

NEW PATIENT FORM
PLEASE COMPLETE ALL INFORMATION AND PRINT CLEARLY

Today's Date: _____ Sex: Male Female
 Marital Status: S M W D Birthdate: _____ Age: _____
 Patient's Full Name: _____
 Home Address: _____ City: _____ State: _____ Zip: _____
 Contact Phone: _____ Cell Home
 Email: _____

List your employer, or if filling this for a minor, please list parent's employment.

Employer: _____ Occupation: _____
 Employer Address: _____ City: _____ State: _____ Zip: _____

In case of emergency, who may we contact?

Name: _____ Phone: _____

Who is your family doctor (Primary Care Physician)?

Name: _____ Phone: _____
 Street Address: _____ City: _____ State: _____ Zip: _____

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 their name? _____

Is this claim related to an accident? Yes No If yes, related to: Employment Personal Auto
 Date of injury: _____

What are your symptoms for today's visit? _____

Name of Pharmacy: _____ Phone: _____

PLEASE PRESENT YOUR INSURANCE CARD TO THE RECEPTIONIST



Dr. Asia E. Lo
Foot and Ankle Specialist

Dr. Mai T. Pham
Foot and Ankle Specialist

To the best of my knowledge, the patient information I have provided 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 its 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** _____

West Medical One
12000 Richmond Ave.
Suite 370
Houston, TX 77082
Ph: (281) 531-4100
Fax: (281) 531-9600

Grand Park Plaza
830 S Mason Rd.
Suite B-5
Katy, TX 77450
Ph: (281) 392-0149
Fax: (281) 392-0271

WHMC Wound Healing Center
12606 West Houston Center Blvd.
Suite 160
Houston, Texas 77082
Ph: (281) 531-4100
Fax: (281) 531-9600



MEDICAL APPOINTMENT CANCELLATION / NO SHOW POLICY

Thank you for trusting your medical care to the Foot & Ankle Institute. When you schedule an appointment with the Foot & Ankle Institute, we set aside enough time to provide you with the highest quality care. Should you need to cancel or reschedule an appointment please contact our office as soon as possible, and no later than 24 hours prior to your scheduled appointment. This gives us time to schedule other patients who may be waiting for an appointment. Please see our Appointment Cancellation/No Show Policy below:

- Effective April 1, 2022 any new or established patient who fails to show or cancels/reschedules an appointment and has not contacted our office with **at least 24 hours notice** will be considered a No Show and charged a **\$ 25.00 fee**.
- The fee is charged to the patient, not the insurance company, and **is due at the time of the patient's next office visit**.
- As a courtesy, when time allows, we make reminder calls for appointments. If you do not receive a reminder call or message, the above Policy will remain in effect.

We understand there may be times when an unforeseen emergency occurs and you may not be able to keep your scheduled appointment. If you should experience extenuating circumstances please contact our office staff, who may be able to waive the No Show fee. Should it be after regular business hours Monday through Friday, or a weekend, you may leave a message. Messages left are acceptable.

Foot & Ankle Institute - (281) 531-4100

I have read and understand the Medical Appointment Cancellation/No Show Policy and agree to its terms.

PATIENT SIGNATURE (OR PARENT/LEGAL GUARDIAN): _____

PRINTED PATIENT'S NAME: _____

DATE: _____

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

I acknowledge that I was provided a copy of the Notice of Privacy Practices and that I have read (or had the opportunity to read if I so choose) and understood the Notice.

A copy is provided online on our website at www.txfai.com/new-patients which you may access using the QR code in the waiting room.

Patient Name (please print)

Date

Parent or Authorized Representative (if applicable)

Signature

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www.txfai.com

Advance Directive Acknowledgement (ONLY Patients 65 or older)

Patients 65 and older are encouraged to establish an Advance Care plan that includes an Advance Directive, a legal document which states your wishes for medical care if you are unable to make those decisions for yourself. As a partner in the management of our patients' overall healthcare, Foot & Ankle Institute wants to understand more about your Advance Care Plan and associated Advance Directive.

If you DO NOT have an Advance Directive or do not wish to discuss any elements of your Advance Care Plan, please acknowledge here:

I DO NOT wish to discuss my Advance Care Plan with Foot & Ankle Institute.

If you have an Advance Directive...

Have you Selected a Surrogate Decision Maker as part of your Advance Directive?

- I have NOT selected a Surrogate Decision Maker as part of my Advance Directive. (NSDM)
- I HAVE selected a Surrogate Decision Maker and they are present with me at my appointment. (SDM)
- I HAVE selected a Surrogate Decision Maker, but they are NOT present. (SDMNP)

Does your Advance Directive include any of the following? (select any that apply)

- Do Not Resuscitate (DNR)
- Living Will (LW)
- Organ and Tissue Donor (OTD)

Patient Signature (or Guardian)

Date

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