

## Welcome Letter

Welcome! Thank you for choosing Pediatric Orthopaedic Specialists of Orange County. Your health care needs are our most important priority. Our goal is to be available and responsive to your needs. The following information is provided to introduce you to our practice and help you plan your office visit. Please let us know if you have any questions or would like additional information.

- Office hours are 8AM to 5PM Monday through Friday
- Please call (714) 633-2111 during regular office hours to schedule an appointment.
- Our office does not provide childcare supervision during appointments. No children under age 12 may be left unaccompanied in the waiting room.
- You will receive a call 48 hours prior to your appointment to confirm your appointment.
- If you are unable to keep an appointment, please call the office in advance. After hours, you may leave a message with our exchange service.
- Our specialty practice has a “No Show” fee of \$25 is charged if you do not cancel 24 hours in advance, an exception will be made for an emergency. A 24 hour notice is needed so that we can offer your appointment time to another patient.
- If you are running late for an appointment, please call our office so we are aware and accommodate your arrival with our schedule.
- If you need to contact the physician after hours your call will be answered by our exchange service. The on-call physician will be notified and respond to your call.
- Please bring a photo ID to your visit as a part of our privacy/identity theft program.
- Pediatric Orthopaedic Specialists of Orange County maintains compliance with federal and state HIPPA privacy laws. If you would like health information released to yourself or another person you must sign a HIPPA release form identifying the individual to whom you want the information released.
- Co-pays are due at the time of the appointment and bills are payable within 30 days of receipt. We bill insurance on your behalf; however, the balance due is your responsibility.
- Once you are a registered patient you may communicate with Pediatric Orthopaedic Specialists of Orange County through the patient portal (does not currently provide communications by email or electronic transmission).
- Our office does not permit photography, video or audio recording in the office.
- Please be advised that we fit in patients with emergency conditions and at times find it hard to stay on schedule. Please know that we do respect your time, and we will make every effort to see you as close to your scheduled time as possible.

Thank you for choosing Pediatric Orthopaedic Specialists of Orange County. We look forward to providing you with the highest quality of services to support your health care needs. Wishing you the best of health.

Sincerely yours,

Pediatric Orthopaedic Specialists of Orange County

Orange. Irvine. Mission Viejo

[www.posocortho.com](http://www.posocortho.com)

# Welcome

Dear Patient and Family

Thank you for choosing me to provide your orthopedic care. My office staff, team and I will make every effort to treat you with courtesy, respect and kindness, while providing the highest level of care possible.

I truly understand the frustration of having to complete new forms each time you see another physician; however, in order to help me treat you accurately and efficiently, I would greatly appreciate it if you would take a few minutes to complete the appropriate forms as thoroughly as possible and would like to thank you in advance for doing so.

Please be sure to fill out a separate musculoskeletal questionnaire sheet for each area of the body, for which you have been scheduled for your appointment, if multiple body sites are affected.

I typically spend an ample amount of time during the first visit educating my patients and their family about their diagnosis and together determining a customized treatment plan that will best suit their needs. As a result of this philosophy, and the occasional need to fit in patients with emergency conditions, we will at times find it hard to stay on schedule. Please know that we do respect your time, and we will make every effort to see you as close to your scheduled time as possible.

We understand that schedules change and that there may be a need to cancel or re-schedule your appointment. Please give us at least 24 hours notice so that we can offer your appointment time to another patient.

I look forward to getting to know you and helping with your orthopedic problem.

Sincerely,  
Kelly Davis, MD

# Preparing for Your Visit

1. Please read the patient welcome letter on our website which explains my philosophy of care.
2. Please complete my forms on the website:  
APOS Patient Registration Forms and the  
Dr. Kelly Davis Pediatric and Adolescent Musculoskeletal  
Questionnaire
3. Insurance information  
Please bring your insurance card and a photo ID
4. Imaging studies  
Please bring any recent x-rays, MRI or CT scans related to your injury. Please bring a CD of the studies or the actual films, not just the Reports
5. Clothing
  - Female shoulder patients - please bring or wear a tank top, halter or sports bra
  - Hip, knee and ankle patients – please bring or wear a pair of shorts

**Dr. Kelly Davis**  
**Pediatric and Adolescent**  
**Musculoskeletal Questionnaire**

Please answer each question as completely as possible; this information will help with the diagnosis & treatment of your condition. Check boxes to indicate a positive response.

Name \_\_\_\_\_ Age \_\_\_\_\_ yrs \_\_\_\_\_ mo Sex \_\_\_\_\_  
Height \_\_\_\_\_ Weight \_\_\_\_\_ Date of Birth \_\_\_\_\_ School Grade \_\_\_\_\_  
Referred by \_\_\_\_\_

Primary Care Physician/Pediatrician \_\_\_\_\_ Fax # \_\_\_\_\_

Dominant Hand  Right  Left

Body part to be examined:  Right  Left

- |                                      |                                |                                     |
|--------------------------------------|--------------------------------|-------------------------------------|
| <input type="checkbox"/> Shoulder    | <input type="checkbox"/> Elbow | <input type="checkbox"/> Wrist/Hand |
| <input type="checkbox"/> Knee        | <input type="checkbox"/> Ankle | <input type="checkbox"/> Hip        |
| <input type="checkbox"/> Other _____ |                                |                                     |

**How** and **When** did the injury occur or the symptoms begin? Date of Injury = \_\_\_\_\_

Type of Sport = \_\_\_\_\_

Did you notice any of the following at the time of injury?

- A "pop"                       tearing sensation                       immediate swelling

What treatment have you received for this problem?

- |   |                          |           |
|---|--------------------------|-----------|
| <input type="checkbox"/> X-ray            | result:                  |           |
| <input type="checkbox"/> MRI/CT Scan      | result:                  |           |
| <input type="checkbox"/> Bone Scan        | result:                  |           |
| <input type="checkbox"/> EMG              | result:                  |           |
| <input type="checkbox"/> Medication       | result:                  |           |
| <input type="checkbox"/> Cortisone        | result:                  |           |
| <input type="checkbox"/> Physical Therapy | result:                  | location: |
| <input type="checkbox"/> Surgery          | what procedure and when: |           |
|   | result:                  |           |

What physician is currently treating you for this condition? \_\_\_\_\_

**Dr. Kelly Davis  
Pediatric and Adolescent  
Musculoskeletal Questionnaire**

Name \_\_\_\_\_

Which of the following describes your pain?

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Sharp             | <input type="checkbox"/> Aching           | <input type="checkbox"/> Burning               |
| <input type="checkbox"/> Constant          | <input type="checkbox"/> Intermittent     | <input type="checkbox"/> Awakens me from sleep |
| <input type="checkbox"/> During activities | <input type="checkbox"/> After activities |  |

Where is your pain located?

- Front     Back     Inner side     Outer side     Top

What aggravates your symptoms?

Which of the following symptoms do you currently have?

- |  |                          |
|--|--------------------------|
| <input type="checkbox"/> Catching or popping       | caused by:               |
| <input type="checkbox"/> Grinding                  | caused by:               |
| <input type="checkbox"/> Swelling                  | caused by:               |
| <input type="checkbox"/> Shooting / radiating pain | from where to where:     |
| <input type="checkbox"/> Numbness / tingling       | where:                   |
| <input type="checkbox"/> Loss of motion            | describe:                |
| <input type="checkbox"/> Weakness                  | with the following uses: |

Does it feel at times like the involved joint dislocated or "slips out"?

Does anything improve your symptoms?

Have you had prior injuries or complaints related to this area of your body?  
(If yes please describe the injury and its prior treatment.)

**Dr. Kelly Davis  
Pediatric and Adolescent  
Musculoskeletal Questionnaire**

Name \_\_\_\_\_

**HEALTH HISTORY**

*This information will remain confidential and will not be released without patient authorization.  
Please be as complete as possible and print clearly.*

Drug Allergies / Sensitivities: (Please describe the adverse reaction) \_\_\_\_\_

Medical Illnesses:	<u>Yes</u>	<u>No</u>	<u>Explain all YES answers</u>
Heart Disease / Condition	<input type="checkbox"/>	<input type="checkbox"/>	_____
High Blood Pressure	<input type="checkbox"/>	<input type="checkbox"/>	_____
Asthma	<input type="checkbox"/>	<input type="checkbox"/>	_____
Diabetes	<input type="checkbox"/>	<input type="checkbox"/>	_____
Seizures	<input type="checkbox"/>	<input type="checkbox"/>	_____
Bleeding Disorder / Tendency	<input type="checkbox"/>	<input type="checkbox"/>	_____
Sickle Cell Anemia	<input type="checkbox"/>	<input type="checkbox"/>	_____
Cancer	<input type="checkbox"/>	<input type="checkbox"/>	_____
Kidney Disease	<input type="checkbox"/>	<input type="checkbox"/>	_____
Mental Illness	<input type="checkbox"/>	<input type="checkbox"/>	_____
Hepatitis / Liver Disease	<input type="checkbox"/>	<input type="checkbox"/>	_____
HIV	<input type="checkbox"/>	<input type="checkbox"/>	_____

Previous Surgeries: \_\_\_\_\_

Current Medications (include herbs, supplements and diet pills) \_\_\_\_\_

Family History (Any medical problems in your family) \_\_\_\_\_

**Social History:**

- Do you currently smoke cigarettes?  Yes  No \_\_\_\_\_ packs daily  
Do you drink alcohol?  Yes  No  
Do you use any other drugs?  Yes  No

Sports and leisure activities: \_\_\_\_\_

Signature \_\_\_\_\_ Physician \_\_\_\_\_



PEDIATRICIAN/PHYSICIAN/PCP: \_\_\_\_\_ Referred? \_\_\_\_\_

Physician's Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Physician's Phone #: (\_\_\_\_) \_\_\_\_\_ Fax #: (\_\_\_\_) \_\_\_\_\_

**NAME OF PATIENT:** Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Home Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone #: (\_\_\_\_) \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Age: \_\_\_\_\_ Sex  M  F

**FATHER'S NAME:** Last \_\_\_\_\_ First \_\_\_\_\_ M.I. \_\_\_\_\_ SS#: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ E-Mail Address: \_\_\_\_\_

Home Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone #: (\_\_\_\_) \_\_\_\_\_ Work #: (\_\_\_\_) \_\_\_\_\_ Cell #: (\_\_\_\_) \_\_\_\_\_ Text: Yes  No

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

Employer Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**MOTHER'S NAME:** Last \_\_\_\_\_ First \_\_\_\_\_ M.I. \_\_\_\_\_ SS#: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ E-Mail Address: \_\_\_\_\_

Home Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone #: (\_\_\_\_) \_\_\_\_\_ Work #: (\_\_\_\_) \_\_\_\_\_ Cell #: (\_\_\_\_) \_\_\_\_\_ Text: Yes  No

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

Employer Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

### **INSURANCE INFORMATION**

Insurance Name: \_\_\_\_\_ I.D. #: \_\_\_\_\_ Group #: \_\_\_\_\_

Name of Subscriber: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ SS#: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Relationship to Patient: \_\_\_\_\_

I hereby attest that I am eligible member of a contracted health plan as noted above, I agree, that should it be determined that I am ineligible or services are denied to me under the health plan noted above, that I will be responsible for payment to: **ADULT AND PEDIATRIC ORTHOPAEDICS SPECIALISTS.**

I authorize release of my medical history and documentation directly to my insurance company for the purpose of payment for medical services and that the payment(s) be made directly to: **ADULT AND PEDIATRIC ORTHOPAEDIC SPECIALISTS.**

Signature of parent, legal guardian or responsible party requesting care.

Signature \_\_\_\_\_ Date \_\_\_\_\_



I understand that, under the Health Insurance Portability & Accountability Act of 1996 (“HIPAA”), I have certain rights to privacy regarding my protected health information (PHI). I understand that this information can and will be used to:

- Conduct, plan and direct my treatment and follow-up among the multiple health care providers who may be involved in that treatment directly and indirectly.
- Obtain payment for services.
- Conduct normal health care operations

I have received, read and understand your “Notice of Privacy Practices” containing a more complete description of the uses and disclosure of my health information. I understand that this organization has the right to change its “Notice of Privacy Practices” from time to time and that I may contact this organization at 714-633-2111 at any time to obtain a current copy of the “Notice of Privacy Practices”

I understand that I may request in writing that you restrict how my private information is used or disclosed to carry out treatment, payment or healthcare operations.

Patient Name \_\_\_\_\_

Patient Representative \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_





## OUR PRIVACY PROMISE TO YOU, OUR PATIENTS

**YOUR INFORMATION IS IMPORTANT AND CONFIDENTIAL. OUR POLICIES REQUIRE THAT YOUR INFORMATION BE HELD IN COMPLETE CONFIDENCE.**

### Authorization to leave messages

I give my permission for the staff of Adult and Pediatric Orthopaedic Specialist to leave messages on my telephone answering machine or with a family member such as information regarding medication, surgery, appointments and healthcare.

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

Patient Name - Please Print \_\_\_\_\_

Family Member's Name \_\_\_\_\_

Family Member's Name \_\_\_\_\_

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I do not give my permission for the staff of Adult and Pediatric Orthopaedic Specialist to leave message on my telephone answering machine or with a family member such as information regarding medication, surgery, appointments and health care.

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

Patient Name - Please Print \_\_\_\_\_

## PATIENT CONSENT AND WAIVER FORM

I, \_\_\_\_\_, understand that I am, or will be, responsible for all of the charges associated with my appointment today, as well as any subsequent appointments relating to the testing, x-rays, diagnosis, and all treatment, including, but not limited to the following items:

- 1. ALL DURABLE MEDICAL EQUIPMENT, IF NOT COVERED BY INSURANCE PLAN.**
- 2. NO REFERRAL AT TIME OF VISIT:** If you wish to be seen today, but did not bring a referral with you, nor do you have a valid referral already here in the office, you will be responsible for all charges.
- 3. NO INSURANCE:** You will be responsible for all charges associated with all visits.
- 4. MISSED APPOINTMENTS:** Appointments are confirmed prior to your appointment date. If an appointment is cancelled up to 24 hours prior, you will not be charged. If you fail to show up for your confirmed appointment, you will be charged \$25.00.
- 5. CHANGES IN INSURANCE:** All co-pays and fees are due in full at the time of service.
- 6. DELINQUENT ACCOUNTS:** In the event that your account becomes delinquent, you will be liable for all reasonable collection/attorney fees plus filing costs and processing fees.
- 7. I authorize** my physician to access my medication history.

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Patient or Responsible Party:

Signature \_\_\_\_\_ Date \_\_\_\_\_