

**PLEASE COMPLETE ALL INFORMATION AND PRINT CLEARLY**

Today's Date: \_\_\_\_\_ Social Security # \_\_\_\_\_ Sex:  M  F  
Marital Status:  S  M  W  D Birth Date: \_\_\_\_\_ Age: \_\_\_\_\_  
Patient's Full Name: \_\_\_\_\_  
Home Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
List your employer, or if completing this for a minor, please list parents' employment. Email: \_\_\_\_\_  
Employer: \_\_\_\_\_ Address: \_\_\_\_\_ Occupation: \_\_\_\_\_  
Spouse's Name: \_\_\_\_\_ Spouse S.S.# \_\_\_\_\_ Birthdate: \_\_\_\_\_  
Spouse's Employer: \_\_\_\_\_ Address: \_\_\_\_\_ Work Phone \_\_\_\_\_  
Is Patient a Student  Y  N If yes,  Full-Time  Part-Time School Name: \_\_\_\_\_  
In case of emergency, who may we contact? Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Name and address of your family doctor: \_\_\_\_\_  
When was your last visit to him/her and why?: \_\_\_\_\_  
How were you referred to us?  Another Patient  Friend/Relative  Doctor  Insurance Directory  
 Internet  Yellow Pages  Newspaper  Other \_\_\_\_\_  
If referred by patient or doctor, what is his/her name? \_\_\_\_\_  
Is this claim related to an accident or injury?  No  Yes, if yes related to:  employment  personal  auto  
Date of injury: \_\_\_\_\_ What are your symptoms for today's visit? \_\_\_\_\_  
\_\_\_\_\_  
Responsible party for payment of claim: \_\_\_\_\_  
Name of Pharmacy: \_\_\_\_\_ Phone: \_\_\_\_\_

**PLEASE COMPLETE ALL INFORMATION AND PRESENT INSURANCE CARD TO RECEPTIONIST**

**PRIMARY  
INSURANCE**

Name of insurance carrier: \_\_\_\_\_  
Address for claims: \_\_\_\_\_ Phone: \_\_\_\_\_  
ID# (policy #): \_\_\_\_\_ Group plan# \_\_\_\_\_  
Subscriber's name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Relationship to insured:  Self  Spouse  Child

**SECONDARY  
INSURANCE**

Name of insurance carrier: \_\_\_\_\_  
Address for claims: \_\_\_\_\_ Phone: \_\_\_\_\_  
ID# (policy #): \_\_\_\_\_ Group plan# \_\_\_\_\_  
Subscriber's name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Relationship to insured:  Self  Spouse  Child

**OVER PLEASE**

To the best of my knowledge the above information is correct. I hereby give my permission to the Foot & Ankle Institute and its employees, to administer treatment and to perform such procedures as may be deemed necessary in the diagnoses and/or treatment of my foot/ankle condition.

**Signature of patient (or parent if minor)** \_\_\_\_\_ **Date** \_\_\_\_\_

**SIGNATURE ON FILE:**

I hereby authorize Centers For Advanced Foot Care d.b.a. the Foot & Ankle Institute to submit a claim to my insurance carrier or it intermediaries for all covered services rendered by the physician, and direct my insurance carrier or its intermediaries to issue payment check(s) directly to Centers For Advanced Foot Care. I authorize any holder of medical information about me to release to the Health Care Financing Administration and its agents any information need to determine these benefits or the benefits payable for related services.

I understand that I am financially responsible to the Foot & Ankle Institute for any balance not covered by my insurance carrier. A copy of this signature is as valid as the original.

**Signature of patient (or parent if minor)** \_\_\_\_\_ **Date** \_\_\_\_\_

**MEDICAL RECORDS ACCESS:**

I authorize Foot & Ankle Institute and its employees to have complete access to medical records from West Houston Medical Center or from any other hospital facility.

**Signature of patient (or parent if minor)** \_\_\_\_\_ **Date** \_\_\_\_\_