGEMENT AND DESIGNATION

**I. Acknowledgement of Practice's Notice of Privacy Practices:**

By subscribing my name below, I acknowledge that I was provided a copy of the Notice of Privacy Practices (NPP), and that I have read (or had the opportunity to read if I so chose) and understand the Notice of Privacy Practices (NPP) and agree to its terms.

Name of Patient: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Signature of Patient/Parent/Guardian \_\_\_\_\_ Date: \_\_\_\_\_

**II. Designation of Certain Relatives, Close Friends and other Caregivers as my Personal Representative:**

I agree that the practice may disclose certain pieces of my health information to a Personal Representative of my choosing, since such person is involved with my healthcare or payment relating to my healthcare. In that case, the Physician Practice will disclose only information that is directly relevant to the person's involvement with my healthcare or payment relating to my health care.

Name: \_\_\_\_\_ Last four digits of SSN or other identifier: \_\_\_\_\_

Name: \_\_\_\_\_ Last four digits of SSN or other identifier: \_\_\_\_\_

Name: \_\_\_\_\_ Last four digits of SSN or other identifier: \_\_\_\_\_

**III. Request to Receive Confidential Communications by Alternative Means:**

As provided by Privacy Rule Section 164.522(b), I hereby request that the Practice make all communications to me by the alternative means that I have listed below.

Home Telephone Number: \_\_\_\_\_ Written Communication Address: \_\_\_\_\_

\_\_\_\_ OK to leave message with detailed information.

\_\_\_\_ Leave message with call back numbers only.

Cell Phone Number: \_\_\_\_\_

\_\_\_\_ OK to leave message with detailed information.

\_\_\_\_ Leave message with callback number only.

\_\_\_\_ OK to mail to address listed above

\_\_\_\_ OK to email at address on file.



We at Lansdowne Podiatry are committed to providing you with the best possible care. If you have Medical Insurance, we are eager to help you receive your maximum allowable benefits. In order to achieve these goals, we need your assistance and your understanding on our payment policy.

Unless INSURANCE ARRANGEMENTS have been approved in advance by our staff, payment for services is due at the time services are rendered. At our Virginia & DC locations, we accept payment in the form of cash, check, MasterCard, American Express, Discover, or Visa. We will be happy to help you process your insurance claim at each visit.

Returned checks and balances older than 30 days are subject to additional collection fees and interest of 1.5% per month. We will gladly discuss your proposed treatment and answer any questions relating to your insurance.

You must realize, however, that:

1. Insurance is a contract between you and your insurance company.
2. Our fees generally fall within the acceptable range by most insurance companies, and therefore are covered up to the maximum allowance determined by each carrier. This applies only to companies who pay a percentage (such as 50% or 80%) of U.C.R.. "U.C.R." is defined as Usual, Customary and Reasonable fees for this region. Thus, our fees are considered Usual, Customary, and Reasonable by most companies. This does not apply to companies who reimburse based on arbitrary "schedule" of fees, which bears no relationship to the current standard of fees and cost of care in this area.
3. Not all services are a covered benefit in all contracts. Some insurance companies arbitrarily refuse to cover certain services. We have no control over this.
4. MEDICARE PATIENTS: We would like you to understand that accepting assignment means that YOU are responsible for the YEARLY DEDUCTIBLE and for the 20% (co-insurance) of what Medicare allows. You are also responsible for services that your supplemental/ secondary insurance does not cover. If your supplemental/ secondary insurance does not pay this amount, YOU are responsible for it.

The filing of insurance claims is a courtesy that we have always extended to our patients. However, all charges are your responsibility, not your Insurance Company's. We will make our best effort to collect from them, but if, despite our best efforts, we are not successful, you are responsible for the unpaid balance.

We realize that temporary financial problems may affect timely payment of your account. We don't want any financial problems to get in the way of our good relationship with you. If such problems do arise, we encourage you to contact us promptly for assistance in the management of your account.

If you have any questions about the above information or any uncertainty regarding insurance coverage, please don't hesitate to ask us. We really are here to help you.

1. All co-payments are due at the time of visit. Postdated checks are not accepted.
2. Co-insurance and unmet deductibles are due prior to scheduled surgeries and procedures. Once benefits are verified and your financial responsibility calculated, you will be notified of the payment amount and due date.
3. You are ultimately responsible for payment of charges for services you receive from our office.

4. In accordance with your insurance member handbook, it is your responsibility to provide accurate insurance information and to present your insurance ID card at the time of your visit. If you do not have insurance or do not present a valid insurance card, you will be responsible for payment at the time of service. We will provide you with a copy of our billing form so that you can obtain reimbursement from your insurance company.
5. It is your responsibility to ensure that our physician is in your insurance network.
6. If your plan requires a referral, it is your responsibility to obtain this prior to being seen by our provider.
7. Cancellations for appointments and procedures must be received at least 24 business hours prior to the scheduled appointment. Cancellations for scheduled surgery must be received at least 5 days prior to the scheduled surgery date and time. Patients who fail to cancel a scheduled appointment will be charged a \$60.00 cancellation fee.
8. Payment is due for rendered services 30 days from the date of your billing statement. Unpaid previous balances must be paid in full prior to any additional visits, unless arrangements have been made with our financial counselor.
9. The returned check fee is \$35.00.
10. Medical records requests must be received in writing at least 72 hours prior to the date needed. Fees for medical records are set in accordance with allowable amounts as defined by the state of Virginia and District of Columbia. Fees must be received prior to record delivery. No more than 5 pages may be faxed.
11. Administrative Services: There is a \$25.00 charge for each Administrative Service payable prior to service completion. This Administrative Service Fee covers specific administrative services such as forms completion for family medical leave and disability, letters for insurance authorization for brand or non-formulary drugs, letters for employers, school, health clubs, and any other administrative item not covered by insurance.
12. All sales are final with any over the counter (OTC) or durable medical equipment (DME) items.
13. PATIENT REFUNDS - Please allow 60 days from the time your insurance company responds to a claim for your deposit refund to be processed. Refunds will be issued in the form of a paper check that will be mailed to your home address.
14. COLLECTIONS FEE: You will be sent up to three notices for your financial responsibility (co-insurance, deductible) after payment and/or explanation of benefits (EOB) is received from your insurance company/companies. After the third and last notice, your account will be forwarded to our collection agency. If your account is sent to a collections agency, a 35% fee will be added to your account. You bear complete financial responsibility for any fee(s) incurred.

I, \_\_\_\_\_, have received, read, and understand the financial policy at Lansdowne Podiatry.

\_\_\_\_\_

Signature of Patient

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Guardian

\_\_\_\_\_

Date