



Patient Information

Name (First MI Last):	Date of Birth:	Gender:
Mailing Address:	Social Security #:	
Physical Address (if different):	Referring Doctor:	
City:	Marital Status (M, S, D, W):	
State, Zip:	Employer:	
Home Phone:	Emergency Contact and relationship:	
Work Phone:	Emergency Phone:	
Cell Phone:	E-mail Address:	

Insurance Information

Health Insurance: Please provide health insurance card to the receptionist to copy, and, if you are not the primary insured person, please fill out the primary person information below.

Name of Primary person on insurance:		Name of Primary person on secondary insurance:	
Date of Birth:	Gender:	Date of Birth:	Gender:
Member ID #:		Member ID #:	
Insured's Employer:		Insured's Employer:	

All other types of insurance (Auto, Worker's Comp): Please fill out applicable fields.

Insurance Co:	Insurance Co billing street address:
Policy ID#:	Insurance Co billing state and zip code:
Claim #:	Employer Name and Phone (WC only):
Adjuster's Name and Phone Number:	
Case Manager's Name and Phone Number:	

Confidential Medical History/Evaluation



Name: _____

Date: _____

Is this injury: Work related? Yes _____ No _____

Auto Accident? Yes _____ No _____

Date of injury: _____

Chief Complaint(s): _____

Current Symptoms (please circle): Pain Numbness Stiffness Weakness Difficulty Walking Balance

Condition: New Acute Chronic

List any/all medications you are currently taking: _____

List any surgeries: _____

Circle any diagnostic services for this injury? X-Ray MRI CT scan EMG NCV Other: _____

Any other care received for this problem: _____

Do you have any of the following?

Asthma, Bronchitis or Emphysema

Yes

No

Shortness of Breath/Chest Pain

Coronary Heart Disease

Pacemaker

High Blood Pressure

Heart Attack/Surgery

Stroke/TIA

Blood Clot/Emboli

Epilepsy/Seizures

Thyroid Trouble/Goiter

Anemia

Infectious Disease

Diabetes

Cancer or Chemo/Radiation

Arthritis/Swollen Joints

Osteoporosis

Varicose Veins

Gout

Sleeping Difficulties

Emotional/Psychological Problems

Bowel or Bladder Problems

Severe/Frequent Headaches

Vision/Hearing Difficulties

Dizziness or Faintness

Are you pregnant?

Smoking

Daily _____

Weekly _____

Alcohol Consumption

Daily _____

Weekly _____

Other Medical Conditions

Are you aware of your Diagnosis? YES _____ NO _____

Are you aware of your Prognosis? YES _____ NO _____



Consent for Treatment, Assignment of Benefits, Financial Policies

• Consent for Treatment

I authorize In Touch Therapy to provide medical treatment to me and/or my dependent.

• Assignment of Benefits

I request that payment of authorized Medicare or applicable private insurance benefits be paid directly to In Touch Therapy for services provided under their care.

• Release of Medical Information

I authorize In Touch Therapy to release necessary medical information to my insurance company, its agents, or any third party payor in order for payable benefits for these services to be determined.

• Financial Responsibility

I understand that co-pays are due at the time of service.

I understand that In Touch Therapy will file my insurance as a courtesy; however, I am ultimately responsible for full payment of all charges. I further understand that if my account is referred to a collection agency or attorney, I will be responsible for all expenses and up to 33.33% of collection costs.

• Referrals/Authorizations

I understand if my insurance company requires a referral, I am responsible for obtaining a referral prior to my visit. I understand that if I do not have a referral, no services will be rendered until the referral is received or until I sign a waiver acknowledging acceptance of financial responsibility. I understand that payment in full will be required on the day of my appointment if I do not have the required referral.

• Medicare Patients

I understand that I am responsible for Medicare deductible and co-insurance. If I have a secondary insurance that does not pay the deductible or co-insurance amount, I understand that I will be billed for and agree to pay the remaining amount due.

• Missed Appointments

I understand that I must give 24 hours notice if I must cancel an appointment. Failure to do so may result in a \$25 "no show" fee for a standard appointment or \$75 for initial evaluation.

• Returned Checks

I understand that I will be charged \$25 for any check that is returned for insufficient funds.

I have read the above statements and I understand my responsibilities. A copy of this authorization will be considered as valid as the original.

Signature of Patient or Responsible Party

Date



Reservation and Cancellation Policy

Our time together is important. We reserve a certain amount of treatment time specifically for you and want to make sure you receive the care you need. In order for us to start and stay on time, **please arrive 5 minutes before** your reserved appointment time. This will allow you and our medical receptionist check-in time.

Reminders

As a courtesy, a text OR call reminder of your reservation can be sent the day before. To request this free service please choose ONE below:

Please send a TEXT reminder to (____) ____ - ____

OR

Please CALL me at (____) ____ - ____

Late Arrivals

Please call us if you are running late. Your therapist will determine if there is enough time remaining to start your treatment depending upon how late you arrive. If treatment is provided, we will use the remainder of your reserved time but may have to shorten your session in order to start the patient following you on time. Regardless of the length of the treatment actually given, you will be responsible for the therapy received during the session. Out of respect and consideration to your therapist and other patients, please plan accordingly and be on time.

Cancellations/No-Show

We understand that unanticipated events happen occasionally in everyone's life. Please contact our office promptly if you need to cancel or reschedule. If it is necessary to cancel your scheduled appointment, **we require that you call the day before your appointment**. Your early cancellation will allow another patient access to care.

To cancel or reschedule your appointment, please call 434-447-3322. If you do not reach the medical receptionist, please leave a detailed message on our voice mail.

A "no-show" is a patient who misses a reservation without cancelling or providing proper notice. Failure to cancel or communicate with us about your appointment may result in cancellation of all future reservations. No-show includes arriving late enough that your therapist determines you must forfeit that day's session.

Please note late cancels and "no shows" result in a \$25 charge for standard appointments or a \$75 charge initial evaluation. ITT reserves the right to discharge patients from the practice for noncompliance.

COVID Notifications: While you are an active patient, contact our office immediately if you or anyone in your household have COVID symptoms, are quarantined, have direct exposure, have an open test or test positive for COVID.

By signing below, I acknowledge I have read and understand the above policy and accept the terms.

Patient or Guardian Signature

Date