

**PATIENT INFORMATION FORM**

**PLEASE PRINT**

**DATE:** \_\_\_\_\_ **PATIENT'S NAME:** \_\_\_\_\_

**NICKNAME:** \_\_\_\_\_ **DATE OF BIRTH:** \_\_\_\_\_ **AGE:** \_\_\_\_\_  **MALE**  **FEMALE**

**PARENT OR GUARDIAN (IF A MINOR):** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **APT:** \_\_\_\_\_ **CITY:** \_\_\_\_\_

**STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**HOME PHONE:** \_\_\_\_\_ **WORK PHONE:** \_\_\_\_\_ **CELL PHONE:** \_\_\_\_\_

**S.S. #:** \_\_\_\_\_ **EMPLOYER:** \_\_\_\_\_

**PRIMARY LANGUAGE:** \_\_\_\_\_ **RACE:** \_\_\_\_\_ **ETHNICITY:** \_\_\_\_\_

**EMERGENCY CONTACT:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**RELATIONSHIP:** \_\_\_\_\_

**MEDICAL HISTORY**

**REASON FOR SEEING DOCTOR TODAY:** \_\_\_\_\_

**PREVIOUS FOOT, ANKLE, OR LEG PROBLEM:** \_\_\_\_\_

**DO YOU WEAR ORTHOTICS IN YOUR SHOES?** \_\_\_\_\_

**LIST ANY OTHER OPERATIONS & DATES:** \_\_\_\_\_

**HEIGHT:** \_\_\_\_\_ **FT** \_\_\_\_\_ **INCHES**      **WEIGHT:** \_\_\_\_\_ **LBS**      **SHOE SIZE:** \_\_\_\_\_

**PLEASE CHECK IF YOU HAVE HAD ANY OF THE FOLLOWING:**

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> <b>HEART TROUBLE</b>       | <input type="checkbox"/> <b>DIABETES</b>            | <input type="checkbox"/> <b>HARDENING OF THE ARTERIES</b> |
| <input type="checkbox"/> <b>KIDNEY TROUBLE</b>      | <input type="checkbox"/> <b>BONE FRACTURES</b>      | <input type="checkbox"/> <b>RAYNAUD'S DISEASE</b>         |
| <input type="checkbox"/> <b>HIGH BLOOD PRESSURE</b> | <input type="checkbox"/> <b>ASTHMA</b>              | <input type="checkbox"/> <b>VARICOSE VEINS</b>            |
| <input type="checkbox"/> <b>POLIO</b>               | <input type="checkbox"/> <b>ANEMIA</b>              | <input type="checkbox"/> <b>ARTHRITIS</b>                 |
| <input type="checkbox"/> <b>RHEUMATIC FEVER</b>     | <input type="checkbox"/> <b>BLOOD DISEASE</b>       | <input type="checkbox"/> <b>CANCER</b>                    |
| <input type="checkbox"/> <b>TUBERCULOSIS</b>        | <input type="checkbox"/> <b>CIRCULATION DISEASE</b> | <input type="checkbox"/> <b>SEIZURE DISORDER/EPILEPSY</b> |
| <input type="checkbox"/> <b>STOMACH ULCERS</b>      | <input type="checkbox"/> <b>LIVER TROUBLE</b>       | <input type="checkbox"/> <b>HIV</b>                       |
| <input type="checkbox"/> <b>PROLONGED BLEEDING</b>  | <input type="checkbox"/> <b>STROKE/TIA</b>          | <input type="checkbox"/> <b>HEPATITIS A B C</b>           |

**OTHER:** \_\_\_\_\_

**FAMILY PHYSICIAN/PHONE:** \_\_\_\_\_

**PHARMACY/PHONE:** \_\_\_\_\_

**REFERRED BY:** \_\_\_\_\_

**FORMER PODIATRIST:** \_\_\_\_\_

**CURRENT MEDICATIONS:** \_\_\_\_\_

**ALLERGIES:**  NONE

PENICILLIN  CODEINE  CORTISONE  ANESTHETICS  ASPIRIN  VICODIN  IODINE

OTHER: \_\_\_\_\_

**DO YOU SMOKE?**  NEVER  NO  YES \_\_\_\_\_ PACKS/DAY    **HOW MANY YEARS?** \_\_\_\_\_

**INSURANCE INFORMATION**

**PRIMARY INSURANCE COMPANY:** \_\_\_\_\_

**INSURED:** \_\_\_\_\_ **INSURED DATE OF BIRTH:** \_\_\_\_\_

**POLICY NUMBER:** \_\_\_\_\_ **GROUP NUMBER:** \_\_\_\_\_

**SECONDARY INSURANCE COMPANY:** \_\_\_\_\_

**INSURED:** \_\_\_\_\_ **INSURED DATE OF BIRTH** \_\_\_\_\_

**POLICY NUMBER:** \_\_\_\_\_ **GROUP NUMBER:** \_\_\_\_\_

**Permission to treat:** I hereby authorize Dr. Andrew J. Marso to perform such general procedures as he may deem necessary in the diagnosis and/or treatment of my foot condition. I further authorize the release of medical information for insurance purposes and request that payment of benefits be made directly to the doctor. I understand that any remaining balance will be my responsibility.

**Authorization to release information:** I authorize Dr. Andrew J. Marso, DPM to release any information regarding the medical history and treatment including disability related information to any third party payer (including Medicare), or their contracted agents, to validate or determine benefits payable for services rendered to myself or any dependents.

**SIGNATURE (PATIENT OR GUARDIAN):** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Acknowledgement of receipt of notice of privacy practices:** I acknowledge that I have read (or had the opportunity to read it if I so choose) and understood the privacy notice. I understand that a paper copy will be provided to me if I request one.

**SIGNATURE (PATIENT OR GUARDIAN):** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Wisconsin Foot Center  
Dr. Andrew J. Marso  
6130 S. 108<sup>TH</sup> Street  
Hales Corners, WI, 53130

## Email Communication Consent Form

Our office will use reasonable means to protect the security and confidentiality of email information sent and received- however, we cannot guarantee the security of email communication. Thus, patients must consent to the use of email for patient information, billing and communication. Consent to use email includes agreement with the following conditions:

- Emails to or from the patient concerning treatment may be printed in full and made part of the patient's medical record. Because they are part of the medical record, authorized individuals will have access to the medical record/email. (e.g billing staff)
- Wisconsin Foot Center periodically will send out informational emails to your email.
- Our office may forward emails internally to those involved, as necessary, for healthcare operations and other handling. Our staff will not forward emails to independent third parties without the patients prior written consent, except as authorized or required by law.
- Although our office will endeavor to read and respond promptly to all emails from the patient, it is not a guarantee that any particular email will be read and responded to within any particular period of time. The patient should not use email for medical emergencies or other time-sensitive matters.

### Patient acknowledgement and agreement

I acknowledge that I have read and fully understand this consent form and consent to the conditions outlined herein.

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

Patient Email: \_\_\_\_\_

Patient Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_\_\_

**CANCELLATION AND NO SHOW POLICY:**

We understand that situations arise in which you must cancel your appointment. It is therefore requested that if you must cancel your appointment you provide more than 24 hours' notice. This will enable for another person who is waiting for an appointment to be scheduled in that appointment slot. With cancellations made less than 24 hours' notice, we are unable to offer that slot to other patients. Office appointments which are cancelled with less than 24 hours notification may be subject to a \$25.00 cancellation fee.

Cancellations for surgical procedures, require 5-7 business day advance notice, without notification they may be subject to a \$150.00 cancellation fee. Patients who do not show up for their appointment without a call to cancel an office appointment or procedure appointment will be considered as NO SHOW. Patients who No-Show three (3) or more times in a 12 month period, may be dismissed from the practice thus they will be denied any future appointments.

The Cancellation and No Show fees are the sole responsibility of the patient and must be paid in full before the patient's next appointment. We understand that Special unavoidable circumstances may cause you to cancel within 24 hours. Fees in this instance may be waived but only with management approval.

Our practice firmly believes that good physician/patient relationship is based upon understanding and good communication. Questions about cancellation and no show fees should be directed to Kathy or Rachel (414-425-8400). Please sign that you have read, understand and agree to this Cancellation and No show Policy.

Patient Name (Please Print): \_\_\_\_\_

Signature of Patient: \_\_\_\_\_

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

## WISCONSIN FOOT CENTER PAYMENT POLICY

Thank you for choosing Wisconsin Foot Center as your podiatric provider. We are committed to providing you with quality and affordable health care. Because some of our patients have had questions regarding patient and insurance responsibility for services rendered, we have developed this payment policy. Please read and sign below in the space provided. A copy will be provided to you upon request.

**Insurance:** For your convenience, we participate in most insurance plans, including Medicare. If you are not insured by a plan we are contracted with, payment in full is expected at each visit. If you are insured by a plan that we are contracted with but don't have an up to date insurance card, payment is required until we can verify your coverage. Knowing your insurance benefits is your responsibility. Please contact your insurance company with any questions you may have regarding your coverage.

**Co-payments and Deductibles:** All co-payments and deductibles must be paid at the time of service. This arrangement is part of your contract with your insurance company. Failure on our part to collect co-payments and deductibles from patients can be considered fraud.

**Non-covered services:** Please be aware that some and perhaps all of the services you receive may be non-covered or not considered reasonable or necessary by Medicare or other insurers. You will be required to payment for these services in full at the time of the visit.

**Proof of Insurance:** All patients must complete our patient information form before seeing the doctor. We must obtain a copy of your driver's license and current valid insurance to provide a proof of insurance. If you fail to provide us with the correct insurance information in a timely manner, you may be responsible for the balance of a claim.

**Claim Submission:** We will submit your claims and assist you in any way we reasonably can to help get your claims paid. Your insurance company may request medical records. Please be aware that the balance of your claim is your responsibility. Your insurance benefit is a contract between you and your insurance company; we are not party to that contract. All balances are due upon receipt of a statement. In certain circumstances, a 90 day payment arrangement can be made.

**Coverage Changes:** If your insurance changes, please notify us before your next visit so we can make the appropriate changes to help you receive your maximum benefits. If your insurance company does not pay your claim in 45 days, the balance will automatically be billed to you.

**Nonpayment:** Balances 60 days past due must be paid before receiving further treatment. If your account balance is over 90 days past due, you will receive a letter stating that you have 14 days to pay your account in full. Partial payments will not be accepted unless otherwise negotiated. Further services will not be rendered until complete payment of account is received. Please be aware that if a balance remains unpaid, we may refer your account to a collection agency and you and your immediate family members may be discharged from this practice.

Our practice is committed to providing the best treatment to our patients. Our prices are representative of the usual and customary charges for our area. Thank you for understanding our payment policy. Please let us know if you have any questions or concerns.

I have read and understand the payment policy and agree to abide by its guidelines:

\_\_\_\_\_ Date: \_\_\_\_\_  
Signature of Patient or Guardian