



Vascular Institute of Virginia

14085 Crown, Court
Woodbridge, VA 22193

1440 Central Park Blvd. Suite 108
Fredericksburg, VA 22401

13135 Lee Jackson Memorial Hwy. Suite 145
Fairfax, VA 22023

REGISTRATION INFORMATION

To whom may we show our appreciation for referring you?

(Please fill out forms and return via email or print forms and bring them with you to the office.)

Name:

Ethnicity:

Language: English Spanish Other:

D.O.B.: Social Security #

Address: P.O. Box:

City: State: Zip Code:

Please provide your contact information below and check box next to preferred method of communication:

E-mail

Home Phone: Cell Phone:

May we leave a message?

Employer: Work Phone:

Primary Insurance: Guarantor/DOB:

Policy ID: Group #:

Secondary Insurance: Guarantor/DOB:

Policy ID: Group #:

Marital Status: Single Married Divorced Widowed Separated

Spouse's Name: Spouse's Phone:

Please provide an emergency contact:

Emergency Contact: Relationship:

Emergency Contact Phone:

Primary Physician: Phone:

Nephrologist: Phone:

Podiatrist: Phone:

Other: Phone:

Signature: Today's Date:



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

1. I understand that my health care provider wishes me to engage in a telemedicine visit.
2. My health care provider has explained to me how the video conferencing technology will be used. As such, a telemedicine visit will not be the same as a direct patient/health care provider visit due to the fact that I will not be in the same room as my health care provider.
3. I understand there are potential risks to this technology, including interruptions, unauthorized access and technical difficulties. I understand that my health care provider or I can discontinue the telemedicine consult/visit at any time.
4. I understand that my healthcare information may be shared with other individuals for scheduling and billing purposes within our office.
5. I understand that billing will occur from my practitioner for my telemedicine visit.
6. I have had a direct conversation with my doctor, during which I had the opportunity to ask questions in regard to this procedure. My questions have been answered and the risks, benefits and any practical alternatives have been discussed with me in a language in which I understand.

By signing this form, I certify:

- That I have read or had this form read and/or had this form explained to me
- That I fully understand its contents including the risks and benefits of the procedure(s).
- That I have been given ample opportunity to ask questions and that any questions have been answered to my satisfaction.

\_\_\_\_\_  
Patient/parent/guardian signature

\_\_\_\_\_  
Date



## **PATIENT FINANCIAL RESPONSIBILITY DISCLOSURE STATEMENT**

Your signature below forms a binding agreement between the Vascular Institute of Virginia (VIV – the provider of medical services) and the Patient who is receiving medical services, or the Responsible Party for minor patients (those patients under 18 years old). Responsible Party is the individual who is financially responsible for payment of medical bills.

- All charges for services rendered are due and payable at the time of service.
- If your co-pay is based upon a percentage, and you do not have a secondary policy, please be prepared to pay your percentage.

### ***PLEASE FAMILIARIZE YOURSELF WITH THE RULES AND REQUIRMENTS OF YOUR INSURANCE.***

**MEDICAL INSURANCE:** We have contracts with many insurance companies, and we will bill them as a service to you. As the responsible party, you are responsible if your insurance company declines to pay for any reason.

The patient or person signing on behalf of the Patient as the Responsible Party must:

- Inform VIV of the current address and phone number for the patient and the responsible party.
- Present all current insurance cards prior to each office visit.
- Verify at each visit that the information is current.
- Pay any required copay, deductible and non-covered services at the time of the visit.
- Pay any additional amount owing within 30 days of receiving a statement from our office. (When VIV receives an explanation of benefits (EOB) from your insurance company, any amounts that you need to pay will be billed to you).

**RETURNED CHECK POLICY:** If a payment is made on an account by check, and the check is returned as Non-Sufficient Funds (NSF), Account Closed (AC), or Refer to Maker (RTM), the patient or the Patient's Responsible Party will be responsible for the original check amount in addition to a \$25.00 Service Charge. Once notice is received of the returned check, VIV will send out a letter to notify the Responsible Party of the returned check. If a response is not made within 15 days from the letter date by the Patient or the Responsible Party, the account may be turned over to our collection agency and a collection fee will be added to the outstanding balance – in addition to the \$25.00 Check Service Charge.

**SELF PAY:** If you do not have health insurance, payment is expected at the time of service unless other arrangements have been made prior to treatment. If a payment plan is needed for your services, please contact our office to speak to our billing department.

*By signing below, you agree to accept full financial responsibility as a patient who is receiving medical services, or as the responsible party for minor patients. Your signature verifies that you have read the above disclosure statement, understand your responsibilities, and agree to these terms.*

Patient Name (Please Print) \_\_\_\_\_

Patient/Responsible party Signature \_\_\_\_\_

Date \_\_\_\_\_



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**RELEASE OF MEDICAL INFORMATION**

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

I authorize any licensed physician, medical practitioner, pharmacist, psychiatrist, psychologist or other mental health care provider, hospital, clinic or other medical or medically-related facility, insurance or reinsuring company, consumer reporting agency or employer having information available as to diagnosis, treatment of me and any non-medical information about me, to give any and all such information to Vascular Institute of Virginia.

\_\_\_\_\_  
Signature of patient or authorized representative  
(If authorized representative, need POA documentation)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name

I authorize the following to have access to my medical records and discuss all issues pertaining to my care, treatment, and all other applicable information (to include, but not limited to, lab results, procedure notes and imaging). I also give permission for my physician to give test results and discuss my medical condition with the below names person/persons.

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

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

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

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

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

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

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

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

\_\_\_\_\_  
Signature of patient or authorized representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name



**ACKNOWLEDGMENT OF RECEIPT OF PRIVACY PRACTICES**

I acknowledge that I have received a copy of Provider's Notice of Privacy Practices

\_\_\_\_\_  
Signature of Patient/ Patient Representative

\_\_\_\_\_  
Date

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

**DOCUMENTATION OF GOOD FAITH EFFORTS**

**To obtain patient's acknowledgment that they received provider's Notice of Privacy Practices**

***(For use when acknowledgment cannot be obtained from the patient)***

The patient presented to the office on \_\_\_\_\_ and was provided with a copy of vascular Institute of Virginia's Notice of Privacy Practices. A good faith effort was made to obtain from the patient a written acknowledgement of his/her receipt of the Notice. However, such acknowledgement was not obtained because:

- Patient refused to sign.
- Patient was unable to sign or initial because:

\_\_\_\_\_

- Patient had a medical emergency, and an attempt to obtain the acknowledgement will be made at the next available opportunity.
- Other reason (describe below):

\_\_\_\_\_

Signature of Employee Completing Form: \_\_\_\_\_

Date Signed: \_\_\_\_\_



## **PATIENT'S RIGHTS AND RESPONSIBILITIES**

### **RIGHTS OF THE PATIENT:**

- Every patient has the right to courtesy, respect, dignity, privacy, responsiveness, and timely attention to his/her needs regardless of age, race, sex, national origin, religion, cultural, or physical handicap, personal value and beliefs.
- Every patient has the right to every consideration of his privacy and individuality as it relates to his/her social, religious and psychological well-being.
- Every patient has the right to confidentiality to confidentiality. Has the right to approve or refuse the release of medical information to any individual outside the facility, except in the case of transfer to another health facility, or as required by law or third party payment contract.
- Every patient has the right to express grievances of complaints without fear of reprisals.
- Every patient has the right to continuity of health care. The physician may not discontinue treatment of a patient as long as further treatment is medically indicated, without giving the patient sufficient opportunity to make alternative arrangements.
- Every patient is provided with complete information regarding diagnosis, treatment and prognosis, as well as alternative treatments or procedures and the possible risk and side effects associated with treatment. If medically inadvisable to disclose to the patient such information, the information is given to a person designated by the patient or to a legally authorized individual.
- Every patient has the right to make decisions regarding the health care that is recommended by the physician. Accordingly, the patient may accept or refuse any recommended medical treatment.
- Every patient has the right to appropriate treatment and care to include the assessment/managements of pain.
- Every patient has the right to understand facility charge. You have the right to an explanation of all facility charges related to your healthcare.
- Every patient has the right to all resuscitative measures; therefore we will not honor Advance Directives.
- Every patient has the right to participate.

### **RESPONSIBILITIES OF THE PATIENT:**

- Patients are responsible to be honest and direct about matters that relate to them, including answering questions honestly and completely.
- Patients are responsible to provide accurate past and present medical history, present complaints, past illnesses, hospitalizations, surgeries, existence of advance directive, medication and other pertinent data.
- Agree to accept all caregivers without regard to race, color, religion, sex, age, gender preference, or handicap, or national origin.
- Patients are responsible for assuring that the financial obligations for health care rendered are paid in a timely manner.
- Patients are responsible to sign required consents and releases as needed.
- Patients are responsible for either actions if they should refuse treatment or procedure, or if they do not follow or understand the instructions given them by the physician or VIV employees.
- Patients are responsible for keeping their procedure appointment. If they anticipate a delay or must cancel, they will notify VIV as soon as possible.
- Patients are responsible for the disposition of their valuables, as VIV does not assume the responsibility.
- Patients are responsible to be respectful of others, or other people's property and the property of VIV.
- Patients are to observe safety and no smoking regulations.

### **PATIENT COMPLAINT OR GRIEVANCE:**

- To report a complaint or grievance you may contact the facility Administrator or Clinical Manager at 703-763-5224 or by mailing to center address.
- Complaints and grievances may also be filed through: Virginia Department of Health Professions, Perimeter Center, 9960 Maryland Dr. Suite 300, Henrico, VA, 23233-1463  
Or online at [www.dhp.virginia.gov/enforcements/complaints](http://www.dhp.virginia.gov/enforcements/complaints)  
By Phone at 800-533-1560
- All Medicare beneficiaries may file a complaint or grievance with the Medicare Beneficiary Ombudsman Online at [www.medicare.gov/claims-and-appeals/medicare-rights/get-help/ombudsman.html](http://www.medicare.gov/claims-and-appeals/medicare-rights/get-help/ombudsman.html)

By signing below, I am acknowledging that I have received the Patient Bill of Rights and how to file a grievance, should I have one.

Patient Signature: \_\_\_\_\_

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



## **ADVANCE DIRECTIVE**

Vascular Institute of Virginia recognizes the right of patients to actively participate in decisions regarding their medical care including the right to have an ADVANCE DIRECTIVE.

Competent adults have the right to make decisions about recommended medical treatments and to be fully informed of the risks, benefits, complications, and alternatives to the prescribed treatment. This decision-making right not only includes the right to accept the treatment, but also the right to forego (refuse) the treatment offered.

Treatments that patients may decide to withhold/withdraw include, but are not limited to, ventilator support, chemotherapy, surgery, feeding tube, dialysis, antibiotics, transfusions and the use of cardiopulmonary resuscitation (CPR).

Regardless of such a decision, the dignity, social, psychological and spiritual well-being of the patient will be respected at all times. In addition, all nursing and comfort measures to relieve pain and suffering and provide hygienic care will be provided to all patients at all times.

We strongly suggest that you review the information and discuss your wishes with your physician, family and other healthcare professionals. If you already have an ADVANCE DIRECTIVE please make sure you provide a copy to the center staff.

A patient has the right to review and revise his/her ADVANCED DIRECTIVE at any time.

Once you have had a chance to review the material, please give this form to a healthcare provider and he/she will notify your physician. Should you have any questions, the nurse manager is available to assist you.

- I have received information on ADVANCED DIRECTIVES and would like assistance in completing one.
- I have received information on ADVANCE DIRECTIVES and would not like to complete one at this time.
- I already have a signed ADVANCED DIRECTIVE and will provide a copy to the office to keep in my chart. I can change or remove my ADVANCE DIRECTIVE at any time.
- I am aware that my ADVANCE DIRECTIVE/DNR will not be honored in this facility due to State Regulations.

\_\_\_\_\_  
Patients or Surrogate Decision maker Signature

\_\_\_\_\_  
Date

If signed by Surrogate, state relationship to patient: \_\_\_\_\_



**Transportation Necessity Form**

I, \_\_\_\_\_, understand that Vascular Institute of Virginia (VIV)  
(Patient Name)

will provide transportation, free of charge, should my care necessitate an in-office procedure that involves sedation. VIV provides transportation for those who would be otherwise unable to get the care they need if they did not have a responsible party to safely transport them to and from the office. As it is necessary to have a responsible party drive you home from our facility after receiving a sedative, a complimentary ride will ensure that you return home safely.

Please read the following policy and agree with the terms in place to protect you and the driver.

- I understand that I will be billed by VIV and responsible for payment for the full round-trip cost of any transportation provided *if I cancel the appointment/ride AFTER the driver has arrived at my residence/pick-up address for my appointment.*
- I understand that transportation will be provided from my place of residence/care to the Vascular Institute of Virginia (Woodbridge, Fredericksburg, or Fairfax location) and back to my place of residence/care. Requests for outside stops will not be permitted. This includes stops for:
  - Meals/Drive-Thru
  - Groceries
  - Pharmacy

I will treat all drivers and their vehicles with kindness and respect. Litter, profanity, any forms of abuse, etc. directed towards the driver will not be tolerated.

Should any of the above guidelines be violated, the Vascular Institute of Virginia will immediately cease the provision of this complimentary service.

Check here if this form does not apply to myself or the patient, if I am the patient's representative; therefore, VIV will not provide any transportation services for procedures done in the office.

\_\_\_\_\_  
Signature of Patient (or Patient Representative)

\_\_\_\_\_  
Date





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Medical Questionnaire

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

DOB: \_\_\_\_\_

Age: \_\_\_\_\_

Sex: Male  Female

Pharmacy Information:

Table with 3 columns: Pharmacy Name, Pharmacy Location, Pharmacy Phone Number

Allergies & Reactions (Example: Penicillin – Hives)

No Allergies

Table with 2 columns: Allergy, Reaction

Previous Surgeries:

Table with 2 columns: Surgery, Date

Medication List:

Table with 3 columns: Medication, Dose, How Often

Family History:

Table with 2 columns: Relative, Medical History

## Medical History

Do you have any problems now or have you had any related to the following systems? Indicate yes or no.

SOCIAL	YES	NO
Alcohol? How much? _____	<input type="radio"/>	<input type="radio"/>
Smoker? How much? _____	<input type="radio"/>	<input type="radio"/>
Recreational drug use?	<input type="radio"/>	<input type="radio"/>
GENERAL HEALTH		
Dentures	<input type="radio"/>	<input type="radio"/>
Glasses <input type="checkbox"/> Contacts <input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>
Hard of hearing	<input type="radio"/>	<input type="radio"/>
EYES	YES	NO
Glaucoma	<input type="radio"/>	<input type="radio"/>
Cataracts	<input type="radio"/>	<input type="radio"/>
CARDIOVASCULAR	YES	NO
High Blood Pressure	<input type="radio"/>	<input type="radio"/>
Heart Attack/MI	<input type="radio"/>	<input type="radio"/>
Angina/Chest pain	<input type="radio"/>	<input type="radio"/>
High cholesterol	<input type="radio"/>	<input type="radio"/>
Atrial Fibrillation	<input type="radio"/>	<input type="radio"/>
Pacemaker	<input type="radio"/>	<input type="radio"/>
Defibrillator/AICD	<input type="radio"/>	<input type="radio"/>
Congestive Heart Failure (CHF)	<input type="radio"/>	<input type="radio"/>
Mitral Valve Prolapse	<input type="radio"/>	<input type="radio"/>
Rheumatic Fever	<input type="radio"/>	<input type="radio"/>
Peripheral Arterial Disease (PAD)	<input type="radio"/>	<input type="radio"/>
PSYCHOLOGICAL	YES	NO
Anxiety/Extreme Nervousness	<input type="radio"/>	<input type="radio"/>
Depression	<input type="radio"/>	<input type="radio"/>
Psychiatric Disorders	<input type="radio"/>	<input type="radio"/>
GENITOURINARY	YES	NO
Urinary tract infection	<input type="radio"/>	<input type="radio"/>
Kidney stones	<input type="radio"/>	<input type="radio"/>
Kidney disease	<input type="radio"/>	<input type="radio"/>
Dialysis Days?	<input type="radio"/>	<input type="radio"/>
Kidney Transplant	<input type="radio"/>	<input type="radio"/>
ENDOCRINE	YES	NO
Diabetes Type 1 <input type="checkbox"/> Type 2 <input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>
Thyroid disease Hypo <input type="checkbox"/> Hyper <input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>

MUSCULOSKELETAL	YES	NO
Arthritis	<input type="radio"/>	<input type="radio"/>
Joint pain/swelling	<input type="radio"/>	<input type="radio"/>
Chronic back pain/injury	<input type="radio"/>	<input type="radio"/>
Chronic neck pain/injury	<input type="radio"/>	<input type="radio"/>
NEUROLOGICAL	YES	NO
Dizzy spells	<input type="radio"/>	<input type="radio"/>
Stroke/TIA	<input type="radio"/>	<input type="radio"/>
Epilepsy/Seizures	<input type="radio"/>	<input type="radio"/>
HEMATOLOGIC/IMMUNOLOGIC	YES	NO
Anemia	<input type="radio"/>	<input type="radio"/>
Blood clotting disorder	<input type="radio"/>	<input type="radio"/>
Sickle Cell Disease	<input type="radio"/>	<input type="radio"/>
Blood transfusion history	<input type="radio"/>	<input type="radio"/>
Deep vein thrombosis (DVT)	<input type="radio"/>	<input type="radio"/>
Immune deficiency	<input type="radio"/>	<input type="radio"/>
Hepatitis A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>
HIV/AIDS	<input type="radio"/>	<input type="radio"/>
Cancer Type _____	<input type="radio"/>	<input type="radio"/>
Chemotherapy	<input type="radio"/>	<input type="radio"/>
Systemic Lupus Erythematosus (SLE)	<input type="radio"/>	<input type="radio"/>
Osteopenia/Osteoporosis	<input type="radio"/>	<input type="radio"/>
Gout	<input type="radio"/>	<input type="radio"/>
History of transplant	<input type="radio"/>	<input type="radio"/>
RESPIRATORY	YES	NO
Asthma	<input type="radio"/>	<input type="radio"/>
Emphysema/COPD	<input type="radio"/>	<input type="radio"/>
Exposure to Tuberculosis	<input type="radio"/>	<input type="radio"/>
Pneumonia	<input type="radio"/>	<input type="radio"/>
Sleep apnea CPAP <input type="checkbox"/> No CPAP <input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>
GASTROINTESTINAL	YES	NO
GERD/Heartburn	<input type="radio"/>	<input type="radio"/>
GI Bleed	<input type="radio"/>	<input type="radio"/>
Ostomy bag	<input type="radio"/>	<input type="radio"/>
Comments:		

Patient Signature: \_\_\_\_\_