

**VERY IMPORTANT:**

**TO AVOID BEING CHARGED FOR CANCELLED OR MISSED APPOINTMENTS**

In order to provide all of our patients the best care possible in a timely fashion, it is essential that we keep missed appointments to a minimum. When appointments are cancelled or missed without adequate notice, we cannot offer that time to other patients who are eager to be seen. Unfortunately, the increasing frequency of cancelled or missed appointments without enough notice has required that we implement the following policy:

**POLICY FOR CANCELLED/MISSED APPOINTMENTS**

If you are unable to keep a scheduled appointment, please notify our office with 24 hours' notice. If you are unable to provide 24 hours' notice this will be considered a no show and a fee of \$25 will be assessed to you. This fee is not billable to your insurance and is the patient's responsibility.

As a courtesy, every effort will be made to call the patient the day before to remind them of their appointment; however, this is not a guarantee. Please feel free to call at any point to confirm an appointment or to check on an upcoming date. The office phone number is (209) 525-3150.

Name of Patient: \_\_\_\_\_ DOB: \_\_\_\_\_

\_\_\_\_\_  
I have read and I understand the terms listed above in this policy.

Signature of Patient: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent or Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

H. Rand Tolboe, DPM  
Christian R. Tolboe, DPM, AACFAS, CWS  
David Paxton, DPM, MHA  
1401 Spanos Ct., Ste. 104, Modesto, CA 95355 Phone: 209-525-3150 Fax: 888-491-3281



**PATIENT INFORMATION:**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_  Male  Female  
DOB: \_\_\_\_\_ Age: \_\_\_\_\_ SSN: \_\_\_\_\_  
Billing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_ Preferred Phone: \_\_\_\_\_  
Language Spoken: \_\_\_\_\_ Ethnicity: \_\_\_\_\_ Marital Status: M S D W  
Employer: \_\_\_\_\_ Employer Address: \_\_\_\_\_

**INSURANCE INFORMATION:**

**Primary:** \_\_\_\_\_ ID: \_\_\_\_\_ Group #: \_\_\_\_\_  
Subscriber Name: \_\_\_\_\_ DOB: \_\_\_\_\_ SSN: \_\_\_\_\_  
Employer Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
**Secondary:** \_\_\_\_\_ ID: \_\_\_\_\_ Group #: \_\_\_\_\_  
Subscriber Name: \_\_\_\_\_ DOB: \_\_\_\_\_ SSN: \_\_\_\_\_  
Employer Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**MINOR PATIENT:**

Parent or Legal Guardian Name: \_\_\_\_\_ DOB: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Responsible Party Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**EMERGENCY CONTACT:**

Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

**PLEASE READ AND SIGN:** I authorize Dr. H. Rand Tolboe, Dr. Christian R. Tolboe, or Dr. David E. Paxton to furnish my insurance company or Medicare all necessary information regarding my present injury or illness. I also authorize payment of medical benefits directly to Tolboe Foot & Ankle, Inc. for any medical supplies or services rendered. I understand that I am financially responsible for all services. It is understood that any overpayment will be reimbursed to me promptly. I authorize Dr. H. Rand Tolboe, Dr. Christian R. Tolboe, or Dr. David E. Paxton to perform an examination, create a plan of care regarding my present foot and/or ankle injury or illness, and treat said injury or illness. A copy of this authorization shall be considered as effective and valid as the original.

Signature of Patient: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature of Responsible Party/Legal Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

**PATIENT NAME:** \_\_\_\_\_ **DOB:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**CHIEF COMPLAINT/PROBLEM AREA:** \_\_\_\_\_

**MEDICAL INFORMATION: Please circle and fill in blanks as necessary**

Current Weight: \_\_\_\_\_ lbs. Height: \_\_\_\_\_

Have you had any surgeries in your life?  Yes  No

Type of Surgery: \_\_\_\_\_ Year: \_\_\_\_\_ Dr: \_\_\_\_\_

Do You Smoke?  Yes  No  Former

If YES, how often: \_\_\_\_\_ If FORMER, how recent: \_\_\_\_\_

Do you drink Alcohol?  Yes  No If YES, how often: \_\_\_\_\_

Do you use recreational drugs?  Yes  No If YES, what kind and how often: \_\_\_\_\_

Allergies to Medication (NAME AND REACTION): \_\_\_\_\_

Are you allergic to Topical Iodine?  Yes  No Are you allergic to Latex?  Yes  No

Current Medications - NAME, DOSAGE, AND FREQUENCY:

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

What local Pharmacy Do You Use? Name: \_\_\_\_\_ Street: \_\_\_\_\_

Primary Care Physician: \_\_\_\_\_ Phone: \_\_\_\_\_ Date of Last Visit: \_\_\_\_\_

**MEDICAL HISTORY:**

Have you ever been told by a physician that you have (Please Check):

- |   |  |   |   |
|---|--|---|---|
| <input type="checkbox"/> Diabetes           | <input type="checkbox"/> Kidney Problems     | <input type="checkbox"/> Rheumatic Fever      | <input type="checkbox"/> Arthritis        |
| <input type="checkbox"/> Gout               | <input type="checkbox"/> Blood Clots/DVT     | <input type="checkbox"/> Epilepsy             | <input type="checkbox"/> Lung Problems    |
| <input type="checkbox"/> Tuberculosis       | <input type="checkbox"/> Stroke              | <input type="checkbox"/> Heart Failure        | <input type="checkbox"/> Anemia           |
| <input type="checkbox"/> Depression/Anxiety | <input type="checkbox"/> Liver Problems      | <input type="checkbox"/> Circulatory Problems | <input type="checkbox"/> Asthma           |
| <input type="checkbox"/> Cancer             | <input type="checkbox"/> Heart Attack        | <input type="checkbox"/> High Blood Pressure  | <input type="checkbox"/> Ulcers           |
| <input type="checkbox"/> Bleeding Disorder  | <input type="checkbox"/> Irregular Heartbeat | <input type="checkbox"/> Varicose Veins       | <input type="checkbox"/> Heart Disease    |
| <input type="checkbox"/> C. Diff Positive   | <input type="checkbox"/> MRSA Positive       | <input type="checkbox"/> Hypothyroidism       | <input type="checkbox"/> High Cholesterol |
| <input type="checkbox"/> Fibromyalgia       | <input type="checkbox"/> Other _____         | <input type="checkbox"/> <b><u>NONE</u></b>   |   |

Are you subject to (Please Check):

- |                                       |  |   |   |
|---------------------------------------|--|---|---|
| <input type="checkbox"/> Chest Pain   | <input type="checkbox"/> Back Pain         | <input type="checkbox"/> Foot/Leg Cramps  | <input type="checkbox"/> Difficulty Breathing/Shortness of Breath |
| <input type="checkbox"/> Burning Pain | <input type="checkbox"/> Foot Pain at Rest | <input type="checkbox"/> Swelling Of Legs | <input type="checkbox"/> <b><u>NONE</u></b>                       |

Do you have an immediate family history of (Please Check):

- |                                   |  |                                    |                                 |  |   |
|-----------------------------------|--|------------------------------------|---------------------------------|--|---|
| <input type="checkbox"/> Diabetes | <input type="checkbox"/> High Blood Pressure | <input type="checkbox"/> Arthritis | <input type="checkbox"/> Cancer | <input type="checkbox"/> Heart Disease | <input type="checkbox"/> <b><u>NONE</u></b> |
|-----------------------------------|--|------------------------------------|---------------------------------|--|---|

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### **Patient Consent to Release Information**

Name of Patient: \_\_\_\_\_ DOB: \_\_\_\_\_

(Please print)

I give permission to Tolboe Foot & Ankle, Inc. to contact me by using any of the following indicated methods for giving test results, discussing medical information, and/or confirming appointments.

Please mark all that apply:

- |   |  |
|---|--|
| <input type="checkbox"/> Mail           |  |
| <input type="checkbox"/> Phone call     | May we leave a message? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Cellular Phone | May we leave a message? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> E-mail         |  |

Please list all authorized individuals to whom we may release health information.

Name(s) and Relationship:

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Signature of Patient: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent or Guardian: \_\_\_\_\_ Date: \_\_\_\_\_