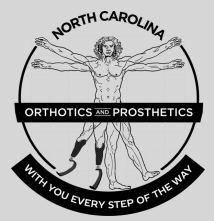


NEW PATIENT INFORMATION FORM



Patient's Name _____ DOB _____ Social Sec. # _____ Email _____

Height _____ Weight _____ Shoe Size _____ Accident/Onset Date _____

Home Ph# _____ Cell Ph# _____ Other Ph# _____

Home Address: _____

City _____ State _____ Zip Code _____

Mailing Address(if different) _____

City _____ State _____ Zip Code _____

EMERGENCY CONTACT INFORMATION

Name _____ Relationship _____

Best Daytime Ph# _____ Alt# _____

Who can we thank for referring you to us?

Yellow Pages

Therapist

Dr's Office

Website

Existing Patient

Name of Referral

Have you ever had an orthotic or prosthetic device before? _____

If yes, What type and when did you receive it? _____

Referring Physician _____

Primary Physician _____

Are you diabetic? YES NO Diabetic Physician _____

Primary Insurance _____ Policy Holder Name _____

Secondary insurance _____ Policy Holder Name _____

By signing below, I acknowledge that I have received North Carolina Orthotics and Prosthetic's Patient Information Document that includes North Carolina Orthotic and Prosthetic's Consent for Treatment, Release of Medical Information and Assignment of Benefit Guidelines, the Medicare Supplier of Standards, Notice of Privacy Practices and acknowledge North Carolina Orthotics and Prosthetics Complaint protocol and After Hours policy. I acknowledge that all information that I have provided is true and accurate to the best of my knowledge.

Signature of Patient or Guardian _____ Date _____

Relationship to Patient: _____

New Patient Release Form



North Carolina Orthotics & Prosthetics, Inc is authorized to release protected health information about the below named patient to the persons indicated. The purpose is to inform the patient or others in keeping with the patient's instructions.

Name of Patient: _____ Date of Birth: _____

What information may be left on answering machine/
voicemail (if applicable): Appointment Info
 General Message

Please list approved individuals to receive information (if you have more than one individual, please ask receptionist for another form) Name: _____
Relationship: _____

What Information may we release to the above named individual? Financial/Billing
 Health Information

Patient Information:

I understand that I have the right to revoke this authorization at any time and that I have the right to inspect or request a copy of the protected health information to be disclosed as described in this document. I understand that a revocation is not effective in cases where the information has already been disclosed but will be effective from the time and date that the written request of revocation is received by NCOPI.

I understand that information used or disclosed as a result of this authorization may be subject to re-disclosure by the recipient and may no longer be protected by federal or state law.

I understand that I have the right to refuse to sign this authorization and that my treatment will not be conditioned on signing.

THIS AUTHORIZATION SHALL BE IN EFFECT UNTIL REVOKED BY THE PATIENT.

Financial Responsibility:

Your healthcare insurance policy is a contract between you and your insurance company or employer. NCOPI will assist you to obtain payment from your healthcare insurance policy for medical services and goods that you receive at NCOPI. However, you remain primarily responsible to pay for all medical services and goods that you receive at NCOPI.

Health Insurance does NOT cover all medical goods and services.

I understand that there are many types of healthcare insurances and that each provides coverage for different medical goods and services. If the healthcare insurance denies payment of my claim because it is not a covered service or good, I am responsible for all charges.

I am responsible to provide accurate insurance information. I am responsible to provide NCOPI with all current insurance information and contact information, including any secondary insurance. If the claims are denied due to untimely filing because I have not provided current insurance information, I am responsible for all charges. In the event that I have more than one coverage and there are issues associated with the coordination of benefits, it is my responsibility to contact the insurance carrier to have any issues resolved.

I am responsible for prompt payment: Payment in full is due within 75 days from the date of service. For alternative payment arrangements or for any other questions regarding insurance coverage, contact our office at (252) 436-2611.

I understand and agree with the above:

Signature of Patient/Guardian _____ Date: _____

North Carolina Orthotics and Prosthetics



Consent for Treatment
Release of Medical Information
Assignment of Benefits

Consent for Treatment: I, the undersigned, hereby voluntarily consent to the examination and treatment prescribed by my physician(s) and/or therapist and rendered by the professional and support staff of North Carolina Orthotics & Prosthetics. I understand that I have the right and the responsibility to participate in the development of my plan of care.

Release of Medical Records: I authorize any holder of medical or other information about me to release such information as may be necessary for the completion of my insurance claims and for continuing medical care to North Carolina Orthotics & Prosthetics. A photocopy of this authorization form is to be considered valid. I also consent to the release of my medical and private health information by North Carolina Orthotics & Prosthetics for use as described in the Notice of Privacy Practices

Assignment of Insurance Benefits: I hereby authorize direct payment to North Carolina Orthotics & Prosthetics for my insurance benefits herein specified and otherwise payable to me. I also hereby authorize automated claims to be submitted electronically to Medicare/Medicaid on my behalf.

It is necessary for the patient or representative to give complete and accurate insurance information. If the information is incomplete or inaccurate, we will not be able to appropriately bill the insurance company and the responsibility for payment then becomes that of the patient.

Insurance payments are usually received within 30-60 days from the time of billing. If a patient's insurance has not made payment to our office within 90 days, we may request the patient to pay the balance due, and then seek reimbursement from the insurance company when and if it pays.

Our office does not guarantee that the patient's insurance company will pay for the services rendered. We will perform our routine insurance billing procedures upon verification of coverage. However, if for some reason the patient's insurance claim is denied, the patient is then considered to be responsible for charges not covered by this assignment. The undersigned further agrees to pay all costs of collection of any such balance including attorney's fees.

For Medicare Recipients Only: I certify that the information given by me in applying for payment under Title XVII of the Social Security Act is correct. I authorize any holder of medical or other information about me to release to the Social Security Administration, Intermediaries or carriers any information needed for this or a related Medicare claim. I request that payment of authorized benefits be made on my behalf. I also authorize the Social Security Administrative Dept. to furnish any benefits information regarding my Medicare eligibility to North Carolina Orthotics & Prosthetics. *Medicare will only pay for services that are determined to be "reasonable and necessary" under section 1862 (a)(i) of the Medicare law.*

Signature of Patient or Representative _____ Date _____

(authority)

Printed Name of Patient or Representative _____

(authority)



Please provide a list of medications that specifically impact your ability to walk, cause dizziness, or relate to vertigo.

This information is important for assessing your ability to ambulate.

Please provide details about any allergies related to plastics, latex, or similar materials.

This information is important for your care and safety.

Allergy	Type of Reaction	Severity of Reaction	Date of Last Reaction
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Signature of Patient or Representative _____ Date _____

(authority)

Printed Name of Patient or Representative _____

(authority)

North Carolina Orthotics and Prosthetics

Acknowledgement of Receipt of Notice of Privacy Practices



Notice of Privacy Practices: My signature below acknowledges receipt of the Notice of Privacy Practices, which describes the types of uses and disclosures of my protected health information that might occur in my treatment, payment of my bills or in the performance of North Carolina Orthotics & Prosthetics health care operations. The Notice of Privacy Practices also describes my right and North Carolina Orthotics & Prosthetics duties with respect to my protected health information. The Notice of Privacy Practices is posted in the patient waiting room. North Carolina Orthotics & Prosthetics reserves the right to change the privacy practices that are described in the Notice of Privacy Practices. I may obtain a revised copy by calling the office and requesting a revised copy be sent in the mail.

Signature of Patient or Representative _____ Date _____
(authority)

Printed Name of Patient or Representative (relationship to patient) _____
(authority)



MEDICARE DMEPOS SUPPLIER STANDARDS

Note: This is an abbreviated version of the supplier standards every Medicare DMEPOS supplier must meet in order to obtain and retain their billing privileges. These standards, in their entirety, are listed in 42 C.F.R. 424.57(c).

1. A supplier must be in compliance with all applicable Federal and State licensure and regulatory requirements.
2. A supplier must provide complete and accurate information on the DMEPOS supplier application. Any changes to this information must be reported to the National Supplier Clearinghouse within 30 days.
3. A supplier must have an authorized individual (whose signature is binding) sign the enrollment application for billing privileges.
4. A supplier must fill orders from its own inventory, or contract with other companies for the purchase of items necessary to fill orders. A supplier may not contract with any entity that is currently excluded from the Medicare program, any State health care programs, or any other Federal procurement or non-procurement programs.
5. A supplier must advise beneficiaries that they may rent or purchase inexpensive or routinely purchased durable medical equipment, and of the purchase option for capped rental equipment.
6. A supplier must notify beneficiaries of warranty coverage and honor all warranties under applicable State law, and repair or replace free of charge Medicare covered items that are under warranty.
7. A supplier must maintain a physical facility on an appropriate site and must maintain a visible sign with posted hours of operation. The location must be accessible to the public and staffed during posted hours of business. The location must be at least 200 square feet and contain space for storing records.
8. A supplier must permit CMS or its agents to conduct on-site inspections to ascertain the supplier's compliance with these standards.
9. A supplier must maintain a primary business telephone listed under the name of the business in a local directory or a toll free number available through directory assistance. The exclusive use of a beeper, answering machine, answering service or cell phone during posted business hours is prohibited.
10. A supplier must have comprehensive liability insurance in the amount of at least \$300,000 that covers both the supplier's place of business and all customers and employees of the supplier. If the supplier manufactures its own items, this insurance must also cover product liability and completed operations.
11. A supplier is prohibited from direct solicitation to Medicare beneficiaries. For complete details on this prohibition see 42 CFR § 424.57 (c) (11).
12. A supplier is responsible for delivery of and must instruct beneficiaries on the use of Medicare covered items, and maintain proof of delivery and beneficiary instruction.
13. A supplier must answer questions and respond to complaints of beneficiaries, and maintain documentation of such contacts.
14. A supplier must maintain and replace at no charge or repair cost either directly, or through a service contract with another company, any Medicare-covered items it has rented to beneficiaries.

15. A supplier must accept returns of substandard (less than full quality for the particular item) or unsuitable items (inappropriate for the beneficiary at the time it was fitted and rented or sold) from beneficiaries.
16. A supplier must disclose these standards to each beneficiary it supplies a Medicare-covered item.
17. A supplier must disclose any person having ownership, financial, or control interest in the supplier.
18. A supplier must not convey or reassign a supplier number; i.e., the supplier may not sell or allow another entity to use its Medicare billing number.
19. A supplier must have a complaint resolution protocol established to address beneficiary complaints that relate to these standards. A record of these complaints must be maintained at the physical facility.
20. Complaint records must include: the name, address, telephone number and health insurance claim number of the beneficiary, a summary of the complaint, and any actions taken to resolve it.
21. A supplier must agree to furnish CMS any information required by the Medicare statute and regulations.
22. All suppliers must be accredited by a CMS-approved accreditation organization in order to receive and retain a supplier billing number. The accreditation must indicate the specific products and services, for which the supplier is accredited in order for the supplier to receive payment for those specific products and services (except for certain exempt pharmaceuticals).
23. All suppliers must notify their accreditation organization when a new DMEPOS location is opened.
24. All supplier locations, whether owned or subcontracted, must meet the DMEPOS quality standards and be separately accredited in order to bill Medicare.
25. All suppliers must disclose upon enrollment all products and services, including the addition of new product lines for which they are seeking accreditation.
26. A supplier must meet the surety bond requirements specified in 42 CFR § 424.57 (d).
27. A supplier must obtain oxygen from a state-licensed oxygen supplier.
28. A supplier must maintain ordering and referring documentation consistent with provisions found in 42 CFR § 424.516(f).
29. A supplier is prohibited from sharing a practice location with other Medicare providers and suppliers.
30. A supplier must remain open to the public for a minimum of 30 hours per week except physicians (as defined in section 1848(j) (3) of the Act) or physical and occupational therapists or a DMEPOS supplier working with custom made orthotics and prosthetics.

MEDICARE DMEPOS SUPPLIER STANDARDS

DMEPOS suppliers have the option to disclose the following statement to satisfy the requirement outlined in Supplier Standard 16 in lieu of providing a copy of the standards to the beneficiary.

The products and/or services provided to you by (supplier legal business name or DBA) are subject to the supplier standards contained in the Federal regulations shown at 42 Code of Federal Regulations Section 424.57(c). These standards concern business professional and operational matters (e.g. honoring warranties and hours of operation). The full text of these standards can be obtained at <http://ecfr.gpoaccess.gov>. Upon request we will furnish you a written copy of the standards.

I acknowledge that I have received a copy of the Medicare DMEPOS supplier standards for North Carolina Orthotics & Prosthetics.

Signature of Patient/Guardian: _____ Date: _____