

PATIENT INFORMATION FORM

PATIENT INFORMATION					
Patient Name Last		Patient Name First		Date of Birth	Age
Street Address				<input type="checkbox"/> Male	<input type="checkbox"/> Female
City		State	Zip Code	Social Security Number	
Home Phone		Work Phone	Cell Phone	E-Mail	
Employer Name		Occupation	Employment Status <input type="checkbox"/> Full <input type="checkbox"/> Part <input type="checkbox"/> Ret	Work Injury? <input type="checkbox"/> Yes <input type="checkbox"/> No	Auto Related? <input type="checkbox"/> Yes <input type="checkbox"/> No
Primary Care Physician					
Address of Primary Care Physician				Phone Number of Family Physician	
Who Referred You To Our Office?					
<input type="checkbox"/> Family Physician <input type="checkbox"/> Other Physician _____ <input type="checkbox"/> Friend <input type="checkbox"/> Insurance Company <input type="checkbox"/> Lawyer <input type="checkbox"/> Other					
Have You Been Seen By Any Physician In This Practice Before?					
<input type="checkbox"/> No <input type="checkbox"/> Yes					
Emergency Contact Name		Relationship	Home Phone Number	Work Phone Number	
HISTORY OF PROBLEM					
Please Explain Briefly Why You Are Seeing The Doctor. <i>(Specify LEFT or RIGHT)</i>					
First Symptom OR Date of Injury.					
How Did Injury Occur & Where?					
INSURANCE INFORMATION					
<i>(Please Present Insurance Cards to Receptionists)</i>					
Subscriber Name					
Primary Insurance Company			Secondary Insurance Company		
I.D. Number			I.D. Number		
Group Number			Group Number		
<input type="checkbox"/> Check here if you believe Worker's Compensation is responsible for payment					
RELEASE OF MEDICAL INFORMATION AND ASSIGNMENT OF BENEFITS					
I hereby authorize ROGER A. MANN, MD. INC., to release information regarding my treatment or examination rendered to me for medical or surgical care to my insurance company (s) or its representatives. I also authorize payment to be made directly to ROGER A. MANN, M.D., INC, in the amount due for all medical and/or surgical charges for myself or my eligible dependents. I understand that I am financially responsible for any amounts not covered or paid by my insurance company (s). Furthermore, I authorize ROGER A. MANN, M.D., INC., to obtain my medical records from any necessary hospital, clinic, or doctor's office.					
SIGNATURE X				DATE	

PATIENT HEALTH QUESTIONNAIRE

PAST MEDICAL HISTORY: Please list all past medical history including any medications and current status

High Blood Pressure	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Medication and Status: _____
Diabetes	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Medication and Status: _____
Osteoarthritis	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Medication and Status: _____
Heart Disease	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Medication and Status: _____
Osteoporosis	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Medication and Status: _____
Depression	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Medication and Status: _____
High Cholesterol	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Medication and Status: _____
Thyroid	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Medication and Status: _____
Other:			_____

MEDICATIONS: Please indicate all medications you take regularly.

Check bottle label for the dose and frequency that you take the medications. Please attach additional sheets if necessary.

Name:	Strength:	Frequency:	Last Time Taken:	Name:	Strength:	Frequency:	Last Time Taken:
Example: Pepcid	20mg	1 pill 2 times a day	01/15/13	5)			
1)				6)			
2)				7)			
3)				8)			
4)				9)			

ALLERGIES AND SENSITIVITIES: Please indicate any allergies you are aware of in the space below.

Penicillin or other antibiotics	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unsure	Reaction: _____
Morphine, Codeine, Demerol, or other narcotics	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unsure	Reaction: _____
Aspirin or other pain medication	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unsure	Reaction: _____
Sulfur Drugs	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unsure	Reaction: _____
Tetanus Antitoxin or other serums	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unsure	Reaction: _____
Adhesive tape or surgical tape	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unsure	Reaction: _____
Any foods (i.e. eggs, milk, chocolate, etc.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unsure	Reaction: _____
Other (Please list):				_____

PAST SURGICAL HISTORY: Please list all past surgical procedures. Attach additional sheets if necessary.

Procedure:	Date:	Surgeon:

PERSONAL HEALTH: Please answer Yes or No to all questions below.

1. Heart condition	<input type="checkbox"/> Yes	<input type="checkbox"/> No	7. Arthritis, Gout, Rheumatism	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. Stomach Ulcers	<input type="checkbox"/> Yes	<input type="checkbox"/> No	8. Painful or swollen joints	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. Blood/Clotting Disorder	<input type="checkbox"/> Yes	<input type="checkbox"/> No	9. Muscle weakness or atrophy	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4. Kidney Disorder	<input type="checkbox"/> Yes	<input type="checkbox"/> No	10. Skin Conditions	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5. Stroke	<input type="checkbox"/> Yes	<input type="checkbox"/> No	11. Asthma/COPD	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6. Fractures, Sprains or Dislocations	<input type="checkbox"/> Yes	<input type="checkbox"/> No	12. Are you pregnant?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

FAMILY HISTORY: Do you have a family history of the any of the following conditions, list the family members affected.

Cancer	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Family Member: _____
Diabetes	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Family Member: _____
Osteoarthritis	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Family Member: _____
Heart Disease	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Family Member: _____
Other:			Family Member: _____

SOCIAL HISTORY:

Marital Status: Single Married Divorced Widowed Other _____
Height: _____ **Weight:** _____ **Primary Language:** _____ Decline
Race: _____ Decline **Ethnicity:** _____ Decline
Tobacco Use? Never Former Some Days Every Day Yes, Unknown Frequency Frequency _____
Alcohol: Beer, Wine, Liquor Never Rarely Weekly Daily Type/Amount _____
Illicit Drug Use: Yes No Type: _____
Hobbies & Activities: _____

Roger A. Mann, M.D. Inc.

◆ ORTHOPAEDIC FOOT & ANKLE SPECIALIST ◆

80 Grand Ave., Sixth Floor, Oakland, CA 94612 / (510) 451-6266 FAX (510) 451-6260

Roger A. Mann, M.D.

Acknowledgement of Receipt of Notice

I hereby acknowledge that I received a copy of this medical practice's Notice of Privacy Practices.

Yes No (circle one) I would like to receive a copy of any amended Notice of Privacy Practices by e-mail at: _____.

Signed: _____ Date: _____

Print Name: _____ Telephone: _____

If not signed by the patient, please indicate your relationship to the patient:

- parent or guardian of minor patient
- guardian or conservator of an incompetent patient
- beneficiary or personal representative of deceased patient

Name of Patient: _____

For Office Use Only:

Signed form received by: _____

Acknowledgment refused:

Efforts to obtain:

Reasons for refusal:

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FINANCIAL POLICIES

We realize medical bills involving health insurance can be very complicated. Our goal is to help you become aware of your responsibilities as an insured member. Our billing department can be reached at (510) 451-6266 ext 203 and the billing supervisor at (530) 541-1015 if you have questions regarding this.

Please bring your insurance card to the office for every visit.

You must bring your insurance card on your first visit, and your new insurance cards if at any time your insurance coverage changes. When you book your initial exam our office staff can confirm that we are or are not contracted providers for major insurance carriers, such as Medicare, Anthem Blue Cross, Blue Shield, Aetna, Health Net and United Healthcare. It is ultimately the patient's responsibility to confirm directly with their insurance that we are contracted providers before being seen. A customer service representative at your insurance can confirm that information for you with the following:

Dr. Roger Mann's tax ID 94-2478647

We strongly recommend that you get a reference or tracking number for all calls to your insurance company.

Your Copay is due at the time of service.

If you do not bring a method of payment for your Copay at the time of your visit, we will add a \$20.00 billing fee on top of your Copay amount. Your Copay is due whether you are seeing a physician or their physician's assistant for an office visit.

If you have no insurance, or if we are not able to verify your insurance eligibility, we ask that you pay for the visit at the time of service.

If we do not have verification that you are covered by an insurance plan, you will be expected to pay the charges in full at the time of the visit. If we receive payment from insurance, we will promptly refund any credit on your account.

We do not bill third-party insurance. You will need to cash pay at the time services are rendered.

If you have been injured in an auto accident, you must tell the front office staff when you check in. You will be responsible for payment in full at the time of service.

If your insurance delays payment:

If your insurance carrier does not make payment within 90 days, the balance will be due in full from you. If there is a problem or a dispute over payment with the insurance carrier, this is a matter for you to address with them directly. If payment is made by your insurance carrier in excess of the balance we estimated, we will promptly refund the credit amount to you.

It is our office policy to send out 3 patient billing statements for balances due.

After which we will roll your account over to an outside collection agency. To avoid this action, please contact our billing department and set up a payment plan if necessary. Payment plans that are not honored per verbal agreement are rolled over to our collection agency directly. This is also why it is imperative that: **you update your address, telephone and employer information with us.**

I have read and understand the above noted policies

**Patient or
Guardian** _____

date _____

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APPOINTMENT DATE AND TIME: _____

THERE WILL BE A \$25 NO SHOW FEE FOR APPOINTMENTS NOT CANCELLED WITHIN 24 HOURS

PLEASE BRING THE FOLLOWING TO YOUR APPOINTMENT:

- Your insurance information, Photo ID and Copay
- A Referral (if one is required by your insurance)
- Any pertinent x-rays, MRI's, etc.
- The attached forms

DIRECTIONS TO THE OAKLAND OFFICE:

80 Grand Ave, Sixth Floor Oakland, CA 94612

(corner of Grand and Broadway)

(510) 451-6266

When approaching from Orinda, Lafayette & Walnut Creek via the 980 Freeway (Hwy 24 through the Caldecott Tunnel):

Take the 27th Street / West Grand Avenue exit. At the bottom of the ramp, make a left turn onto 27th Street. Follow 27th Street to Broadway & make a right turn onto Broadway. Follow Broadway to Grand Ave. The building is located on the corner of Broadway and Grand Ave.

When approaching from the East on Interstate 580 (from San Leandro):

Take the Harrison Street / MacArthur Blvd. exit. The ramp becomes MacArthur without making a turn. Follow MacArthur to Broadway & make a left onto Broadway. Follow Broadway to Grand Ave. The building is located on the corner of Broadway and Grand Ave.

When approaching from the West on Interstate 580 (from San Francisco, Berkeley & the North Bay):

Take the Webster Street / Broadway exit. The exit will offer two choices – take the left hand option of the exit to Broadway South. Make a right turn onto Broadway. Follow Broadway to Grand Ave. The building is located on the corner of Broadway and Grand Ave.

When approaching from the South on Interstate 880 (from Alameda):

Take the Broadway exit. At the bottom of the ramp, make a right hand turn onto Broadway. Follow Broadway to Grand Ave. The building is located on the corner of Broadway and Grand Ave.

There is a parking lot attached to the building but it is privately owned so there is a fee for Parking.

***Dr. Roger Mann patients please note: Due 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. Thank you for your understanding regarding this concern.**