

**CHESTERTOWN PHYSICAL THERAPY SERVICES, INC.**

818 HIGH STREET STE. #1 CHESTERTOWN, MD 21620

PH: 410-778-6565 FAX: 410-778-6536 [WWW.CTOWNPT.COM](http://WWW.CTOWNPT.COM)

Please provide the necessary information below as accurately as possible so that we may correctly process insurance billing. Please ask our office staff if there are any questions or concerns.

Thank you for choosing Chestertown Physical Therapy

**Patient Information**

First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_ Last Name \_\_\_\_\_

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Social Security # \_\_\_\_\_ Sex: Male / Female

Street \_\_\_\_\_ Apt.# \_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Phone Contact: Home (\_\_\_\_) \_\_\_\_\_ Work (\_\_\_\_) \_\_\_\_\_ Cell (\_\_\_\_) \_\_\_\_\_

Email address: \_\_\_\_\_

Preferred contact name & phone for appointment reminders/scheduling: \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_

Marital status: Single Married Widowed Divorced Spouse's Name \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Emergency contact name & phone: \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_

Are you currently working? Yes / No Employer Name: \_\_\_\_\_ Have you had prior physical therapy? Yes / No

If you have Medicare, are you currently receiving Home Healthcare Services for any reason? Yes / No

Referring Physician \_\_\_\_\_ Office Phone (\_\_\_\_) \_\_\_\_\_

Primary Care Physician \_\_\_\_\_ Office Phone (\_\_\_\_) \_\_\_\_\_

**Insurance Information**

|   |
|---|
| <p>Is this injury a result of an Auto accident? Yes / No Workers Compensation? Yes / No Date of Injury ____/____/____</p> <p>Type of Injury: _____ Insurance Carrier: _____</p> <p>Claim# _____ Adjuster Name/Phone: _____ (____) _____</p> |
|---|

If you do not have insurance please see the front desk to make payment arrangements.

Provide staff with your current/valid insurance cards on your first visit.

**SCHEDULING:** We will make every effort to schedule an appointment at the most convenient day and time for you and if you need to change an appointment we will make every effort to accommodate your busy schedule. We suggest that you schedule your appointments two or three weeks in advance whenever possible.

**\*\*\*Please remember it is important that you call at least 24 hours in advance to cancel an appointment so that we may use that time for another patient. If you don't cancel your appointment prior to 24 hours of the scheduled time and/or 'no-show' for the scheduled appointment you will be charged \$25.00. After the third cancellation, or 'no-show' you will be referred back to your physician to renew your physical therapy prescription.**

Initial \_\_\_\_\_

**INSURANCE:** We are happy to bill your insurance company as a courtesy and convenience if we are provided with appropriate billing information. If we do not receive proper information, payment may be required at the time services are rendered. **Initial:** \_\_\_\_\_

**Your Insurance Benefit Notification**

Co-pay amount \_\_\_\_\_ per visit    Deductible \_\_\_\_\_    Co-insurance \_\_\_\_\_ per visit  
# Visits authorized \_\_\_\_\_ per calendar year / contract year

**I am aware of the nature and extent of my insurance coverage and understand that co-pays are expected when I sign in for each appointment.**

**Initial** \_\_\_\_\_

**MEDICARE:** Beginning January 1, 2010 adhering to Medicare guidelines for physical, speech and occupational therapy, there will be financial limitations for therapy services. The dollar amount for the 2022 limitation from January 1, 2022 thru December 31, 2022 will be \$3,000. You will be responsible for any therapy services provided beyond the Medicare limitation. **Initial** \_\_\_\_\_

**NO INSURANCE:** We are happy to provide services to patients not participating in a health insurance program, but we must insist payment be made at the time services are rendered. We do offer a payment program. Please ask our front office staff for more information. **Initial** \_\_\_\_\_

***I understand if I have an unpaid balance to Chestertown Physical Therapy 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.*** **Initial** \_\_\_\_\_

***In order for Chestertown Physical Therapy or their designated external collection agency to service my account, and where not prohibited by applicable law, I agree that Chestertown Physical Therapy 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.***

**Initial** \_\_\_\_\_

I certify the above information is correct. Chestertown Physical Therapy employees have my permission to contact me by phone, voicemail, answering machine, mail, text or email regarding appointments, collections or marketing. I consent to the evaluation and plan of treatment made by my therapist. I authorize the release of all medical information necessary to process my medical claims. I also authorize my insurance company to make payment directly to Chestertown Physical Therapy Services Inc. I understand and agree that, regardless of my insurance status, I am ultimately responsible for the balance of my account for any services rendered and any collection fees incurred for the above named patient.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

(parent must sign if patient is under the age of 18)



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Julia H. Bainbridge, PT  
Joanna M. Blackburn, MPT  
Bruce M. Blackburn, MPT, CWS  
*Certified Wound Specialist*

Irvin Miller, P.T.  
*Electromyography*

**CLINICAL INTAKE FORM**

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

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

**Past Medical History: (Please check off the following)**

- High or Low Blood Pressure \_\_\_\_\_
- Diabetes and/or Circulation Problems \_\_\_\_\_
- Stroke/CVA/TIA \_\_\_\_\_
- Heart Problems \_\_\_\_\_
- Asthma/Breathing Problems \_\_\_\_\_
- Cancer \_\_\_\_\_
- Seizures/Fainting \_\_\_\_\_
- Other \_\_\_\_\_

**Allergies to Medications: (Please list)**  
\_\_\_\_\_  
\_\_\_\_\_

**Current Medications Being Taken (prescription & over the counter):**

| Medication Name | Reason for Taking | Dose/frequency (if known) |
|-----------------|-------------------|---------------------------|
|                 |                   |                           |
|                 |                   |                           |
|                 |                   |                           |
|                 |                   |                           |
|                 |                   |                           |
|                 |                   |                           |

**Recent Hospitalization/Surgery/Illnesses:**

| Date | Reason |
|------|--------|
|      |        |
|      |        |



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### **INFORMED CONSENT for Occupational Therapy care**

I, \_\_\_\_\_, hereby agree to routine occupational therapy evaluation and treatment by a licensed occupational therapist or under his/her supervision as ordered by my physician. I understand that the occupational therapy treatment may include any one or a combination of manual treatments, cognitive training, return to driving program, education, modalities (modalities that use the physical and chemical properties of light, heat and electricity) and therapeutic exercises with or without equipment as deemed appropriate by my therapist. My consent to any treatment set forth is voluntary and I may withdraw any such consent at any time and to any aspect of the prescribed treatment.

#### ***Benefits to be expected:***

Although no assurance can be given and every case is individual, common benefits associated with regular participation in occupational therapy program include but are not limited to improvement in joint range of motion, muscle strength and flexibility, physical performance, body mechanics, decreased pain levels, reduction of future injury risk and prevention of various diseases. The primary goals and benefits of occupational therapy are to restore and maintain normal function and movement.

#### ***Risks and Discomforts:***

As with any medical procedure or treatment there are risks. These include abnormal blood pressure, fainting, disorders of heart rhythm, excessive perspiration, and in very rare instances heart attack, stroke, or death. Every effort will be made to minimize those risks by the preliminary examination/evaluation and by observations during the therapy sessions. If you have any concerns or questions about any particular portion of the proposed treatment, please notify your occupational therapist and he or she will do everything in their scope to assist you.

#### ***Your Responsibility as a Patient:***

To gain expected benefits you must give priority to regular attendance and adherence to prescribed amounts of intensity, duration, frequency, progression, and type of activity. To achieve the best possible results, report any unusual symptoms which you experience before, during, or after a occupational therapy treatment session.

I have read or have had read to me the above consent. By signing below, I agree to receive routine occupational therapy treatment as explained to me by the treating occupational therapist. My signature also attests to the fact that I have been given Patient's Rights and Responsibilities and the Notice of Privacy Practices. I intend this consent to cover the entire course of treatment for my present condition and for any future condition for which I shall seek treatment from Chestertown Physical Therapy, Inc.

X Patient's Name (please print) \_\_\_\_\_

X Patient's Signature Date \_\_\_\_\_

**Use and Disclosure of Protected Health Information**

I understand that Chestertown Physical Therapy Services, Inc. (Practice) may use and disclose my protected health information for purposes of treatment, payment, and health care operations. I also acknowledge that a copy of the Practice's Notice of Privacy Practices was made available to me, which provides information about how the Practice, and individuals involved in my care in the Practice may use and disclose my protected health information. As provided in the Notice, the terms of the Notice may change. To obtain a copy of any current Notice, I understand that I can contact the Privacy Officer at 410-778-6565.

I understand that I have the right to request that the Practice restrict how my protected health information is used or disclosed for treatment, payment, or health care operations, but I also understand that the Practice is not required to agree to a requested restriction. However, if the Practice does agree, it is bound by that agreement. I understand that I have the right to revoke this consent in writing at any time, except to the extent that the Practice, or individuals involved in my care in the Practice, have already used or disclosed protected health information in reliance to my prior consent.

\_\_\_\_\_  
Patient or Legal Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Relationship to Patient

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

**NOTICE:**

**COPAYS/COINSURANCES**

**ARE DUE EACH VISIT**

We accept cash, check, Visa, MC or Discover.

- ✓ Please be aware that we have a 24 hour cancel/no show policy. If you cancel your appointment within 24 hours of the scheduled time and/or "no show" for the scheduled appointment you will be charged \$25.00. .
- ✓ Our office will provide a printed schedule and phone call to remind you of your appointment.
- ✓ For those patients coming to the pool please bring your towel from home. We don't provide towels but they can be purchased at the front desk.
- ✓ We have payment plan options and it is encouraged that you talk with our billing office within the FIRST week of therapy to discuss a payment plan.
- ✓ Legally the "COPAY" is to be collected EACH visit.
- ✓ The "Co-Insurance" amount can fluctuate depending on the charges per visit and therefore it is requested that a fee of \$20 be collected each visit to help offset the ending month balance.
- ✓ Any balance shall be paid by the last business day of the month.

# CHESTERTOWN PHYSICAL THERAPY

## Health Declaration Form

In order to keep you and all members as safe as possible, we ask that you read and sign the following declaration:

I, \_\_\_\_\_, will not visit the therapy office if I can answer YES to any of the statements below.

- Tested positive for Coronavirus in the past month and haven't had a negative test or been cleared by MD to be in public.
- Been ID as a carrier of Covid-19 and not cleared by MD to be in public.
- Been in a location that has been ID as area with positive COVID-19 where you were NOT protected by appropriate PPE.

I will not visit Therapy if I have any of the symptoms recognized by the CDC:

- Fever/chills (temperature over 100.4)
- Cough
- Shortness of breath or difficulty breathing (that is not your usual)
- Fatigue, muscle aches and headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose (not allergy related)
- Nausea or vomiting
- Diarrhea
- Persistent pain or pressure in the chest
- New onset of confusion

Any new onset of symptoms will need to be checked and then cleared by your physician prior to coming into the therapy environment.

In signing below, I agree to the terms of this Health Declaration and will continue to keep my health and the health of fellow patients and professionals a priority.

X \_\_\_\_\_, Date: \_\_\_\_\_

