

**Premier Foot & Ankle**

35 Trotter Hills Circle, Pinehurst NC 28374

Phone (910) 300-9190 Fax (910) 300-9209

Dr. Ronald M. Talis DPM, FACFAS Dr. Elene Papakostas DPM, CWSP

First: \_\_\_\_\_ Last: \_\_\_\_\_ (MI) \_\_\_\_\_ Birthdate: \_\_\_\_/\_\_\_\_/\_\_\_\_

SSN: \_\_\_\_\_ Gender: Male or Female Age: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

Email: \_\_\_\_\_ Emergency Contact & Phone: \_\_\_\_\_

Employer: \_\_\_\_\_ Occupation: \_\_\_\_\_

Pharmacy: \_\_\_\_\_ Number: \_\_\_\_\_

Primary care doctor: \_\_\_\_\_ Last Seen: \_\_\_\_\_

⇒ Chief foot/ ankle/ leg complaint today? \_\_\_\_\_

⇒ How long has it been bothering you? \_\_\_\_\_

○ Date of injury if applicable? \_\_\_\_\_

⇒ Previous treatments? \_\_\_\_\_

**MEDICAL HISTORY** (Check all that apply)

- AIDS/HIV     Acid Reflux (GERD)     Epilepsy     COPD     High Blood Pressure
- Anemia     Cataracts     Gout     Stroke     Atrial fibrillation
- Arthritis     Cholesterol     Joint Pain     Stomach Ulcers     Heart Disease
- Asthma     Chest Pain     Hepatitis     Tuberculosis     Heart Valve Replacement
- Anxiety     Chronic Headaches     Varicose veins     Thyroid     Joint Replacement
- Depression     Fibromyalgia     Liver Disease     Cancer/Type? \_\_\_\_\_

● Are you currently pregnant or breastfeeding? \_\_\_\_\_

● **Kidney Disease:** YES or NO    If yes, are you on Dialysis? YES or NO

● Are you **DIABETIC?** YES or NO

IF YES, what was your last HbA1c? \_\_\_\_\_ Date of HbA1c: \_\_\_\_\_ Morning Fasting Blood Sugar? \_\_\_\_\_

CIRCLE TYPE OF TREATMENT(S):    Insulin    OR    Pills

● Have you had any previous ulcers? [LIST WHEN AND WHERE] \_\_\_\_\_

**OTHER** medical condition(s) NOT listed: \_\_\_\_\_

Family History		Social History		
<input type="checkbox"/> Limb Loss <input type="checkbox"/> Diabetes <input type="checkbox"/> Heart Disease <input type="checkbox"/> Cancer <input type="checkbox"/> Keloid Scars <input type="checkbox"/> Sickle Cell Disease <input type="checkbox"/> High Blood Pressure	<b>Marital Status</b> <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed <input type="checkbox"/> Live Alone	<b>Alcohol</b> <input type="checkbox"/> Never <input type="checkbox"/> Rare <input type="checkbox"/> Occasional <input type="checkbox"/> Frequent	<b>Recreational Drugs</b> <input type="checkbox"/> No <input type="checkbox"/> Yes List: _____ _____ _____	<b>Nicotine</b> <input type="checkbox"/> Never <input type="checkbox"/> Former, quit in _____ <input type="checkbox"/> Current, Packs per day? _____ _____

List Medications: \_\_\_\_\_

Allergies: \_\_\_\_\_

List ALL surgical procedures: \_\_\_\_\_

Have you fallen in the last 12 months? YES or NO If yes, how many? \_\_\_\_\_

Do you feel steady? YES or NO Do you use a cane or walker? \_\_\_\_\_

Last Flu Shot received: \_\_\_\_\_

Are you under regular care of any other doctors? \_\_\_\_\_

Whom may we thank for referring you? \_\_\_\_\_

**Important:** May we leave medical information on your home answering machine, voice mail or with a family member for appointment reminders, lab results, insurance coverage, etc?

No \_\_\_\_\_ Yes \_\_\_\_\_ If no, please list the number we should use: \_\_\_\_\_

**Consent:** I certify that the information in this packet is true and correct to the best of my knowledge. I give my permission to the doctor to administer and perform such procedures as may be deemed necessary in the diagnosis and/ or treatment of my feet, ankles and lower legs. I acknowledge receipt of a copy of the Notice of Privacy Practices and agree to its terms. I hereby authorize medical information to be sent to my primary physician as well as for the purpose of processing my insurance claim.

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

If signing for a minor, please list your relationship to the patient: \_\_\_\_\_

### ACKNOWLEDGMENT OF RECEIPT OF NOTICE OF PRIVACY PRACTICES

I acknowledge that I was offered and/or provided a copy of the Notice of Privacy Practices and that I have read (or had the opportunity to read if I chose) and understood the Notice. A hard copy is located on the front desk

Patient Name (print): \_\_\_\_\_

Parent or Authorized Representative (if applicable)

Signature: \_\_\_\_\_

Office use: Vitals: Height \_\_\_\_\_ Weight: \_\_\_\_\_ BP: \_\_\_\_\_ Pulse: \_\_\_\_\_ RR: \_\_\_\_\_ Shoe size: \_\_\_\_\_

## Patient Financial Policy for Premier Foot & Ankle

Your understanding of our financial policy is an essential element of your care and treatment. If you have any questions, please discuss them with the front office staff or supervisor.

- As our patient, we will attempt to verify benefits for you including some specialized services or referrals. However, you are responsible for all authorizations/referrals needed to seek treatment with us. Patients are encouraged to contact their insurance plan for clarification of benefits prior to services rendered.
- Your insurance policy is a contract between you and said company. We will file your insurance claim for you. You agree to have your insurance company pay the doctor directly. If your insurance company does not pay the practice within a reasonable period, we will have to look to you for payment.
- We have made prior arrangements with certain health plans to accept an assignment of benefits. We will bill those plans with which we have an agreement and will only require you to pay the copay/coinsurance/deductible at the time of service. If you have insurance coverage with a plan with which we do not have a prior agreement, all charges for your care and treatment are due at the time of service.
- All health plans are not the same and do not cover the same services. In the event your health plan determines a service to be “not covered,” or you do not have an authorization, you will be responsible for the complete charge.
- You must inform the office of all insurance changes and authorization/referral requirements. In the event the office is not informed, you will be responsible for any charges denied or recouped.
- We will bill your insurance for services performed in the hospital. Any balance is your responsibility.
- All elective surgical procedures require pre-payment of a minimum of 50% of the patient’s responsibility which is dictated by the insurance. This will be due one week prior to surgery. If a patient cancels surgery and does not reschedule within 30 days, a \$100 deposit will be required to reschedule. This will only be refunded (or applied towards patient responsibility) after surgery is performed. If surgery is canceled again, the \$100 deposit will not be refunded, unless cancellation was secondary to extraordinary circumstances.
- Past due accounts are subject to collection proceedings. All costs incurred (ex: collection fees, attorney fees and court fees) shall be your responsibility in addition to the balance due this office.
- A \$40 fee will be added to your account for any cancellation not received within 24 hours of your appointments except for extraordinary circumstances which can be discussed with the office manager.
- There is a service fee of \$25 for all returned checks. Your insurance company does not cover this fee.

**We understand certain procedures and equipment may be required by a patient at some point during treatment. We try to be mindful of cost as well as rules and regulations given to us (the Providers) by the insurance companies. Certain insurances WILL NOT COVER certain products or procedures. If you have any questions, you may discuss with the office staff but please be aware, we only FOLLOW the patient's insurance policy.**

### **PATIENT’S MUST INITIAL AT EACH AREA BELOW STATING UNDERSTANDING OF EACH**

**A. DURABLE MEDICAL EQUIPMENT (DME):** Payment for DME and other over the counter products are due at the time of service. The insurance company will be billed for DME at the patient’s request. We can try to give an approximate estimate regarding cost of DME products, however, the insurance company the patient has partnered with will ultimately assign the patient’s financial responsibility for this product. Patients have the right to ask the office not to bill the insurance company and may ask for a self pay rate. None of the over the counter products are covered by insurance.

**I understand the above statement labeled “A”: INITIAL HERE \_\_\_\_\_**

**Patient Financial Policy for Premier Foot & Ankle**

**B. DME Specifically concerning Medicare:** One DME product is covered by Medicare **ONE TIME PER FIVE YEARS** regardless of where the product was dispensed and by which provider. If you are aware of a certain product having been dispensed in the past 5 years, please make the office aware. If any charges occur because the office was not informed, the patient is responsible for payment.

**I understand the above statement labeled "B": INITIAL HERE \_\_\_\_\_**

**I do not have Medicare and this is not applicable to me: INITIAL HERE \_\_\_\_\_**

**C. INGROWN TOENAILS:** As of March 5, 2023, Medicare will only allow payment for an **ingrown toenail** per border of each toe **once per 8 months**. If this procedure were performed under Medicare coverage in this specific time frame by any provider in any state, patients will be liable for payment at the self pay rate. **It is the patient's responsibility to inform the office.** If a patient fails to inform the office of this procedure being performed at another location/another provider and the insurance denies for this reason, a statement of self pay rate will be mailed to the patient. Commercial insurances may change their guidelines at any time to follow Medicare guidelines.

**I understand the above statement labeled "C": INITIAL HERE \_\_\_\_\_**

**D. NAIL CARE/ CALLUS CARE:** Insurance carriers cover nail and callus care (routine foot care) every 62 days **IF** a patient has qualifying measures. Please see office staff if you wish to be provided with a copy of these guidelines. Please ask the provider **not a staff member** if you have questions as to why you do or do not qualify per these guidelines. As of now, all insurances follow Medicare guidelines for routine foot care. Patients must still pay copay, deductible, co-insurance, etc. as dictated by their insurance policy. If a patient does not have qualifying factors, nail and callus care may be performed at our self pay rate, **AND** the patient agrees to pay at time of service. Patients may schedule "self pay nail/ callus care" appointments at any time interval or frequency.

**I understand the above statement labeled "D": INITIAL HERE \_\_\_\_\_**

**E. ROUTINE FOOT CARE CONT.** Per Medicare guidelines, the physician's name and date last seen by the physician must be given to the office at the time of their appointment to bill for these services, and the patient must be seen by their primary care provider (or provider treating diabetes, if this is applicable to the patient), within the last 6 months.

**I understand the above statement labeled "E": INITIAL HERE \_\_\_\_\_**

**F. SELF PAY RATE:**

If a patient does not have insurance, the patient is responsible for the self pay rate which must be paid at the time of service. A patient is considered a new patient if they have not been seen for 3 years by Premier Foot and Ankle.

Patients have the right to decline for the provider to send their claim to their insurance company and can instead choose a self pay rate. Patient understands if a self pay rate is chosen, the claim will not be sent to the insurance company and the patient is responsible for this payment at the time of service. Self pay payments are not applied toward insurance deductibles.

**I understand the above statement labeled "F": INITIAL HERE \_\_\_\_\_**

Name of Patient/ Responsible Party:

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

Witness Name and Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PREMIER FOOT & ANKLE  
35 Trotter Hills Circle  
Pinehurst, NC 28374

- I, \_\_\_\_\_ **allow** the following people to obtain my medical information/ records from Premier Foot & Ankle. I understand that it is my responsibility to update the office with any changes to whom I allow my medical information to be released.
- I, \_\_\_\_\_ **do not** wish any person other than myself to obtain my medical information. I understand that it is my responsibility to update the office in person in writing any changes to whom I may allow my medical information to be released.

**Please check all that apply**

1. Name                                      Phone Number                                      Relationship

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Medical information \_\_Records    \_\_In Person    \_\_Over the phone

2. Name                                      Phone Number                                      Relationship

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Medical information \_\_Records    \_\_In Person    \_\_Over the phone

3. Name                                      Phone Number                                      Relationship

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Medical information \_\_Records    \_\_In Person    \_\_Over the phone

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

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

## **Appointment Cancellation & Missed Appointment Policy**

We strive to provide excellent podiatric care to all of our patients. To remain consistent with this commitment, we have established the following Appointment Cancellation and Missed Appointment Policy.

When an appointment is scheduled, that time is reserved exclusively for you. If an appointment is missed, that time cannot be used to care for another patient.

**Our policy is as follows:**

### **1. Notice of Cancellation**

We require at least **24 hours' notice** if you need to cancel or reschedule your appointment. This allows us the opportunity to offer the appointment to another patient in need of care.

### **2. Missed Appointments**

If you miss an appointment without providing the required 24 hours' notice, a fee will be charged.

- **Procedure appointments: \$100.00**
- **All other appointments (including office visits): \$40.00**

These fees cannot be billed to your insurance company and are the patient's direct responsibility.

No future appointments may be scheduled until the missed appointment fee has been paid.

### **3. Late Arrivals**

If you arrive more than 15 minutes late without prior notice, your appointment may be considered a missed appointment.

The applicable missed appointment fee (\$40.00 or \$100.00 depending on appointment type) may be charged.

By signing below, I acknowledge that I have read, understand, and agree to the Appointment Cancellation Policy. I also understand that these terms may be updated by the practice at any time.

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Patient Name (Print)

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Patient Signature & Date