7406 Brook Road
Richmond, VA 23227
804-262-7153
804-262-0104 (fax)

# The Podiatry Center

5300 Hickory Park Drive
Suite 104
Glen Allen, VA 23059
804-747-3380

**Dr. Glen R. Wilensky**
**Dr. Julie A. Greenwood**

To our new patients,

We would like to welcome you to our practice. We hope that you will be satisfied with the level of treatment you have received. If there is anything that we need to do to improve our service, please do not hesitate to let us know.

The first time you visit our office will be considered a new patient visit. This will be billed along with any other procedures that the Doctor may perform. If a procedure is not covered by insurance, (for example, Routine Foot Care) there will be a separate charge for it. You will be considered a new patient if you have not been to our office for more than 3 years. This will allow the Doctor the extra time to do a full examination.

You will be responsible for any Co-insurance, Co-pays and or Deductibles required by your insurance. In addition, if your insurance requires a referral for your treatment, you will be responsible to obtain this referral.

If you have any questions please feel free to ask the office staff at the time of your visit. We appreciate your cooperation.

The Podiatry Center, PC

_____ _____

Signature Date

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## New Patient Registration

### Patient Information

Name:_____
FIRST MIDDLE LAST

Preferred Name/Nickname:_____

Spouse's/Parent's Name:_____

Address:_____

Apt/Suite:_____ City:_____

State:_____ ZipCode:_____

Date of Birth:_____

Social Security Number: _____-_____-_____

Home Phone:_____

Work Phone:_____

Cell Phone:_____

Email Address:_____

Employer:_____

Occupation:_____

Primary Language:_____ Sex: Male/Female

Marital Status: ☐Single ☐Married ☐Divorce ☐Widowed ☐Fiancé ☐Separated ☐Domestic Partner ☐Minor

Race: ☐American Indian ☐Asian ☐Pacific Islander ☐Black/African American ☐White ☐Other:_____

Ethnicity: ☐Hispanic/Latino ☐Not Hispanic/Latino

### Emergency Contact

Name:_____
FIRST MIDDLE LAST

Relationship:_____

Home Phone:_____

Work Phone:_____

### Primary Insurance Company

Insurance Company:_____

Policy #:_____

Group #:_____

#### Policy Holder Information

Name:_____

SSN#: _____-_____-_____ DOB:_____

Employer:_____

Relationship to Patient: ☐Spouse ☐Parent ☐Other

### Secondary Insurance Company

Insurance Company:_____

Policy #:_____

Group #:_____

#### Policy Holder Information

Name:_____

SSN#:_____ Date of Birth:_____

Employer:_____

Relationship to Patient: ☐Spouse ☐Parent ☐Other

### Primary Care Physician

Name:_____

Phone #:_____

### Pharmacy Information

Name:_____

Phone #:_____

Address:_____

How did you hear about us?_____

# The Podiatry Center

Name:_____ Date of Birth:_____
FIRST LAST

## Authorization to Release Information and Pay Insurance Benefits

I hereby authorize The Podiatry Center, PC to render medical services to myself (or my child). I authorize the release any information regarding medical history, diagnosis and treatment to my insurance company regarding the claim. Also by my signature and copies thereof, I authorize payment directly to The Podiatry Center, PC of benefits otherwise payable to me. It is understood that services and supplies may not be covered by my insurance and I agree to pay for these services or supplies rendered. I understand that in the event my account is turned over to an attorney or collection agency, I will be responsible for fees in the amount of 33 1/3% of any unpaid balance and court costs involved.

To our Medicare Patients: I request that payment of authorized Medicare benefits be made on behalf of The Podiatry Center, PC for services furnished to me. I authorize any holder of medical information about me to be released to the health care administration (and its agents) any information needed to determine these benefits or the benefits payable for related services.

_____ _____
Signature Date

## Consent for Treatment

I consent to the use of disclosure of my protected health information by The Podiatry Center, PC's practice for the purpose of diagnosing or providing treatment to me, obtaining payment for my health care bills, or to conduct health care operations of The Podiatry Center, PC's practice. I understand that diagnosis or treatment of me by the physicians at The Podiatry Center, PC may be conditioned upon my consent as evidenced by my signature of this document.

I understand I have the right to request restrictions as to how my protected health information is used or disclosed to carry out treatment, payment or healthcare operations of the practice. The Podiatry Center, PC's practice is not required to agree to the restrictions that I may request. However, if the Podiatry Center, PC agrees to a restriction that I request, the restriction is binding on The Podiatry Center, PC's practice.

I have the right to revoke this consent in writing at any time, except to the extent of The Podiatry Center, PC's practice has taken action in reliance on this consent.

My protected health information means health information, including my demographic information, collected from me and created or received by my physician, another health care plan/provider, my employer or a health care clearinghouse. This protected information relates to my past, present, or future physical/mental health or condition and indentifies me, or there is a reasonable basis to believe the information may identify me.

I understand that I have a right to review the Notice of Privacy Practice prior to signing this document. The Notice of Privacy Practice describes the types of uses and disclosures of my protected health information that will occur in my treatment, payment of bills or performance of healthcare operations of this practice.

The Podiatry Center, PC reserves the right to change the privacy practices that are described in the Notice of Privacy Practices. I may obtain a revised notice of these practices by calling the office and requesting a copy be sent in the mail

_____ _____
Signature Date

## Disclosure of Information

Disclosures may be made to family and/or friends related to the patient's health or as needed for payment of health care services rendered. We will only disclose information relevant to current treatment. By signing the statement you agree that we may disclose information to the person(s) listed below in person or by phone

| Name | Relationship | Phone Number |
|---|---|---|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

# The Podiatry Center

Name:_____ Date of Birth:_____
FIRST LAST

## Financial Policy

We hope that this financial policy answers any questions you may have regarding payment for the care you receive from us. Please sign below stating you have read and understand the Financial Policy.

### Referral Policy

Many insurances require a referral from your Primary Care Physician (PCP) prior to your scheduled appointment for treatment. **You will be responsible to obtain a referral. Please understand that we will not be able to see you without a proper referral at time of service** and we are obligated to reschedule your appointment. In fairness to our patients that have come prepared, we are unable to delay their appointment time for you to obtain your referral. **If a referral is not received, you will be responsible for any cost incurred from your visit.**

### Self Pay Patients

Full payment is due at the time of service

### Non-Participating Insurance

If your insurance plan is one which we are not participating providers, you will be responsible for payment in full at the time of service.

### Worker's Compensation

We do not accept Worker's Compensation

### No Show Policy

The Podiatry Center reserves the right to charge $25 for a no show visit that is not cancelled within 24 hours of appointment time.

### Paperwork/Chart Copy Fees

The Podiatry Center reserves the right to charge for completion of paperwork or x-ray/chart copies.

### Participating Insurance Plans

Our physicians participate with most plans in the Central Virginia area. Please check with your insurance to confirm that The Podiatry Center and their physicians participate with your plan. If your insurance does not appear on this list please call your insurance company to verify whether you can see a physician out of network and to verify your plan benefits. **You will be responsible for any Co-insurance, Co-pays or Deductibles required by your insurance. Co-pays will be collected at the time of visit.**

Aetna
Alliance PPO Inc.
Blue Cross – Anthem, Federal, Healthkeepers
Cigna
First Health
Mail Handlers
MD-IPA
Medicaid – Excluding Optima
Medicare/Advantra/Humana
Optimum Choice
Optima Health
Private Health Care Systems (PHCS)
Southern Health/Coventry
Tricare/Champus
United Health Care
Virginia Health Network
Virginia Premier

**Signature**_____ **Date** _____

# The Podiatry Center

Name:_____ Date of Birth:_____
FIRST LAST

## Medical/Podiatric History Questionnaire

### Chief Concern

Reason For Today's Visit? _____

How Long Has This Problem Been Present? _____

Does Anything Improve This Problem? _____

Does Anything Worsen This Problem? _____

What Treatments Have You Tried? _____

Have You Seen A Podiatrist or Other Physician For This Problem? _____

If Yes, What Treatments Have Been Tried? _____

Have You Seen A Podiatrist For Any Other Problems? If So, What?_____

### Medication List

Please List Prescribed Medications, Over the Counter Medications, Vitamins and Dietary Supplements

| Medication Name | Dosage | Frequency | Prescribing Physician |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

**Are You On Aspirin, Coumadin, Lovenox, Heparin or Any Other Blood Thinner?** ☐Yes ☐ No

### Allergies

List Medication Allergy and Reaction

| Medication | Adverse Reaction |
|---|---|
| | |
| | |
| | |
| | |
| | |

List Below Any Food or Other Allergies and Associated Reaction

_____

### Sensitivities

Are You Sensitive to Any of the Following?

| | | Adverse Reaction |
|---|---|---|
| **Tape** | **YES / NO** | |
| **Iodine** | **YES / NO** | |
| **Detergent** | **YES / NO** | |
| **Latex** | **YES / NO** | |
| **Local Anesthetic** | **YES / NO** | |
| **General Anesthetic** | **YES / NO** | |

### Social History

| | | Frequency | For How Long | What Kind |
|---|---|---|---|---|
| **Alcohol** | **YES / NO** | _____(#)/Day _____(#)/Week | _____(#) Years | |
| **Caffeine** | **YES / NO** | _____(#)/Day _____(#)/Week | _____(#) Years | |
| **Recreational Drugs** | **YES / NO** | _____(#)/Day _____(#)/Week | _____(#) Years | |
| **Tobacco** | **☐Current ☐Former ☐Never** | _____(#)/Day _____(#)/Week | _____(#) Years | |

Do You Drive? ☐Yes ☐No

Do You Exercise? ☐Yes ☐No If Yes, How Much? _____(#)/Day _____(#)/Week

Do You Have Children ☐Yes ☐No Are You Currently Pregnant? ☐Yes ☐No

## General Medical History

Do You Currently Have or Have You Ever Had History of Any of the Following? Check (☑) As Appropriate To Your Health History

**Head, Eyes, Ears, Nose and Throat**

☐Yes ☐No Asthma
☐Yes ☐No Glaucoma
☐Yes ☐No Hearing Loss
☐Hearing Aid
☐Yes ☐No Migraines/Head Aches
☐Yes ☐No Visual Problems
☐Glasses ☐Contacts ☐Blurred ☐Other

**Circulation**

☐Yes ☐No Blood Clots
☐Yes ☐No DVT (Leg Clots)
☐Yes ☐No Pulmonary/Lung Clot
☐Yes ☐No Calf Pain With Walking
☐Yes ☐No Calf Pain With Rest/At Night
☐Yes ☐No Clotting Disorder
☐Yes ☐No Poor Circulation (PVD)
☐Yes ☐No Varicose Veins
☐Yes ☐No Venous Insufficiency

**Neurologic**

☐Yes ☐No Charcot
☐Yes ☐No Dementia/Alzheimer's
☐Yes ☐No Neuropathy
☐Yes ☐No Stroke
☐Yes ☐No Seizures

**Other**

☐Yes ☐No Cancer (Type _____)
☐Yes ☐No Hepatitis (A, B, C)
☐Yes ☐No HIV / AIDS

**Abdomen/Gastrointestinal/Urinary**

☐Yes ☐No Cirrhosis
☐Yes ☐No Gastrointestinal Bleeding
☐Yes ☐No Heart Burn, Reflux
☐Yes ☐No Incontinence
☐Yes ☐No Kidney Failure
☐Yes ☐No Kidney Stones
☐Yes ☐No Liver Disease
☐Yes ☐No Stomach Ulcers
☐Yes ☐No Urinary Tract Infections

**Orthopedic**

☐Yes ☐No Arthritis (Location:_____)
☐Osteoarthritis ☐Rheumatoid ☐Gout ☐Psoriatic
☐Yes ☐No Back Pain/Problems
☐Yes ☐No Fracture (Location:_____)
☐Yes ☐No Joint Pain
☐Yes ☐No Osteoporosis
☐Yes ☐No Muscle Weakness

**Endocrine**

☐Yes ☐No Diabetes
☐ Oral Med ☐ Insulin ☐ Diet Controlled
☐Yes ☐No Pituitary Disease
☐Yes ☐No Thyroid Disease (Low or High)

**Psychological**

☐Yes ☐No Anxiety
☐Yes ☐No Bipolar Disorder
☐Yes ☐No Depression
☐Yes ☐No Schizophrenia

**Cardiac**

☐Yes ☐No Angina
☐Yes ☐No Atrial Fibrillation
☐Yes ☐No Congestive Heart Failure
☐Yes ☐No Coronary Disease
☐Yes ☐No Heart Disease
☐Yes ☐No High Blood Pressure
☐Yes ☐No High Cholesterol
☐Yes ☐No MI/heart attack
☐_____ (year)
☐Yes ☐No Murmur/Irregular Beat
☐Yes ☐No Pacemaker
☐Yes ☐No Valve Disorder

**Pulmonary**

☐Yes ☐No COPD
☐Yes ☐No Emphysema
☐Yes ☐No Pneumonia

**Dermatologic**

☐Yes ☐No Cellulitis
☐Yes ☐No Chronic Wounds
☐Yes ☐No Dry Skin
☐Yes ☐No Eczema
☐Yes ☐No Psoriasis
☐Yes ☐No Swelling

**Any Other Condition You Are Being Treated For?**

_____

## Surgical History

| Surgery | Date | Physician |
|---|---|---|
| | | |
| | | |
| | | |
| | | |

**Do You Have Any Metallic Implants or Foreign Bodies In Your Body?** ☐Yes ☐ No If Yes Please Describe:_____

## Family History

Does Anyone In Your Family Have History Of The Following? If Yes, List Who (Mother, Father, Grandparent, Siblings, Aunt, or Uncle)

☐Asthma_____ ☐Cancer_____ ☐Diabetes_____ ☐Heart Disease_____
☐High Cholesterol_____ ☐Hypertension _____ ☐Liver Disease_____ ☐Mental Illness_____
☐Lung Disease_____ ☐Kidney Disease_____ ☐Stroke _____ ☐Vascular Disease _____

## Review of Systems

Do You Have or Are You Having Any of the Following **TODAY or in the Past 6 months**? Check (☑) All That Apply

| | | | | |
|---|---|---|---|---|
| ☐Weight Loss/Gain | ☐Fever/Chills | ☐Fatigue | ☐Weakness | ☐Rash |
| ☐Itching | ☐Skin Color Changes | ☐Lumps/Masses | ☐Skin Dryness | ☐Nail Changes |
| ☐Headache | ☐Decreased Hearing | ☐Ringing In Ears | ☐Earache | ☐Blurry or Double Vision |
| ☐Cataracts | ☐Visual Difficulty | ☐Sinus Pain | ☐Cough | ☐Shortness of Breath |
| ☐Wheezing | ☐Discolored Sputum | ☐Chest Pain | ☐Swelling of Limbs | ☐Palpitations |
| ☐Heart Racing | ☐Swallowing Difficulties | ☐Change in Appetite | ☐Nausea | ☐Vomiting |
| ☐Heartburn | ☐Constipation | ☐Diarrhea | ☐Rectal Bleeding | ☐Frequent Urination |
| ☐Blood in Urine | ☐Incontinence | ☐Painful Urination | ☐Varicose Veins | ☐Cramping of Calf/Leg |
| ☐Bleed Easily | ☐Muscle Pain | ☐Joint Pain | ☐Back Pain | ☐Joint Stiffness |
| ☐Redness of Joints | ☐Weakness | ☐Dizziness | ☐Numbness | ☐Tingling |
| ☐Tremor | ☐Fainting | ☐Increased Thirst | ☐Abnormal Sweating | ☐Heat/Cold Intolerance |
| ☐Nervousness | ☐Anxiety | ☐Depression | ☐Memory Loss | |