

Dear Patient,

Welcome to Beacon Orthopaedics and Sports Medicine! Your appointment is confirmed for \_\_\_\_\_ at \_\_\_\_\_ am/pm with Dr. \_\_\_\_\_.

Please complete the enclosed registration and history forms. Please bring the completed forms with you to your appointment. If you have had any x-rays taken or other testing done prior to your visit, please bring those as well.

We also require a picture ID and insurance cards at the time of your appointment. If your insurance carrier requires a referral, please contact your primary care physician immediately. We need to receive the referral authorization prior to your visit.

If this is a work related injury, we will require the following information:

- Employer's name, phone number, and contact person
- First Report of Injury
- Name and address of MCO
- Claim Number
- Date of Injury

Please refer to the highlighted address on the left side of this letter for the location of your office visit.

We look forward to serving you.

## PATIENT HISTORY

### BEACON ORTHOPAEDICS & SPORTS MEDICINE

Name: \_\_\_\_\_ Age: \_\_\_\_\_ D.O.B. \_\_\_\_\_ Date: \_\_\_\_\_

Chief Complaint: \_\_\_\_\_

Was this due to an injury? Yes \_\_\_ No \_\_\_ Date of Injury \_\_\_\_\_ Did this occur at work? Yes \_\_\_ No \_\_\_

Has the injury been treated? Yes \_\_\_ No \_\_\_ If yes, how has this been treated and by whom? \_\_\_\_\_

Have you had a previous similar injury? Yes \_\_\_ No \_\_\_ Please explain: \_\_\_\_\_

Current Weight: \_\_\_\_\_ 1 year ago \_\_\_\_\_ Height \_\_\_\_\_ Blood Pressure \_\_\_\_\_ Occupation: \_\_\_\_\_

Gender: Male: \_\_\_ Female: \_\_\_ Race: \_\_\_\_\_ Ethnicity: \_\_\_\_\_ Preferred Language: \_\_\_\_\_

Marital Status: S \_\_\_ M \_\_\_ W \_\_\_ D \_\_\_ Do you live alone? Yes \_\_\_ No \_\_\_ Hobbies/Sports: \_\_\_\_\_

Do you Smoke? Quit \_\_\_ Yes \_\_\_ No \_\_\_ If yes how many per day? \_\_\_\_\_ Total years you have smoked? \_\_\_\_\_ Have you ever tried to quit? Y \_\_\_ N \_\_\_

Do you consume alcohol? Yes \_\_\_ No \_\_\_ If yes how much per week? \_\_\_\_\_

Name of Primary Care Physician: \_\_\_\_\_

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

Latex Allergy? Yes \_\_\_ No \_\_\_

Current Medications: \_\_\_\_\_

Hospitalizations or Previous Surgeries: \_\_\_\_\_

Past Medical Problems: \_\_\_\_\_

Have you ever had a blood transfusion? \_\_\_ yes \_\_\_ no If yes give date: \_\_\_\_\_

#### PLEASE USE BACK OF FORM TO ADD ANY OTHER PERTINENT INFORMATION

Have you or your family members had any of the following conditions? (Please check all that apply):

	Self		Mother		Father		Children/Other Relatives		
	Yes	no	Yes	no	Yes	no	Yes	no	
Heart Disease	___	___	___	___	___	___	___	___	<b>For Women Only:</b> Pregnant: Yes ___ No ___  Last Menstrual Period: _____
High Blood Pressure	___	___	___	___	___	___	___	___	
Stroke	___	___	___	___	___	___	___	___	
Cancer	___	___	___	___	___	___	___	___	
Glaucoma	___	___	___	___	___	___	___	___	
Diabetes	___	___	___	___	___	___	___	___	Are there any other serious illnesses /health conditions affecting you or your family of which we should be aware? Yes ___ No ___  _____ _____
Epilepsy/Convulsions	___	___	___	___	___	___	___	___	
Bleeding Disorder	___	___	___	___	___	___	___	___	
Thyroid Disease	___	___	___	___	___	___	___	___	
Mental Illness	___	___	___	___	___	___	___	___	
Osteoporosis	___	___	___	___	___	___	___	___	
Tuberculosis	___	___	___	___	___	___	___	___	
Kidney Disease	___	___	___	___	___	___	___	___	

**Please check if you have ever had the symptom listed – Check all that apply**

Constitutional	Eyes	ENT/Mouth	Cardiovascular	Respiratory
___ Fever	___ Double Vision	___ Deafness	___ Chest Pain	___ Shortness of Breath
___ Weight Loss	___ Blurring	___ Sinusitis	___ Heart Murmur	___ Asthma
___ Fatigue	___ Trauma	___ Ringing in Ears	___ High Blood Pressure	___ Lung Disease
		___ Dizziness	___ Heart Attack	___ Bronchitis
		___ Balance Problems	___ Irregular Rhythm	___ Pneumonia
GI	GU	Musculoskeletal	Neurological	Psych
___ Weight Change	___ Leaking Urine	___ Fracture	___ Seizures/Epilepsy	___ Depression
___ Diarrhea	___ Prostate Disease	___ Pain	___ Weakness	___ Sleep Disorder
___ Constipation	___ Pain with Urination	___ Swelling	___ Stroke	___ Memory Problems
___ Ulcer	___ Frequent Urination	___ Arthritis	___ Headaches	
___ Gallbladder Disease	___ Kidney Stones	___ Spasm/Muscle	___ Blackouts/Fainting	
___ Change in Bowel Habits		___ Gout	___ Tremble	
		___ Rheumatoid Arthritis	___ Head Injuries	
Vascular	Hematologic	Allergy/Immunology	Skin/Breast	
___ Blood Clots	___ Hepatitis	___ Hay Fever	___ Breast Abnormality	
___ Poor Circulation	___ Anemia	___ Dermatitis	___ Change in Skin/Hair	
	___ Lymph Node			
	___ AIDS			

Patient Signature \_\_\_\_\_ Date \_\_\_\_\_

Reviewed By \_\_\_\_\_ MD Date \_\_\_\_\_

Note: This is a confidential Record of your medical history and will be maintained in this office. The information contained here will not be released to any person except who you have authorized to do so.



PATIENT NAME: \_\_\_\_\_

DOB: \_\_\_\_\_

**PAIN MEDICATION POLICY  
BEACON ORTHOPAEDICS AND SPORTS MEDICINE**

The purpose of this agreement is to prevent any misunderstanding about the distribution of medications from the Beacon Orthopaedics and Sports Medicine physicians. Please initial each line on this form and sign at the bottom.

\_\_\_\_\_ As an Orthopaedic Surgeon and Sports Medicine physician, we are responsible for diagnosis and treatment of immediate orthopaedic related pain and complications.

\_\_\_\_\_ As such, the physicians do NOT prescribe long-term medication prescriptions to their patients.

\_\_\_\_\_ Any long-term medication use, be it narcotic, non-narcotic, or anti-inflammatory, must be obtained through a Primary Care Physician, or other designated provider.

\_\_\_\_\_ In the event surgical intervention is performed, we will ONLY prescribe narcotic pain medication for up to 2 prescriptions post-operatively, dependent upon the procedure.

\_\_\_\_\_ We may prescribe pain medication for severe or complicated fractures.

\_\_\_\_\_ As the patient, please understand medication provided should not be used at a more accelerated rate than originally prescribed, as this may result in being without medication for a period of time should violations occur.

\_\_\_\_\_ I understand that with the use of prescription monitoring software, your physician may verify if pain medication is being administered by any other source while being prescribed one of our physicians.

\_\_\_\_\_ I agree refills of prescriptions must be requested during regular office hours. No refills will be given after hours or on weekends.

\_\_\_\_\_ If a medication will need to be refilled over the weekend, please request the prescription by Thursday.

\_\_\_\_\_ We request at least 24-hour notice for all refill authorizations, so as to ensure arrangements can be made.

I, \_\_\_\_\_, understand these guidelines as described above and agree to follow the policy outlined in this document. I also understand the benefits and risks of the use of an opioid analgesic, including the potential risk of addiction.

\_\_\_\_\_  
Patient Signature

\_\_\_\_\_  
Date



## Acknowledgement of Receipt of Notice of Privacy Practices

I acknowledge that I have been provided with and understand this facility's Notice of Privacy Practices (HIPAA information). This notice provides a complete description of the uses and disclosures of my health information.

- I would like to receive emails from Beacon Orthopaedics & Sports Medicine regarding new services, educational content, events and other content related to orthopaedic conditions/treatment options.

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

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

Date of birth: \_\_\_\_\_

\_\_\_\_\_  
\*Patient or Representative Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Personal Representative (if applicable)

\_\_\_\_\_  
Relationship to Patient  
(ex: parent, power of attorney)

*\*If the patient is a minor child or otherwise unable to sign this authorization, then obtain the signature of the authorized individual.*



## Designation of a Personal Representative Form

**Patient Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

A patient **may** designate a personal representative in writing. This person may be a spouse, adult child, members of the patient's family, or close friend. They may also be any individual with power of attorney or other legally recognized authority to make medical decisions on behalf of the patient if he or she is incapacitated or otherwise unable to make decisions. As a general rule, a parent or legal guardian of a minor child will be recognized as their personal representative.

A personal representative may act on behalf of the patient for the purpose of receiving information that otherwise would be given to the patient. Such information could include appointment changes, messages regarding surgery and/or testing, physician's responses to phone messages and medication requests. An answering machine cannot be used as an acceptable way of leaving information. A staff member may refuse to disclose information to a person identified as a patient's personal representative if he/she believes such information should be given directly to the patient.

**Please note: This form does not grant permission to release medical records to these designated representatives.**

Person(s) to whom my information may be disclosed:

Name	Relationship	Phone Number
_____	_____	_____
_____	_____	_____
_____	_____	_____

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

**If patient is a minor**, please provide the following information:

Mother's Name: \_\_\_\_\_  
 AND  
 Father's Name: \_\_\_\_\_  
 OR Legal Guardian(s): \_\_\_\_\_

*You may revoke or terminate this authorization at any time by submitting a written revocation to Beacon Orthopaedics & Sports Medicine, Ltd./Beacon Orthopaedics Surgery Center, LLC. Revised March 2019.*

**Beacon Orthopaedics and Sports Medicine, LLC Financial/Credit Policy**  
Effective April 2009

**Patient Name:** \_\_\_\_\_ **Patient Date of Birth:** \_\_\_\_\_  
Please Print

Beacon Orthopaedics and Sports Medicine, LLC (BOSM) believes that in the interest of good health care practices, it is best to establish a patient financial/credit policy between our patients and ourselves in order to avoid any misunderstandings. Our Account Representatives will be glad to discuss your account with you at any time and set up payment plans. Our primary responsibility is to deliver quality health care services. We wish to spend our time and energy toward that responsibility. We expect you to show us the same consideration as you do your other creditors, and to be honest and forthright regarding your financial responsibility.

**(PLEASE INITIAL THE FOLLOWING)**

\_\_\_\_ 1.) **We expect that all co-pays, co-insurance and deductible be paid in full at each visit and prior to surgery, diagnostic testing and physical therapy.** We accept cash, check, Debit Card, MasterCard, VISA, American Express, Discover and Care Credit.

\_\_\_\_ 2.) **We file claims to your insurance company for your primary and secondary policies.** You must bring your insurance card with you to every visit and make us aware of any change in coverage. We also require a copy of your driver's license to confirm identity. Please remember insurance coverage is a contract between the patient and the insurance company. When BOSM files for benefit for services performed, benefits are assigned to BOSM. BOSM will look to the patient for payment in full if insurance does not cover the services provided. If we do not participate with your insurance, you will likely have a higher out-of-pocket expense, so please be prepared to pay this amount.

\_\_\_\_ 3.) **We do not file any insurance with your Automobile Insurance Company, or any other third party (business insurance company, employer, attorney, separated spouses, etc.) for the purpose of obtaining payment.** We will make every effort to provide you with proper documentation for you to receive reimbursement from those parties (i.e., claim form, statement or report). Please speak with our billing representative. We do not accept Letters of Guarantee or other promises to pay when cases settle. You will be extended credit only if arrangements are made in advance and only within our standard guidelines for credit.

\_\_\_\_ 4.) **If the patient is under age 18, a parent or guardian must sign below.** If the minor does not reside with both parents, and there is a dispute over which parent is responsible for any remaining balances, we will ultimately rely upon the parent/guardian who brought the child to the office for financial responsibility. All minors will not be seen unless accompanied by a guardian or a signed authorization from that guardian allowing our physicians to provide medical treatment.

\_\_\_\_ 5.) **A service charge of \$20.00 will be applied to returned checks.** You will be asked to bring cash, money order or cashiers check to our office to cover the amount of the check plus the service charge. If you present two (2) checks that are returned to us, we will require cash for future services.

\_\_\_\_ 6.) **If your balance is not paid in a timely manner, we reserve the right to forward your account to an outside collection agency or attorney.** All fees assessed by the agency or attorney will be charged to you and become a part of your outstanding balance.

By signing this agreement, you are acknowledging that you understand our financial/credit policy, and agree to pay for all services that are received.

Name - Person Completing Form (Print): \_\_\_\_\_ Birthdate of Person: \_\_\_\_\_

Signature - Person Completing Form: \_\_\_\_\_ Date: \_\_\_\_\_