

## ARTHRITIS & REHABILITATION THERAPY SERVICES

*A Division of Arthritis & Rheumatism Associates, P.C.*

2730 UNIVERSITY BOULEVARD WEST, SUITE 714, WHEATON, MARYLAND 20902 301.942.2520

14955 SHADY GROVE ROAD, SUITE 255, ROCKVILLE, MARYLAND 20850 301.929.4125

2021 K STREET, N.W., SUITE 300, WASHINGTON, DC 20006 202.293.9410

**PATIENT  
REGISTRATION**

*Please Print Clearly*

PATIENT NAME LAST FIRST MIDDLE		HOME PHONE		CELL PHONE	
HOME ADDRESS			APT NO.	CITY	STATE ZIP
PATIENT STATUS <input type="checkbox"/> SINGLE <input type="checkbox"/> MARRIED <input type="checkbox"/> OTHER :			<input type="checkbox"/> EMPLOYED <input type="checkbox"/> FT STUDENT <input type="checkbox"/> PT STUDENT		
EMPLOYER			ADDRESS		WORK PHONE
PATIENT'S OCCUPATION (INDICATE IF STUDENT)			SOCIAL SECURITY NO.		DATE OF BIRTH SEX <input type="checkbox"/> M <input type="checkbox"/> F
FINANCIALLY RESPONSIBLE PARTY <input type="checkbox"/> PATIENT <input type="checkbox"/> SPOUSE <input type="checkbox"/> PARENT <input type="checkbox"/> OTHER:		RESPONSIBLE PARTY'S NAME		WORK PHONE	
RESPONSIBLE PARTY'S ADDRESS				HOME PHONE	
DO YOU HAVE AN "ADVANCE MEDICAL DIRECTIVE"?			MAY WE KEEP A COPY ON FILE?		
REFERRED BY		ADDRESS		PHONE	
<b>IN CASE OF EMERGENCY, PLEASE NOTIFY:</b>				Relationship _____	
Name _____		First Middle Last		Home Phone ( ) _____	
Address _____				Work Phone ( ) _____	
<b>INSURANCE INFORMATION</b>					
Do you have health insurance? <input type="checkbox"/> yes <input type="checkbox"/> no (If yes, please complete the following information)					
PRIMARY INSURANCE COMPANY			POLICY/ID NO.		GRP. NO/SERV. CODE
PRIMARY INSURANCE COMPANY ADDRESS					
Street		Suite #	City	State	Zip Phone ( ) _____
Name of Policyholder _____			<input type="checkbox"/> Male <input type="checkbox"/> Female Relationship _____		
POLICYHOLDER'S DATE OF BIRTH		POLICYHOLDER'S ADDRESS			
POLICYHOLDER'S EMPLOYER OR SCHOOL NAME				POLICYHOLDER'S WORK PHONE	
SECONDARY INSURANCE COMPANY			POLICY/ID NO.		GRP. NO/SERV. CODE
SECONDARY INSURANCE COMPANY ADDRESS					
Street		Suite #	City	State	Zip Phone ( ) _____
Name of Policyholder _____			<input type="checkbox"/> Male <input type="checkbox"/> Female Relationship _____		
POLICYHOLDER'S DATE OF BIRTH		POLICYHOLDER'S ADDRESS			
POLICYHOLDER'S EMPLOYER OR SCHOOL NAME				POLICYHOLDER'S WORK PHONE	
IS THIS CONDITION RELATED TO: <input type="checkbox"/> EMPLOYMENT <input type="checkbox"/> AUTO <input type="checkbox"/> OTHER ACCIDENT				IF AUTO, IN WHICH STATE DID ACCIDENT OCCUR?	
DATE OF ACCIDENT		CLAIM/FILE NO.		INSURANCE CARRIER	
INSURANCE CARRIER ADDRESS			EMPLOYER NOTIFIED? <input type="checkbox"/> YES <input type="checkbox"/> NO		UNABLE TO WORK FROM: TO:

**PLEASE TURN OVER FOR ADDITIONAL INFORMATION**

**PLEASE READ AND SIGN**

Medicare Patients Only

"I request that payment of authorized Medicare benefits be made on my behalf to Arthritis and Rehabilitation Therapy Services for any services furnished to me by that physician or supplier. I authorize any holder of medical information about me to release to the Health Care Financing Administration and its agents any information needed to determine these benefits or the benefits payable for related services."

Signature of policyholder or beneficiary \_\_\_\_\_ Date \_\_\_\_\_

Other Insurance

I hereby authorize Arthritis and Rehabilitation Therapy Services to apply for benefits on my behalf for covered services rendered by Arthritis and Rehabilitation Therapy Services and request that the payments from Blue Cross and Blue Shield of the National Capital Area and/or \_\_\_\_\_ be made directly to the above named provider.  
(OTHER INS CO. NAME)

Signature of policyholder or beneficiary \_\_\_\_\_ Date \_\_\_\_\_

I certify that the information I have reported with regard to my insurance coverage is correct and further authorize the release of any necessary information, including medical information for this or any related claim, to the above named billing agent. permit a copy of this authorization to be used in place of the original. This authorization may be revoked by either me or the above named carrier at any time in writing.

Signature of policyholder or beneficiary \_\_\_\_\_ Date \_\_\_\_\_

Medigap Patients Only

"I request that payment of authorized Medigap benefits be made on my behalf to Arthritis & Rheumatism Associates, P.C. for any services furnished to me by that provider of services or supplier. I authorize any holder of Medicare information about me be released to \_\_\_\_\_ any information needed to determine these benefits payable for related services." (NAME OF MEDIGAP INSURER)

Signature of policyholder or beneficiary \_\_\_\_\_ Date \_\_\_\_\_

## FINANCIAL POLICY STATEMENT

**Welcome to Arthritis and Rehabilitation Therapy Services (ARTS), a division of Arthritis and Rheumatism Associates, P.C. (ARA).** We are pleased to have you as a patient and we are committed to providing you with the best medical care possible. In order to assist you in receiving the maximum benefits allowable by your insurance, we ask that you *read and sign* this statement. We must emphasize that as medical care providers, our relationship is with you and *not* your insurance carrier. As a courtesy to you, we may file your claim, however *you* are responsible for charges incurred from the date services are provided, unless our contractual agreement with your carrier states otherwise. Because of the ongoing growth and change in available health care plans, it is *imperative* that you understand your benefits and responsibilities *prior* to being seen at ARA.

### MEDICARE PART B

ARA participates with Medicare and accepts assignment. We will file your claim and *require* that you pay any *deductible and your 20% co-insurance at the time of checkout*. In order to receive a non-covered supply or service, you will be required to sign a Medicare waiver *and pay in full*. If you have a secondary insurance, we will file for you, and you will be billed for any remaining balance. ARA does not participate with any Medicare Advantage Plans. If you have a Medicare Advantage HMO plan, you will *not* have any out of network benefits. If you are covered by a Medicare Advantage PPO plan that allows you to go out of network, you may have deductible and co-insurance payments that are determined by each individual Medicare Advantage Plan.

### CAREFIRST BLUE CROSS BLUE SHIELD

ARA is a participating provider with CareFirst of the National Capital area and CareFirst of Maryland. Our contract with CareFirst includes all products: HMO (Blue Choice), Point of Service, Federal Employee, PPO, Blue Card, National Account and Indemnity Plans.

### PPO, POS and HMO Plans

Currently, ARA participates with Aetna PPO, OneNet (formerly Alliance), MAMSI Life and Health, MDIPA, Optimum Choice, First Health, United Health Care, and Priority Partners. All PPO and HMO patients are *required to pay their co-payment at check-in*. Those patients whose plan requires a referral to see a specialist must present it at *check-in* or sign a *waiver* agreeing to pay for all services rendered. Those using a POS benefit will be required to sign a referral waiver and to pay any deductible or co-insurance their plan requires. ARA will be in violation of our contracts if we fail to collect these contracted obligations.

### LIABILITY CASES/AUTO ACCIDENTS

ARA will not bill PIP. Physicians will treat patients with liability/auto accident cases, but their health insurance carrier will be billed for all services rendered. In the event that a patient does not have health insurance (or their health insurance denies the claim), payment will become the responsibility of the patient.

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A DIVISION OF ARTHRITIS AND RHEUMATISM ASSOCIATES, P.C.

2730 University Boulevard West, Suite 714, Wheaton, Maryland 20902. FAX 301.942.6998

14955 Shady Grove Road, Suite 255, Rockville, Maryland 20850. FAX 301.929.4120

2021 K Street, N.W. Suite 300, Washington, DC 20006. FAX 202.293.9416

CENTRAL CALL CENTER 301.942.7600 [www.washingtonarthritis.com](http://www.washingtonarthritis.com)

## **WORKER'S COMPENSATION**

If an injury is work-related, the patient must provide this office with complete billing information prior to treatment. We will need: active claim number, carrier name, adjustor's name, phone number and pre-authorization. If the case is being contested by an employer, then it will not qualify as a workers compensation case until an independent medical examiner, or the court, rules. In this circumstance we will bill the health insurance carrier. If a patient does not have health insurance, payment will be required at the time of service.

## **ALL OTHER INSURANCE (INCLUDING SECONDARY/TERTIARY)**

As a courtesy to you, ARTS will file your *primary* insurance claim once, provided that we have complete insurance information at the time of service. We *do not* file secondary or tertiary insurance claims unless contractually obligated to do so. Depending on the carrier, you may be asked to pay your balance in full or any deductible or co-payment due. Any balances not paid within 45 days will be changed to patient responsibility.

## **SELF-PAY**

Patients without health insurance will be expected to *pay in full for all services rendered at the time of service*. To reduce cost at time of service, some lab work may be billed to the patient by the lab at a later date, although this option will result in higher overall cost to the patient. Any special payment arrangements must be set up with the Business Office *prior* to the visit. We accept cash, checks, money orders, and MC or VISA.

## **NON SUFFICIENT FUNDS (NSF) POLICY**

A \$50.00 NSF fee will be added to any patient's account that is returned by our bank for non sufficient funds.

## **ARA CANCELLATION POLICY**

We request that cancellations or scheduling changes be made at least 24 hours in advance of your appointment. We reserve an appointment time exclusively for you. Without proper notification we cannot utilize the time slot you vacate to care for someone else. ARTS has a missed appointment fee of \$50.00.

## **ASSISTANCE**

Our Business Office staff is available to assist you with any special concerns or questions. Please feel free to call (301) 942-3126 or stop by our location in Room 708 of the Westfield North building for personal attention.

## **RESPONSIBILITY**

"I understand that I am responsible for *any outstanding balance*. In the event my account is turned over (for collections) or (to a third party), I will be responsible for any and all collection costs, interest, Attorney's fees and Court costs. I have read, understand and agree to abide by the policies of ARTS as stated in this document"

Signature \_\_\_\_\_ (SEAL) Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

*Thank you for choosing Arthritis and Rheumatism Associates, P.C., a progressive health care team dedicated to excellence in patient care and service.*