Established patient Update Form Speech Pathology and Occupational Therapy

Patient Legal Name:_______________________________________ Preferred Name: _________________________
Date Of Birth:____ Patient is: Male / Female (circle)
Fathers Name: ____ Mothers Name: __________________________
Fathers Social Security Number: ______________________________ Mothers Social Security Number: ____________
Primary Mailing Address: ____
Fathers cell Phone: _______________________________________ Mothers cell Phone________________________
Preferred Email/ secondary email:____
Primary Care Physician: ___________________________ Primary Care office: __________________________________
How did you hear about our office? ____
Please list **ALL** of your insurance carriers here: Primary: ________________________ Secondary: _________________
Tertiary: __________________________*note: **all** insurance **MUST** be listed in the space above, no exceptions
****Name of Policy Holder**: ____
****Policy holder's Date Of Birth**: ____________________ relationship to client: ________________________________

If there are any changes in the patients health status that you feel we should be aware of please list here: __________
____
____
____
____

Please list here anyone who you authorize, in addition to your PCP or referring physician, to receive a report of our findings: ____
____
____

HIPAA Notification: By signing below you acknowledge a copy of Palmetto SpOTs Notice of Privacy Practices was provided to you. This notice provides information about how we may use and disclose you protected information; we encourage you to review it carefully. Further information about the notice may be obtained by contacting our privacy office at admin@palmettospot.com.

Legal signature of or on behalf of patient ____ Date: _______________

Please ***read***, ***initial*** and ***most importantly understand*** the following:

_______ I give permission for photos / videos of this child to be used for the purpose of treatment, education and documentation.

_______ I give permission for photos / video to be used for advertising, brochure, and / or webspace.

_______ I give permission to SpOT to correspond with legal guardians and care team via e-mail regarding treatment, documentation, and home programming. I understand that once SpOT email is sent externally, correspondence may potentially be intercepted by an outside party.

_______ I understand that ***attendance*** at my therapy sessions is ***absolutely imperative*** if my child is to make progress. ***Consistency is KEY to therapy progress!!***

_______ I understand *that* ***cancellation with less than 24 hours notice*** or *no shows* will result in a $25 no show fee per 30-minute session, and $50 no show fee per one-hour session. (This fee cannot and will not be billed to your insurance) and you will be removed from the schedule if cancellation with short notice is excessive (more than three times in a three month period)

______ I understand that I may be removed from a therapist's schedule (for set weekly or bi-weekly repeating appointments) if I call to cancel excessively (more than three times in a 3-month period) *within 24-hours* prior to my scheduled appointment.

______ I understand that 3 no shows will result in myself or my child being removed from the schedule and placed on the waiting list.

______ I understand if my child has a fever, excessive cough, is vomiting, or has lice (or any contagious skin condition), this is an *excusable* absence for therapy ***if the parent contacts us as soon as possible***. We have the right to deny you child services if you bring them to therapy sick. They must be 24-hours free of fever, vomit, or lice to return to therapy.
______ I understand I **can not leave the premises while my child is in therapy or in the waiting room**. You may return to wait in your car after your child is called back for therapy, but please leave your cell number at the front office in case of an emergency.

I have read the above attendance policy and agree to adhere to these policies. Failure to adhere to these policies will result in termination of your treatment.

Legal signature of or on behalf of patient: ____ Date: __________________

Health Insurance Benefits / coverage / authorizations DISCLAIMER:

As a courtesy Palmetto SpOT (legally listed as Palmetto Hearing Care Center, LLC) will attempt to verify your health insurance benefits, and / or obtain necessary authorizations for your services. Please be aware, this is only a *Quote* of your healthcare benefits provided to us by your insurance company but is *not a guarantee of payment*. *We cannot guarantee payment or verify that definite eligibility of benefits conveyed to us or to you by your carrier will be accurate or complete. Payment of benefits are subject to all terms, conditions, limitations and exclusions of the member's contract at the time of service.* We file insurance as a courtesy to our patients.

In most cases, your insurance will only pay for services that it determines to be reasonable and necessary. Our office will make every effort to bill your insurance company in a timely manner. If your carrier determines that a particular service is not reasonable and/ or necessary, or that a particular service or diagnosis is not covered under your plan, your insurance will deny coverage for the service and the billed charges will become your responsibility.

We strongly recommend, request and encourage you to be familiar with, and verify, your own benefits with your insurance company prior to being seen in our office. Please also be aware of any deductible amounts that may interfere with your out of pocket expenses for services.

I understand that Palmetto SpOT will bill my insurance company. I understand that all co-pays are due on the date of service. I understand that I am responsible for all deductible and co-insurance amounts that will likely be billed to me after an EOB is received after services are rendered. I understand that it is my financial responsibility to pay the balance due within 30-days of receiving the bill. If my insurance company denies service, I am aware and agree that I am financially responsible for my entire balance due.

Legal signature of or on behalf of patient ____ Date :______________

I understand that if my insurance company requires a referral or pre-authorization for my visit it is my responsibility to obtain this referral from my referring physician or primary care physician prior to my appointment. If my insurance plan has a maximum benefits or limitations on number of visits allowed, I understand it is ultimately my responsibility to keep track of the number of visits permitted and the number I have used.

Legal signature of or on behalf of patient ____ Date: ______________

I understand if I have an unpaid balance to Palmetto SPOT and do not make satisfactory payment arrangements, my account may be placed with an external collection agency. I will be responsible for reimbursement of any fees from the collection agency, including all costs and expenses incurred collecting my account, and possibly including reasonable attorney's fees if so incurred during collection efforts.

In order for Palmetto SPOT or their designated external collection agency to service my account, and where not prohibited by applicable law, I agree that Palmetto SPOT and the designated external collection agency are authorized to (i) contact me by telephone at the telephone number(s) I am providing, including wireless telephone numbers, which could result in charges to me, (ii) contact me by sending text messages (message and data rates may apply) or emails, using any email address I provide and (iii) methods of contact may include using pre-recorded/artificial voice message and/or use of an automatic dialing device, as applicable.

Legal signature of or on behalf of patient ____ Date: ______________