



Partners in Physical Therapy  
3221 Ryan Street Suite D. Lake Charles, LA 70601  
337-439-3344 phone 337-439-3380 fax  
[www.partnersinpt.com](http://www.partnersinpt.com)

Dear Patient,

We know you have a choice in physical therapy clinics and we would like to thank you for choosing our office. We take your care and participation in therapy seriously. It is our mission to provide you with excellent care and work as a team with you and your healthcare provider to ensure that your goals are met.

As a part of our efforts to offer excellence in patient care, we are proud to announce the incorporation of a patient advocate to our treatment staff. Erin MacInnes, LCSW is a clinical social worker is available as needed. She can help to assess your progress towards your goals as well as any barriers. She will relay that information to your therapist so that we can modify or update your treatment program to help you achieve your goals faster and she can help with creating action plans to decrease barriers. Please feel free to request a session with Erin.

If you have any questions, please feel free to contact me at 337-439-3344, ext. 0

Again, welcome to our clinic. You are now officially a partner!

Freddie Ann Regan Chandler

***Don't forget to like us on Facebook; we will post clinic updates and useful tips!***

# Partners in Physical Therapy New Patient Packet

**How did you hear about us?**

(Please circle)

Physician

Friend

Previous Patient

Website

Other: \_\_\_\_\_

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

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

Email: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Social Security #: \_\_\_\_\_ Sex: M F Marital Status: S M D W

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

Circle: Auto Accident Worker's Comp Date of accident: \_\_\_\_\_

Name of attorney or case manager: \_\_\_\_\_ Phone: \_\_\_\_\_

**Insured Name** (Same as above? YES NO)

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_ Social: \_\_\_\_\_

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

## Emergency Contact

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Other: \_\_\_\_\_

Are we authorized to release information to this individual? YES NO

Please list any other individuals that we may share health or personal information:

\_\_\_\_\_

\_\_\_\_\_

Patient/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

(Signature)

## Partners in Physical Therapy Policies

**We work hard so that our office consistently runs on time  
and that your physical therapy goals are met.**

**Please be aware of the following:**

**Be here on time:** We start and end appointments on a set schedule. It is important that you arrive on time.

**Courtesy Email:** We will notify you of your upcoming weekly appointments each Friday.

**Appointment Changes:** A minimum 24 hour notice for changes in appointment time is required. Cancellation with less than 24 hours notice will be charged a \$50.00.

**No Shows:** If you do not show up for an appointment, a \$50.00 no show charge is due at your next visit. This charge is your responsibility and will not be billed to insurance or other payers.

**25% Cancellation/No Show Policy:** If you miss greater than 25% of your scheduled appointments we reserve the right to cancel all future appointments. *Example: 3 out of 12 missed*

**Workman's Compensation:** We are required to send documentation of missed appointments to your worker's compensation case manager.

**Self-Discharge:** Please do not stop therapy without talking to your therapist.

**Supplies:** Medical supply expenses are due at the time of service. If you would like to bill insurance on your own behalf, please talk with our billing department for assistance.

**Please know that every person is different and it is important to work as a team  
to get you optimal improvement. This requires communication, showing up to  
appointments, and active participation.**

**Signature:** \_\_\_\_\_

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

**\*\* Disclaimer: Please note by providing your e-mail, you are also allowing Partners in Physical Therapy to e-mail you regarding clinic sponsored programs. However, please note you are able to opt out at any time. \*\***



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I understand that as part of my health care treatment, **Partners in Physical Therapy** develops and maintains records containing my health information, which includes information about my health history, symptoms, test results, diagnosis, treatment, claims and payment information, etc. I understand that my health information will be used and disclosed by **Partners in Physical Therapy** for treatment, payment and health care operations and serves as:

- A basis for planning my care and treatment
- A means of communication among health professionals who may contribute to my care
- A source of information to bill for health care services rendered
- A means by which an insurance company or other third party payor can verify that services were billed and actually provided
- A resource for “health care operations” such as assessing quality and reviewing the competence of health care professionals

I have been provided with the **Partners in Physical Therapy** Privacy Notice, which provides a more complete description to the use and disclosure of my health information. I understand that I have the right to review the Privacy Notice prior to signing this consent form. I understand that **Partners in Physical Therapy** can change the terms of the Privacy Notice and that **Partners in Physical Therapy** reserves the right to make the new Privacy Notice provisions effective for my health information that it already maintains and uses, as well as for any health information that it may receive in the future.

I understand that if I refuse to sign this consent form allowing for the use and disclosure of my health information to carry out treatment, payment or health care operations, **Partners in Physical Therapy** may refuse treatment.

I understand that I have the right to request that **Partners in Physical Therapy** restrict how my health information is used or disclosed to carry out treatment, payment or health care operations, but such request may not be accepted. I request the following restrictions (N/A if none): \_\_\_\_\_

I understand that I may revoke this consent at any time by notifying **Partners in Physical Therapy** in writing, but if I do, it will not have any effect on uses or disclosures prior to the receipt of the revocation.

I give my consent to **Partners in Physical Therapy** to release my medical records to my referring physician, insurance company, third party insurance, or to my attorney.

I authorize my insurance company to pay directly to **Partners in Physical Therapy** proceeds payable under the terms of my policy. I understand and agree to pay any unpaid balance not covered by my insurance company. In the event my account is turned over to collection, I hereby agree to pay all collection cost and fees.

**I understand that my insurance company may not cover all charges incurred at Partners in Physical Therapy and that insurance companies do not guarantee payment, therefore I will be responsible for these charges.**

Patient/Guardian Signature \_\_\_\_\_ Date: \_\_\_\_\_

Social Security Number of Patient \_\_\_\_\_ Patient Date of Birth \_\_\_\_\_

# Partners in Physical Therapy Intake Form

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Date of Next MD Visit: \_\_\_\_\_

Occupation: \_\_\_\_\_ Age: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_

Tell us why you are here:

What would you like your therapist to know?

What is your goal for physical therapy?

Tests/Medical Management:

Please list any tests or medical services that you have received for your chief complaint:

Allergies:

Current Medication:   None

List Names of Medications:

Dose or strength:

How often taken:

1) \_\_\_\_\_

a. \_\_\_\_\_

b. \_\_\_\_\_

2) \_\_\_\_\_

a. \_\_\_\_\_

b. \_\_\_\_\_

3) \_\_\_\_\_

a. \_\_\_\_\_

b. \_\_\_\_\_

4) \_\_\_\_\_

a. \_\_\_\_\_

b. \_\_\_\_\_

Medical Condition History

Please list all medical conditions: \_\_\_\_\_

Please list all past surgeries: \_\_\_\_\_

Overall Health:

How would you rate your Overall Health?

Excellent

Good

Fair

Poor

Do you feel your job or home life is stressful?

Yes   No

Do you have periods of depression or sadness?

Yes   No

Do you have persistent fears?

Yes   No

Do you worry excessively?

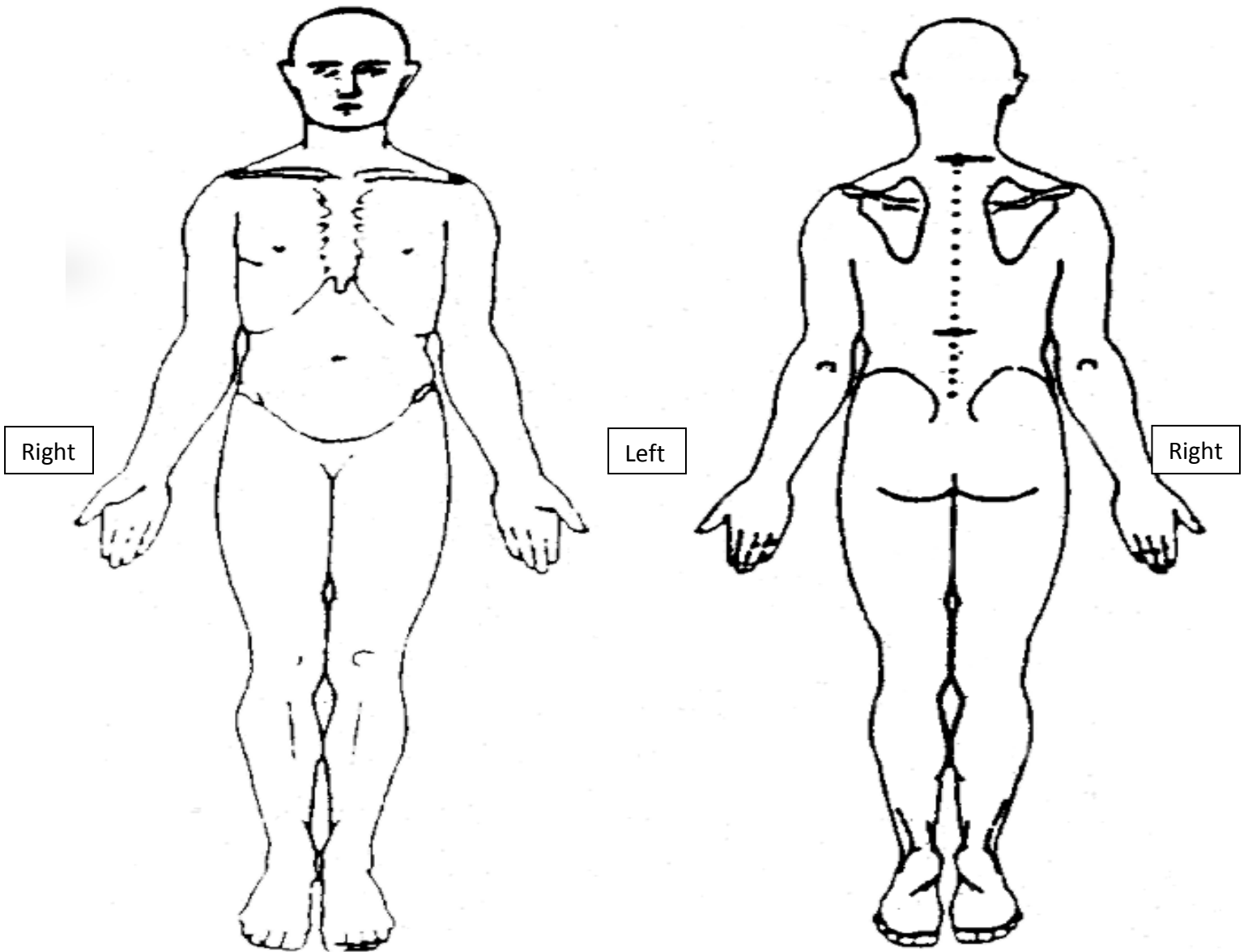
Yes   No

Are emotional problems important to your current complaint?

Yes   No

**Symptoms:**

Please mark on the body your area of complaint **using a highlighter:**



**Pain Intensity:**

On a scale of 0 to 10 with 0 being no pain and 10 being the most severe pain imaginable:

Which number would describe your pain THIS WEEK?

What is your pain like NOW? 0 1 2 3 4 5 6 7 8 9 10

What is your LEAST pain? 0 1 2 3 4 5 6 7 8 9 10

What is your WORST pain? 0 1 2 3 4 5 6 7 8 9 10

Is your pain constant?  Yes  No

Is your pain worsening?  Yes  No

## The Patient-Specific Functional Scale

Addressing function is VERY IMPORTANT. Insurance companies want to see functional goals and research shows that focusing on function improves physical therapy outcomes.

Please take the time to complete the section below:

### **List three activities that you have difficulty with or are unable to do:**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**Additional (optional):**

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

**Do Not Write Below this line**

\_\_\_\_\_

Patient- specific activity scoring scheme (point to one number)

0      1      2      3      4      5      6      7      8      9      10

Unable to Perform Activity

Able to perform activity      at the  
same level as  
before injury or problem



## Pediatric Patient Safety

Dear Parents,

In order to ensure the safety of our pediatric patients and follow HIPPA regulations:

- All pediatric patients must be signed in and out by a designated adult.
- The clinic will have a designated adult list for each patient and parents can feel free to add/delete individuals from the list as needed.
- All newly added adults will be required to show a picture ID on the first pick up date.
- Children will not be released unless the approved adult has physically signed the patient out.
- Children will not be allowed to wait for their designated adults in the lobby or outside of the facility.
- Due to HIPPA Regulations the designated adult may not enter the treatment area.
- Children must be supervised at all times. (i.e. restroom, lobby, etc.)

Please understand that we are implementing this policy to ensure the safety of your children. Your understanding and cooperation is greatly appreciated. Feel free to contact us with any concerns or questions regarding this mandatory policy.

Sincerely,

Freddie Ann Regan, PT

**Please list yourself and anyone allowed to pick up your child and relationship to child:**

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