

YOUR APPOINTMENT IS SCHEDULED FOR:
DAY OF WEEK:
DATE OF APPOINTMENT:
TIME OF APPOINTMENT:

TO OUR NEW PATIENT:

I WOULD LIKE TO PERSONALLY THANK YOU FOR CHOOSING MOUNTAIN PODIATRY AND WELCOME YOU TO OUR FACILITY. WE ARE LOCATED AT 653 NORTH TOWN CENTER DRIVE, SUITE #118, LAS VEGAS, NEVADA 89144. OUR OFFICE IS ON THE FIRST FLOOR OF THE MEDICAL OFFICE BUILDING, LOCATED ADJACENT TO THE SUMMERLIN HOSPITAL MEDICAL CENTER.

IN ORDER TO ASSIST YOU IN YOUR TIMELY PROCESS PRIOR TO YOUR APPOINTMENT, PLEASE FIND THE ENCLOSED REGISTRATION PACKET. YOU MAY BRING THIS PACKET WITH YOU AT THE TIME OF YOUR APPOINTMENT, OR YOU MAY FAX OVER THIS REGISTRATION PACKET PRIOR TO YOUR APPOINTMENT TO OUR OFFICE AT (702) 363-1079. PLEASE INCLUDE A COPY OF YOUR IDENTIFICATION AND HEALTH INSURANCE CARDS.

PLEASE VERIFY WITH YOUR PRIMARY CARE PHYSICIAN OR INSURANCE CARRIER IF YOU MIGHT NEED A REFERRAL OR A PRIOR AUTHORIZATION BEFORE YOUR APPOINTMENT. IF YOU ARE HAVING DIFFICULTY, PLEASE CONTACT OUR OFFICE AT (702) 240-8038, AND MY PATIENT CARE COORDINATORS WILL ASSIST YOU.

PLEASE BE SURE TO BRING ALONG WITH YOU ON THE DAY OF YOUR APPOINTMENT YOUR INSURANCE CARD(S), PICTURE IDENTIFICATION: SUCH AS DRIVERS LICENSE, ANY RECENT X-RAYS, TESTS, SCANS, REPORTS OR ANY OTHER PERTINENT INFORMATION OR ITEMS THAT MAY ASSIST US IN YOUR CARE.

PLEASE COMPLETE AND SIGN ALL FORMS, INCLUDING THE INJURY/ACCIDENT REPORT FORM AS THIS IS REQUIRED BY YOUR INSURANCE CARRIER. IF THIS DOES NOT APPLY TO YOU, JUST MAKE A CHECK MARK WITHIN THE "NO" CIRCLE. PLEASE SIGN THE HIPAA FORM AS THIS IS A FEDERAL REQUIREMENT TO PROTECT YOU FROM ALL DISCLOSURE OF YOUR HEALTH INFORMATION.

DUE TO THE NATURE OF MY SPECIALIZED PRACTICE, EXTENDED WAITING PERIODS MAY OCCUR. I APOLOGIZE IN ADVANCE FOR ANY INCONVENIENCE. MY STAFF AND I ARE TRYING TO PROVIDE THE BEST MEDICAL CARE FOR EACH INDIVIDUAL PATIENT. I AM LOOKING FORWARD TO TAKING CARE OF ALL YOUR NEEDS. THANK YOU FOR YOUR TIME AND PATIENCE.

SINCERELY.

DR. JODI S. POLITZ



# WELCOME TO MOUNTAIN PODIATRY, LTD.

### PATIENT REGISTRATION FORM

# PLEASE HAVE YOUR INSURANCE AND IDENTIFICATION CARDS AVAILABLE

TODAY'S DATE:	PATIENT'S NAME:	
S.S.#:		
ADDRESS:		
AGE: DATE OF BIRTH: _		
RACE: O CAUCASIAN O ASIAN O A	AFRICAN AMERICAN O HISPAN	IIC O OTHER:
LANGUAGE SPOKEN:		
TELEPHONE #'S: HOME:	CELL:	WORK:
OCCUPATION:	EMPLOYER:	
SPOUSE/PARENT NAME:	S.S.#:	
		WORK:
OCCUPATION:		
WORK/OFFICE ADDRESS:	CITY:	ST: ZIP:
FAMILY PHYSICIAN:	TELEPHOI	NE #:
EMERGENCY CONTACT:	TELEPHO	NE #:
WERE YOU REFERRED BY ANOTHER	DOCTOR? O NO O YES DR	.'S NAME:
INSURED'S NAME:S.S.# OR ID#:SECONDARY INS. COMPANY:	D.O.B.:/ GROUP#	
		_/ GENDER: O MALE O FEMALE
Mountain Podiatry, Ltd., and ass release any information acquired claims. A photocopy of this author by me in writing. I understand account whether or not an insurpayment. I am responsible for all and services and yearly deductib returned check fee, attorney's frassessed by any collection agence expected at the time services ar medical providers are Preferred linsurance company to collect you	sociated medical providers. in the course of my treatmed rization is to be considered at that I am financially responsance company, attorney or II co-payment and co-insurables. I agree to pay all colleges, court costs, filing feetly retained to pursue this may retained to pursue this may remove the control of the court insurance of the court of the time ours. No Show/Cancellation II	nd/or surgical benefits directly to I authorize Mountain Podiatry to nt needed for all medical insurance is valid as the original until revoked insible for all charges made to my third party payor is involved with ince amounts, non-covered supplies ection expenses including a \$35.00 es, including charges that may be atter. Payment for these services is diatry, Ltd. doctors and associated company, we are required by your me services are rendered. You will fee of \$25.00 for an office visit and



# INJURY ACCIDENT REPORT FORM

# REQUIRED BY ALL INSURANCE COMPANIES

TODAY'S DATE:			
PATIENT'S NAME:	S.S.#:		
IS THIS DUE TO AN INJURY? O YES O			
DATE OF INJURY?//	-		·
HAVE YOU NOTIFIED YOUR EMPLOYER?	YES O NO		
EMPLOYER AT THE TIME OF INJURY?			
ARE YOU CURRENTLY WORKING? O YES	: 0 NO		
DESCRIBE WHAT PART OF THE BODY WA	S INJURED:		
DESCRIBE WHERE AND HOW THE INJURY			
WAS A POLICE REPORT FILED? O YES			
WHO CAUSED OR MAY HAVE CAUSED TH	IS ACCIDENT?		
NAME:			
ADDRESS:		ST:	ZIP:
AUTO INS. ADDRESS:POLICY#INSURANCE ADJUSTER'S NAME:	CLAIM#:		
MYSONANCE ADJUSTENS NAME.	- Fric	JNL #.	
ATTORNEY INFORMATION:			
DO YOU HAVE AN ATTORNEY? O YES			
ATTORNEY'S NAME:			
ADDRESS:		ST:	ZIP:
I HEREBY VERIFY THAT THE ABOVE INFO KNOWLEDGE.	RMATION IS TRUE AND COMP	LETE TO THE BEST	r of MY
PATIENT/PARENT/GUARDIAN'S SIG		DATE	· · · · · · · · · · · · · · · · · · ·



# HIPAA Omnibus Notice of Privacy Practices Revised 2013

Effective Date: 9/1/2013

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

#### **OBLIGATION OF MOUNTAIN PODIATRY:**

We are required by law to:

- Maintain the privacy of Protected Health Information (PHI)
- Give you this notice of our legal duties and privacy practices regarding health information on the patient
- · Follow the terms of our notice that is currently in effect

This notice explains your rights and our legal obligations regarding the privacy of your PHI.

Protected Health Information (PHI) is information that individually identifies you. It may be used and disclosed by your physician, our office staff, another health care provider, your health plan, your employer, or a healthcare clearing house that relates to (1) your past, present, or future physical conditions, (2) the provision of health care to you, or (3) the past, present, or future payment for your health care.

#### HOW MOUNTAIN PODIATRY, LTD MAY USE AND DISCLOSE YOUR PROTECTED HEALTH INFORMATION:

For Treatment: We may use and disclose your PHI to provide, coordinate, or manage your health care and any related services. This includes the coordination or management of your health care with a third party. For example we may disclose your PHI to doctors, nurses, technicians, or other personnel, including people outside our office who are involved in your medical care and need the information to provide you with medical care.

For Payment: We may use and disclose your PHI to enable us or others to bill and receive payment from you, an insurance company or a third party for the treatment and services you received. For example, we may give your health plan information about you so that they will pay for your treatment.

For Health Care Operations: We may use and disclose your PHI for health care operations purposes. These uses and disclosures are necessary to make sure that all of our patients receive quality care and to operate and manage our office. For example, we may use and disclose information to make sure the podiatry care you receive is of the highest quality. We also may share information with other entities that have a relationship with you (for example, your health plan) for their health care operations activities.

Appointment Reminders, Treatment Alternatives, Health Related Benefits and Services: We may use and disclose your PHI to contact you to remind you that you have a scheduled medical appointment with us. We also may use and disclose your PHI to tell you about treatment alternatives or health-related benefits and services that may be of interest to you.

Individuals Involved In Your Care or In Payment For Your Care: When appropriate we may share Health Information with a person who is involved in your medical care or payment for your care, such as your family or a close friend. We also may notify your family about your location or general condition or disclose such information to an entity assisting in a disaster relief effort.

As Required by Law: We will disclose your PHI about you when required to do so in the following situations without your authorization. These situations include: as required by law, public health issues as required by law, communicable diseases, health oversight, abuse or neglect, food and drug administration requirements, legal proceedings, law enforcement, coroners, funeral directors, organ donation, research, criminal activity, military activity and national security, workers' compensation, inmates, and other required uses and disclosures. Under the law, we must make disclosures to you upon your request. Under the law, we must also disclose your PHI when required by the Secretary of the Department of Health and Human Services to investigate or determine our compliance with the requirements under Section 164.500.

#### USES AND DISCLOSURES THAT REQUIRE YOUR AUTHORIZATION

Other Permitted and Required Uses and Disclosures will be made only with your consent, authorization or opportunity to object unless required by law. Without your authorization, we are expressly prohibited to use or disclose your PHI for marketing purposes. We may not sell your PHI without your authorization. We may not use or disclose most psychotherapy notes contained in your PHI. We will not use or disclose any of your PHI that contains genetic information that will be used for underwriting purposes. You may revoke the authorization at any time by submitting a written revocation and we will no longer disclose your PHI, except to the extent that your physician or the physician's practice has taken an action in reliance on the use or disclosure indicated in the authorization.



#### YOUR RIGHTS REGARDING YOUR PROTECTED HEALTH INFORMATION (PHI).

The following are statements of your rights with respect to your Protected Health Information (PHI):

You Have The Right To Inspect and Copy Your PHI (fees may apply): Pursuant to your written request, you have the right to inspect or copy your PHI for the purposes of treatment, payment or healthcare operations. You have a right to request a summary of your PHI instead of the entire record, or an explanation of your PHI which has been provided to you so long as you agree to this alternative form and agree to pay the associated fees.

You Have The Right To An Electronic Copy of Electronic Medical Records (fees may apply): You have the right to request to be given to you or have transmitted to another individual or entity, an electronic copy of your PHI, if they are maintained in an electronic format. We will make every effort to provide the electronic copy in the format you request however if it is not readily producible by us we will provide it in either our standard format or in hard copy form.

You Have The Right To Request Restrictions Of Your PHI: This means you may ask us not to use or disclose any part of your PHI for the purpose of treatment, payment or healthcare operations. You may also request that any part of your PHI not be disclosed to family members or friends who may be involved in your care or for notification purposes as described in this Notice of Privacy Practices. Your request must state the specific restriction requested and to whom you want the restriction to apply. Your physician is not required to agree to your requested restriction except if you request that the physician not disclose your PHI to your health plan with respect to healthcare for which you have paid in full out of pocket.

You Have The Right To Receive Confidential Communications: This means you may request that we communicate with you only in certain ways to reserve your privacy. For example, you may request that we contact you by mail at a specific address or call you on a specific telephone number. Your request must be made in writing with specific instructions on how and where we contact you. We will accommodate all reasonable requests and will not ask the reason for your request.

You Have The Right To Request An Amendment To Your PHI: If you feel that your PHI is incorrect or incomplete, you may ask us to amend the information. A request and the reason for the requested amendment must be made in writing to the HIPAA Compliance Officer (information located at the end of this Notice). In certain cases we may deny your request. If we deny your request you have the right to file a statement of disagreement with us and we may prepare a rebuttal to your statement and will provide you a copy.

You Have The Right To Get A Notice Of A Breach: You have the right to be notified upon a breach of any of your unsecured PHI.

You Have The Right To Receive An Accounting of Disclosures: You have the right to receive an accounting of all disclosures paper or electronic, except for disclosures: pursuant to an authorization, for purposes of treatment, payment, healthcare operations; required by law, that occurred prior to April 14, 2003, or six years prior to the date of the request. Your request must be made in writing and you must indicate in what form you want the list, for example on paper or electronically.

#### **COMPLAINTS:**

You may file a complaint with us or with the Secretary of the United States Department of Health and Human Services if you believe your privacy rights have been violated. To file a complaint with us you must make it in writing to our HIPAA Compliance Officer at the information at the end of this Notice. Complaints must be submitted within 180 days of when you knew of or suspected the violation. There will be no retaliation against you for filing a complaint. To file a complaint with the Secretary, mail it to: Secretary of the U.S. Dept. of Health and Human Services, 200 Independence Avenue, S.W. Washington, D.C. 20201. Call (202) 619-0257 or toll free (877)-696-6775 or go to the website of the Office of Civil Rights, www.hhs.gov/ocr/hippa/, for more information. There will be no retaliation against you for filing a complaint.

If you have any questions in reference to this form, please ask to speak with our HIPAA Compliance Officer in person or by phone at the information at the end of this Notice. You have the right to request a paper copy of this Notice at any time even if you have agreed to receive this Notice electronically. A copy of this Notice may also be found on our website.

Please sign the accompanying "Acknowledgement" form. Please note that by signing the Acknowledgment for you are only acknowledging that you have received a copy of our Notice of Privacy Practices.



## ACKNOWLEDGEMENT OF RECEIPT OF NOTICE OF PRIVACY PRACTICES

I acknowledge that I have been provided the Mountain Podiatry, Ltd's Notice of Privacy Practices:

- It tells me how Mountain Podiatry, Ltd. will use my health information for the purpose of my treatment, payment for my treatment, and Mountain Podiatry, Ltd's health care operations.
- The Notice of Privacy Practices explains in more detail how Mountain Podiatry, Ltd. may use and share my health information for other than treatment, payment, and health care operations.
- Mountain Podiatry, Ltd. will also use and share my health information as required/permitted by law.

Mountain Podiatry, Ltd. may release or discl	ose my Protected Health Information to the following:
	relationship to patient:
Patient's Complete Legal Name:	
Patient's Date of Birth:	(Please Print Name)
	: show proof of representative status)  O REFUSE TO SIGN THE ACKNOWLEDGEMENT
FOR ADMINISTRATOR ONLY: Mountain Podiatry, Ltd. tried to obtain writt	ten acknowledgement by the individual noted above of the tit could not be obtained for the following reason: aining acknowledgement
Staff Members Signature	Date



# MEDICAL HISTORY QUESTIONNAIRE

Name:	Date:
HISTORY OF INJURY Did the problem result	FOOT PROBLEM: m a specific injury? O Yes O No Injury/Accident Date://
Did your problem begin	Llowing: O Work Injury O Motor Vehicle Accident O Daily Regimen O Nothing
Where is your pain loca O Left O Right O Other:	d? O Toe O Heel O Ankle O Ball of Foot O Arch O Leg O Knee O Back O Hip th O Central O Inside O Outside O Under O Top
What is your complaint	
How long have you had	is problem and/or condition?
At rest: 1 2 3 4	scale of 1 to 10 (10 being the most painful): 6 7 8 9 10 At its Worst: 1 2 3 4 5 6 7 8 9 10 casional O Sharp O Dull O Aching O Stabbing O Throbbing O Traveling
What symptoms are you O Locking O Numbness Other:	periencing? Giving Away O Popping O Tingling O Grinding O Swelling O Bruising
Does anything make yo	symptoms feel better?
Does anything make yo	symptoms feel worse?
Have you seen another	ysician for this problem? OYes ONo Name of Dr.
What treatments have y O Compression O Medic	tried? O Nothing O Physical Therapy O Injections O Bracing O Icing ons O Other:
Have you had any of th	following tests/studies?
Tests	Date (month/year) Facility?
X-Rays	
MRI scar	
Nerve Stud	<b>'</b>

Practitioner's Initials / Date:\_



		Date:				
SOCIAL HISTORY						
Marital Status: O	Married OSi	ingle O Divorced O	Widowed O	Living Ala	one O Living with Other/s	
					Quit Date:	
Recreational Drug	Use: O Yes	0 No Type and F	-requency:			
		Please list all surgeri	ies you have l	rad in the	e past:	
Type of	Surgery	Da	te		Surgeon/State	
			****			
***************************************		***************************************				
	TAMES AND A STATE OF THE STATE		V			
ALLERGIES:						
		tion/s? OYes Are you Allergic to		O No kn No	own drug allergies	
			o: Yes		own drug allergies	
		Are you Allergic to	o: Yes		own drug allergies	
		Are you Allergic to lodine/Betadine	o: Yes		own drug allergies	
		Are you Allergic to lodine/Betadine Shellfish	o: Yes		own drug allergies	
		Are you Allergic to lodine/Betadine Shellfish Penicillin	o: Yes		own drug allergies	
		Are you Allergic to Iodine/Betadine Shellfish Penicillin Sulfa Drugs	o: Yes		own drug allergies	
		Are you Allergic to Iodine/Betadine Shellfish Penicillin Sulfa Drugs Codeine	o: Yes		own drug allergies	
		Are you Allergic to Iodine/Betadine Shellfish Penicillin Sulfa Drugs Codeine Levaquin	o: Yes		own drug allergies	
		Are you Allergic to Iodine/Betadine Shellfish Penicillin Sulfa Drugs Codeine Levaquin Cipro Latex	o: Yes		own drug allergies	
		Are you Allergic to Iodine/Betadine Shellfish Penicillin Sulfa Drugs Codeine Levaquin Cipro Latex Steroids	o: Yes		own drug allergies	
ALLERGIES: Are you allergic to		Are you Allergic to lodine/Betadine Shellfish Penicillin Sulfa Drugs Codeine Levaquin Cipro Latex Steroids lotrin/Advil/Ibupro	o: Yes		own drug allergies	
		Are you Allergic to lodine/Betadine Shellfish Penicillin Sulfa Drugs Codeine Levaquin Cipro Latex Steroids Aspirin	o: Yes		own drug allergies	
		Are you Allergic to Iodine/Betadine Shellfish Penicillin Sulfa Drugs Codeine Levaquin Cipro Latex Steroids Iotrin/Advil/Ibupro Aspirin Tape	o: Yes		own drug allergies	
		Are you Allergic to lodine/Betadine Shellfish Penicillin Sulfa Drugs Codeine Levaquin Cipro Latex Steroids Aspirin	o: Yes		own drug allergies	



PAST MEDICA		Date	-
,	L HISTORY:		
heck if you cu	rently suffer or have previousl	y suffered from:	
	High Blood Pressure	Osteoporosis	
	Diabetes	Kidney Disease/Probl	em
	Liver Disease	Seizures	
	Heart Disease or Attack	Arthritis	***************************************
	Stroke	Thyroid (Hyper/Hypo	)
	Cancer	Parkinson's Disease	
	High Cholesterol	Psoriasis	***************************************
	Ulcer Disease (GI)	Multiple Sclerosis	
	HI∨	Rheumatic Fever	***************************************
	Reflux Disease (GERD)	Gout	<del></del>
	Asthma	Depression	
	1,1,1,1		
·	Hepatitis st:st: (Please complete or provide u	Lung Disease s your medication list so that	we may make a cop
MEDICATIONS	st:		
	st:	s your medication list so that	we may make a cop
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MEDICATIONS	st:	s your medication list so that  Dosage	
MEDICATIONS	st:  (Please complete or provide u  lications  RY: Please check all that appl	s your medication list so that  Dosage	
Med	st:	y:  High Blood Pressure	
MEDICATIONS	st:	y:  High Blood Pressure  Rheumatoid Arthritis	
MEDICATIONS	st:	y:  High Blood Pressure	

PRACTITIONER' INITIALS / DATE: \_\_\_\_\_



# REVIEW OF SYSTEMS

O Other:
HEAD: O Frequent Headaches O Memory Loss O None O Other:
EYES: O Vision Change O Glasses/Contacts O Cataracts O Glavcoma O None O Other:
EARS/NOSE/THROAT: O Hearing Loss O Earache O Ringing O Hoarseness O None O Other:
CARDIOVASCULAR: O Chest Pain O Leg Swelling O Shortness of Breath O None O Other:
RESPIRATORY/LUNGS: O Shortness of breath O Asthma/Wheezing O Cough O None O Other:
GASTROINTESTINAL: O Heartburn O Acid Reflux O Navsea/Vomiting O None O Other:
MUSCULOSKELETAL: O Arthritis/Joint Pain O Muscle Aches O Joint Swelling O None O Other:
SKIN: O Rash O Ulcers O Abnormal Scars O Sores O Non-Healing Wounds O None O Other:
NEUROLOGICAL: O Headaches O Fainting O Dizziness O Numbness/Tingling O None O Other:
PSYCHIATRIC: O Depression O Anxiety O Nervousness O Mood Swings O None O Other:
ENDOCRINE: O Excessive Thirst O Hot/Cold Intolerance O Hot Flashes O None O Other:
HEMATOLOGY: O Easy Bruising O Easy Bleeding O Anemia O None O Other:
DUE TO THE NATURE OF OUR SPECIALIZED PRACTICE, EXTENDED WAITING PERIODS MAY OCCUR. WE APOLOGIZE IN ADVANCE FOR ANY INCONVENIENCE. WE ARE TRYING TO PROVIDE THE BEST MEDICAL CARE FOR EACH INDIVIDUAL PATIENT.
SIGNATURE: TODAY'S DATE:
PRINT NAME:

PRACTITIONER' INITIALS / DATE: