



**PATIENT DEMOGRAPHICS:**

**DATE:** \_\_\_\_\_

First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last Name: \_\_\_\_\_

DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_ SSN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Gender: M / F

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone (home) \_\_\_\_\_ (cell) \_\_\_\_\_ (work) \_\_\_\_\_

Email: \_\_\_\_\_ Employer: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

**Primary Care Doctor (REQUIRED):** \_\_\_\_\_ Phone: \_\_\_\_\_

**Would you like us to send copies of office notes to your primary care doctor? YES \_\_\_\_\_ NO \_\_\_\_\_**

**GUARANTOR (Responsible party for minors)**

First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last Name: \_\_\_\_\_

DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_ SSN: \_\_\_\_\_ Relationship to Patient: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**PRIMARY INSURANCE & POLICY HOLDER**

Insurance Name: \_\_\_\_\_ Member ID: \_\_\_\_\_ Group Number: \_\_\_\_\_

Policy Holder: \_\_\_\_\_ DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_ SSN: \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship to Patient: \_\_\_\_\_ Mailing Address (if different): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**SECONDARY INSURANCE & POLICY HOLDER**

Insurance Name: \_\_\_\_\_ Member ID: \_\_\_\_\_ Group Number: \_\_\_\_\_

Policy Holder: \_\_\_\_\_ DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_ SSN: \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship to Patient: \_\_\_\_\_ Mailing Address (if different): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**WORKER'S COMP / AUTO/ LIABILITY ACCIDENT:**

Date of accident: \_\_\_\_\_ Employer: \_\_\_\_\_

Type of accident: Auto / Work / Home Other: \_\_\_\_\_

Referring Doctor: \_\_\_\_\_

Adjuster's name: \_\_\_\_\_ Phone: \_\_\_\_\_

Claim # / Insurance name: \_\_\_\_\_



# NEW PATIENT INTAKE FORM

THOMAS HECKER DPM

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Shoe Size: \_\_\_\_\_

Local Pharmacy: \_\_\_\_\_ Address: \_\_\_\_\_

Reason for visit \_\_\_\_\_

Was this an Injury: Y / N    Is Injury Work Comp: Y / N    Date of Injury: \_\_\_\_\_

IF Work Comp, Employer at time of Injury: \_\_\_\_\_

Please circle if you are interested in any of the following:

*Piezo/Laser treatments*      *Amniotic Stem Cell Injection*      *Prolotherapy*

Other Alternative Treatments: \_\_\_\_\_

Current Medications:

What medications are you currently taking? Please include over the counter and supplements. Include strength if known.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Current and Ongoing Medical Problems:

Please list **ALL** current and ongoing medical issues. If you have listed any current medications above, please provide the health condition you are taking them for.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Allergies:

\_\_\_\_\_  
\_\_\_\_\_

Patient Name: \_\_\_\_\_ Date: \_\_\_\_\_

Past Surgical History:

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Family History/Major Illness:

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Social History:

Do you use Tobacco?	Y / N	If yes, what kind?
Do you drink alcohol?	Y / N	If yes, how frequently?
Do you use recreational drugs?	Y / N	
Do you use marijuana?	Y / N	



PATIENT NAME: \_\_\_\_\_ RESPONSIBLE PARTY: \_\_\_\_\_

**ACKNOWLEDGEMENT OF RECEIPT OF NOTICE OF PRIVACY PRACTICES**

By signing below, I acknowledge that I have been offered or provided a copy of Hecker Sports Medicine LLC, DBA Hecker Sports and Regenerative Medicine, notice of privacy practices.

**CONSENT TO TREAT**

I authorize Hecker Sports Medicine LLC, DBA Hecker Sports and Regenerative Medicine, to render services as deemed necessary for the care of the above-named patient.

**HIPAA MEDICAL INFORMATION RELEASE**

I authorize the release of information from Hecker Sports Medicine LLC, DBA Hecker Sports and Regenerative Medicine, including the diagnosis, records, examinations, and claims/billing information, to the following people (*please select one or more, and include names*):

- Patient's spouse: \_\_\_\_\_
- Patient's child(ren): \_\_\_\_\_
- Other: \_\_\_\_\_
- Information is not to be released to anyone.

This **Release of Information** will remain in effect until terminated by me in writing.

**Your signature below indicates:**

1. *You read and understand the Acknowledgement of Receipt of Notice of Privacy Practices*
2. *You understand and agree to the Consent to Treat*
3. *You read and understand the Medical Information Release*

\_\_\_\_\_  
Signature (Patient or Responsible Party)

\_\_\_\_\_  
Date

**ASSIGNMENT OF MEDICAL INSURANCE BENEFITS**

Thank you for choosing Hecker Sports Medicine LLC, DBA Hecker Sports and Regenerative Medicine. Please understand our office policy regarding insurance assignment. Your insurance plan is an agreement between you and your insurance company to pay certain amounts for your medical care. We strive to assist you in this process and will submit insurance claims on your behalf to *in-network plans*, this includes secondary and supplemental plans. We ask that you assign these insurance payments directly to our practice.

If we are *out of network* with your plan, we will be happy to provide you with an itemized statement for you to submit to your insurance and those claims will be applied to your out of network benefits.

**PAYMENT IS EXPECTED AT THE TIME OF SERVICE** unless we accept assignment with your insurance company or previous payment arrangements have been made. For our office to accept insurance assignment, we ask that you READ AND SIGN THE FOLLOWING:

I acknowledge that it is my responsibility to:

1. Present a valid insurance card at the time of service. If I neglect to do so, I am responsible for the full cost of the visit.
2. Pay applicable co-pay or non-covered services at the time of service.
3. Present a valid referral or authorization for all services (if required by my insurance company). If I neglect to have the necessary referrals/authorizations, I will be responsible for the full cost of the visit.
4. Verify that Hecker Sports Medicine LLC, DBA Hecker Sports and Regenerative Medicine is in-network with my specific insurance plan(s). If I neglect to do so and it is later determined Hecker Sports Medicine LLC, DBA Hecker Sports and Regenerative Medicine is out of network, I am responsible for the full cost of the visit.
5. Inform the office if the patient's need for medical services is due to a motor vehicle, worker's compensation, or other accident and provide necessary claim information.

**Your signature below indicates:**

1. *You understand and accept our policy of assignment of insurance benefits.*
2. *You attest to the accuracy and completeness of your medical insurance coverage information.*
3. *You authorize this office to release medical information necessary to process your claims and appeals.*
4. *You authorize payment of medical benefits to Hecker Sports Medicine LLC, DBA Hecker Sports and Regenerative Medicine.*

\_\_\_\_\_  
Signature (Patient or Responsible Party)

\_\_\_\_\_  
Date



Printed Name

### CREDIT AND PAYMENT POLICY

Our credit and collection policies are necessary to assure the financial resources needed to maintain this medical office for our patients and the community. We do not want financial circumstances to limit our care for you. If an unusual situation should make it impossible to meet our payment terms, please discuss the matter with our billing department. Please do not avoid the situation. Keep your account and credit in good standing! Our charges are based on costs, time and skill required to provide medical care for you.

Regardless of any insurance coverage, the patient (or guarantor) is ultimately responsible for payment. Self Pay patients are expected to pay for services at time of service.

If we are contracted with your insurance as an in-network (participating) provider, your percentage of fees are based on your plan's fee schedule, which we have agreed to. We do apply appropriate write-offs to your account per this contracted fee schedule.

If we are not contracted with your insurance as a participating provider, any payments by your insurance are based on your out-of-network benefits. Amounts higher than what they may refer to as *usual, reasonable or customary*, does not change your portion. As an out-of-network provider, we do not apply any contractual write-offs to your balance.

1. Office visit co-pays and fees for non-covered benefits (including medical supplies/equipment) are due at the time of service.
2. We will send you a billing statement reflecting your balance due, which is your financial responsibility. Payment is due within 30 days of the statement date.
3. If your insurance has not remitted payment after 45 days of a claim submission, you will be expected to begin payments. Any payment received by our practice from your insurance after you have made payments that results in a credit balance on your account, will be refunded to you.
4. If you are late and your appointment must be rescheduled, fail to show for an appointment or if you cancel with less than 24-hour notice given, you may be responsible for an associated fee of \$50.00.
5. A service charge of \$5.00 will be applied to account balances requiring a second billing statement, if the balance is outstanding after the 30-day payment requirement. This \$5.00 service charge will be applied to any subsequent billing statements.
6. There is a \$20 fee for checks returned to the practice due to insufficient funds.
7. Accounts 90 days past due are referred to a professional collection agency. Services provided to you by this clinic will be suspended until the past due balance is paid in full.
8. If it becomes necessary to forward account to collections, I agree to pay any attorney fees.
9. Transactions made with a credit or debit card will receive a 3.5% non-cash adjustment in fees that will be applied and shown on the card transaction receipt. This DOES NOT apply to Flexible Spending Account (FSA), Health Savings Accounts (HSA) or Health Reimbursement Account (HRA) cards.

**Your signature below indicates you have read and understand the credit and payment policy of Hecker Sports Medicine LLC, DBA Hecker Sports and Regenerative Medicine.**

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Signature (Patient or Responsible Party)

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Date

05/20/2020



Printed Name: \_\_\_\_\_

**PATIENT REFERRAL SOURCE**

Dear New Patient,

We are interested in tracking our referral sources. If you would, please take a moment to complete this form and return it to the receptionist.

We look forward to helping you and your family with your medical needs. Thank you.

How did you hear about our practice? (please check all that apply)

- Saw Dr. Hecker at OCR
- Physician/Provider: *Doctor's name:* \_\_\_\_\_ *Facility:* \_\_\_\_\_
- Insurance Company: \_\_\_\_\_
- Friend or Family Member: \_\_\_\_\_
- Internet / Web Search
- Radio
- Other – Please List: \_\_\_\_\_

PATIENT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

## **Appointment Times**

PLEASE RETAIN THIS PAGE FOR YOUR INFORMATION

Your time is valuable to us. Please be aware that Dr. Hecker sees complex cases that can put us behind schedule. He will make sure to spend the appropriate amount of time answering all your questions. Please have your questions/concerns written down ahead of time, as this will allow us to keep appointments relevant, concise and on time.

If you are more than **five minutes** late for your appointment or therapy session, you will be asked to reschedule.

**Please notify us of any cancellations at least 24 hours before your appointment. Failure to notify us in time or failure to show up to the appointment could result in a \$50 charge.**

**If you need to cancel your appointment after clinic hours, please leave a message for the front desk.**

**Cancellation messages left 24 hours before your appointment will NOT incur a \$50 charge.**





# **INSURANCE NOTICE:**

PLEASE RETAIN THIS PAGE FOR YOUR INFORMATION

We are **NOT** in network with the following insurance plans:

## **Medicaid**

(We are legally prohibited from seeing Medicaid patients, even under 'Self Pay' as we do not have a contract with Medicaid)

Aetna – Colorado Front Range

Aetna- Health Network Only Open Access

Anthem/Blue Cross – Pathways Network

Anthem/Blue Cross – CU Exclusive 1 & 2 HMO

Anthem/Blue Cross- Blue Priority HMO

Anthem/Blue Cross- MediBlue HMO

Anthem/Blue Cross- MediBlue Dual HMO

Kaiser Insurance

Tricare Prime

VA- ALL Plans

We cannot guarantee we are in network with any insurance plan. It is the patient's responsibility to verify coverage and obtain any necessary referrals prior to your appointment.