



Thank you for choosing **Daniel Bell DPM, PA** as your podiatric provider. You will find enclosed the new patient paperwork. If you have any questions or concerns, please feel free to contact the New Patient Coordinator.

To help expedite your treatment, to ensure your privacy and to correctly file your insurance claims, we ask that you carefully read over the following information and provide the required identification.

1. Please provide our office with your correct insurance card (primary, secondary and tertiary) and photo identification, such as driver's license or other photo ID. It is required these items are to be submitted at the time you check-in.

Please provide your most recent medical records, which would include any Immunizations, Flu shot, Pneumonia shot, Renal failure documentation, Diabetes Blood testing (HBA1C), and yearly physical documentation, imaging reports and images pertaining to your condition. If your PCP (primary care physician) referred you to our office, please contact them to request that they submit any medical records and/or imaging reports to our office. If you are a self-referred client, please obtain the medical records pertaining to your condition and either bring them to your appointment or have them faxed **(954-432-9446)**. It is your responsibility to ensure that these records are provided to our physician.

2. It is your responsibility to follow up and make sure that an authorization is obtained for any office visits including your initial consultation if your insurance requires said authorization. This would be obtained from your PCP (Primary Care Physician). Please ensure that your PCP has your correct insurance information when requesting an appointment to our facility. If an authorization is not obtained and is required, you may incur fees from your visits or have to reschedule your appointment for another day or time.
3. Finally, there may come a time when you require additional medical and/or insurance forms to be completed by our office. They may include, but are not limited to, Disability Forms, Workers' Compensation Forms, Attending Physician Statement, Leave of Absence forms, etc. **This will not apply to most patients.** However, in order to accommodate these requests, it will necessitate reviewing the chart, staff time and office resources. Therefore,

a reasonable fee for such services will be applied. Forms will not be completed until this fee is received.

4. Every effort will be made to have these forms completed within a 7-10 business day turn-around from the time the fee is received. Please note that if the provider is out of the office there may be a longer delay. This would only apply to completing and filling out above-mentioned forms and **NOT** for completing the enclosed paperwork you received as a new patient to our facility.

Please arrive at your scheduled appointment 15 minutes prior to your appointment time and bring the completed paperwork you received from our office, insurance cards and photo identification. Please note that photo identification and insurance cards are **REQUIRED** at the time of the appointment. If you have any questions, please feel free to contact this office. Thank you for choosing **Daniel Bell DPM, PA.**

In order to help us help you during your office visit, please review and use the following forms.

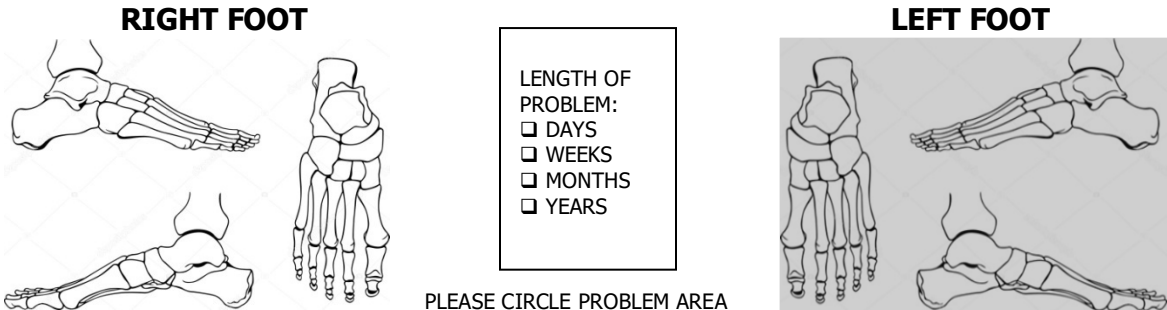
NEW PATIENTS

The "New Patient Packet" contains forms which you will be required to complete for your first visit. Please download the forms and provide the requested information. At the time of registration you will also be asked to present your driver's license and insurance cards for verification.

NEW PATIENT PACKET INCLUDES:

Welcome Letter; Information Demographics; Past Medical History; Illnesses; Notice of Privacy Practices; Patient Financial Policy; Patient Consent Form; HIPAA Authorization Form; Depending on the insurance there might be additional forms such as Doctors Lien; Assignment of Insurance Benefits.

PATIENT INFORMATION		DATE:	
Patient's last name: <i>(Apellido)</i>		First <i>(Nombre):</i> Middle <i>(Segundo):</i>	
Birth date: <i>(Fecha de Nacimiento.)</i> Age <i>(Edad):</i>		Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female SSN: <i>(Numero de Social Seguridad)</i>	
Phone#: <i>(Numero de Telefono)</i> Cell#: <i>(Numero de Cellular)</i>		Email <i>(Correo electronico):</i>	
Street Address <i>(Direccion):</i>		Apt/Unit# <i>(Apartamento):</i>	
City <i>(Ciudad):</i>		State <i>(Estado):</i>	Zip Code:
Employer <i>(Empleador):</i>		Employer phone <i>(Telefono Trab.):</i>	
Referred by <i>(Referido por)</i>			
Drivers License <i>(Numero de Licencia):</i>			
INSURANCE INFORMATION		IS THIS PERSON COVERED BY INSURANCE? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Primary Doctor Name <i>(Doctor primario):</i>			
Phone Number <i>(Numero de Telefono):</i>		Fax no. <i>(Telefono de fax)</i>	
Person responsible for bill <i>(Persona responsable de cuenta):</i>		Phone <i>(Telefono):</i>	
Address if different from above <i>(Direccion diferente de arriba):</i>		Birth Date <i>(Fecha de Nac.):</i>	
Primary Insurance <i>(Seguro del primario):</i>		Secondary Insurance <i>(El nombre de seguro secundario)</i>	
IN CASE OF EMERGENCY			
Name <i>(Contacto de emergencia):</i>		Relationship <i>(Relacion):</i>	
Home Phone <i>(Telefono de casa)</i>		Work Phone <i>(Telefono Trab)</i>	



The above information is true to the best of my knowledge. I authorize my insurance benefits to be paid directly to the physician. I understand that I am financially responsible for any balance. I also authorize Daniel Bell DPM, PA or insurance company to release any information required processing my claims.

Patient/ Guardian signature *(El paciente / Firma de guardian)*

Date *(Fecha):*



PAST MEDICAL HISTORY

Patient Name (Nombre del Paciente): _____

Current Medications List: (Actual lista de medicamentos)

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Are you currently taking any of the following? (¿Está tomando alguna de las siguientes?)

- Echinacea Garlic Ginger Gingko Biloba St. John's Wort
 Ginseng Kava kava Feverfew Ephedra

Allergies (Alergias):

- Penicillin Sulfa drugs Aspirin Codeine Iodine/shellfish Tape Local / General Anesthetics
 Latex

MEDICATION ALLERGIES:

FOOD ALLERGIES:

ENVIRONMENTAL ALLERGIES:

_____	_____	_____
_____	_____	_____
_____	_____	_____

PREVIOUS INJURIES:

PREVIOUS SURGERIES:

PREVIOUS HOSPITALIZATIONS:

_____	_____	_____
_____	_____	_____
_____	_____	_____

Patient/Guardian Signature: _____ Date: _____
(Firma del paciente) (Fecha)



ILLNESSES

Patient Name (Nombre del Paciente): _____

<p>Major diseases:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Diabetes <input type="checkbox"/> Hypertension <input type="checkbox"/> Angina <input type="checkbox"/> Heart Attack <input type="checkbox"/> Arrhythmia <input type="checkbox"/> Murmur <input type="checkbox"/> Stroke <input type="checkbox"/> Chest Pain <p>Arthritis:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Osteoarthritis <input type="checkbox"/> Rheumatoid <input type="checkbox"/> Gout <p><input type="checkbox"/> Sero-negative:</p> <p>Respiratory:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Bronchitis <input type="checkbox"/> Frequent Colds <input type="checkbox"/> Lung Disease <input type="checkbox"/> Shortness of Breath <input type="checkbox"/> Tuberculosis <input type="checkbox"/> Emphysema 	<p>Heent:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Headaches <input type="checkbox"/> Eye Problems <input type="checkbox"/> Hearing Problems <p>Vascular:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Anemia <input type="checkbox"/> Sickle Cell <input type="checkbox"/> Bleeding Disorders <input type="checkbox"/> Poor Conditions <input type="checkbox"/> Night Cramps <input type="checkbox"/> Leg Pain when Walking <input type="checkbox"/> DVT (Deep Vein Thrombosis) <input type="checkbox"/> Varicose Veins <input type="checkbox"/> Swelling Phlebitis <input type="checkbox"/> Leg Ulcerations <input type="checkbox"/> Blood Clots <input type="checkbox"/> Transfusions <p>Psychological:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Anxiety <input type="checkbox"/> Depression <input type="checkbox"/> Psychiatric <input type="checkbox"/> Drug Dependence <input type="checkbox"/> Alcohol Dependence 	<p>Gastrointestinal:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Ulcers <input type="checkbox"/> Bowel Disorders <input type="checkbox"/> Stomach Problems <input type="checkbox"/> GI or Rectal Bleeding <input type="checkbox"/> Hiatal Hernia <input type="checkbox"/> Acid Reflux (GERD) <p>Miscellaneous:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Epilepsy <input type="checkbox"/> Thyroid Disease <input type="checkbox"/> Muscle Disease <input type="checkbox"/> Kidney Problems <input type="checkbox"/> Bladder Problems <p>Other:</p> <hr/> <hr/> <hr/> <hr/>
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SOCIAL HISTORY:

Single Separated Married Divorced

Occupation: _____

Alcohol: _____ oz/day/week

Athletic Activities: _____

Tobacco: _____ pks/d for _yrs

FAMILY HISTORY (Historia de Familia):

Maternal: _____

Paternal: _____

Patient/Guardian Signature: _____ **Date:** _____
 (Firma del paciente) (Fecha)



NOTICE OF PRIVACY PRACTICES **PATIENT ACKNOWLEDGEMENT**

Patient Name (Nombre del Paciente): _____

I have received this practice's Notice of Privacy Practices written in plain language. The Notice provides in detail the uses and disclosures of my protected health information that may be made by this practice, my individual rights and the practice's legal duties with respect to my protected health information. The Notice includes:

- **A statement that this practice is required by law to maintain the privacy of protected health information.**
- **A statement that this practice is required to abide by the terms of the notice currently in effect.**
- **Types of uses and disclosures that this practice is permitted to make for each of the following purposes: treatment, payment and health care operations.**
- **A description of each of the other purposes for which this practice is permitted or required to use or disclose protected health information without my written consent or authorization.**
- **A description of uses and disclosures that are prohibited or materially limited by law.**
- **A description of other uses and disclosures that will be made only with my written authorization and that may revoke such authorization.**
- **My individual rights with respect to protected health information and a brief description of how I may exercise these rights in relation to:**

-The right to complain to this practice and to the Secretary of HHS if I believe my privacy rights have been violated, and that no retaliatory actions will be used against me in the event of such a complaint.

-The right to request restrictions on certain uses and disclosures of my protected health information and that this practice is not required to agree to a requested restriction.

-The right to receive confidential communications of protected health information.

-The right to inspect and copy protected health information.

-The right to amend protected health information.

-The right to receive an accounting of disclosures of protected health information.

-The right to obtain a paper copy of the Notice of Privacy practices from this practice upon request.

This practice reserves the right to change the terms of its Notice of Privacy practices and to make new provisions effective for all protected health information that it maintains. I understand that I can obtain this practice's current Notice of Privacy Practices on request.

Patient/Guardian Signature: _____ **Date:** _____
(Firma del paciente) (Fecha)



PATIENT FINANCIAL POLICY

Patient Name (Nombre del Paciente): _____

Your understanding of our financial policies is an essential element of your care and treatment. If you have any questions, please discuss them with our office staff or supervisor.

- As our patient you are responsible for all authorizations/referrals needed to seek treatment in the office of Daniel Bell DPM, PA.
- Unless other arrangements have been made in advance by you, or your health insurance carrier, payments for office services are due at the time of services. We will accept VISA, MASTER CARD or CASH.
- Your insurance policy is a contract between you and your insurance company. As a courtesy, we will file your insurance claim for you if you assign the benefits to the doctor. In other words, you agree to have your insurance company pay Dr. Bell directly. If your insurance company does not pay the practice within a reasonable period, we will have to look to you for payment.
- We have made prior arrangements with certain insurers and other health plans to accept an assignment of benefits. We will bill those plans with which we have an agreement and will only require you to pay the co-pay/co insurance/deductible at the time of service all non paid services/denials by your insurance carrier will be your responsibility to be paid in full.
- If you have insurance coverage with a plan with which we do not have a prior agreement, we will prepare and send the claim for you on an unassigned basis. This means your insurer will send the payments directly to you. Therefore, all charges for your care and treatment are due at the time of service.
- All health plans are not the same and do not cover the same services, In the event your health plan determines a service to be "not covered," or you do not have an authorization, you will be responsible for the complete charge. We will attempt to verify benefits for some specialized services or referrals; however, you remain responsible for charges to any service rendered. Patients are encouraged to contact their plans for clarification of benefits prior to services rendered.
- You must inform the office of all-insurance changes and authorization/referral requirements. In the event the office is not informed, you will be responsible for any charges denied.
- For most services provided in the hospital, we will bill your health plan. Any balance due is your responsibility.
- There are certain elective surgical procedures for which we require pre-payment. You will be informed in advance if your procedure is one of those. In that event, payment will be due one week prior to the surgery.
- Past due accounts are subject to collection proceedings. All cost incurred including, but not limited to collection fees, attorney fees and court fees shall be your responsibility in addition to the balance due this office. If the account is sent to collections an additional 35% of the outstanding balance will be added to the account.
- There is a service fee of \$50.00 for all returned checks. Your insurance company does not cover this fee.
- Daniel Bell DPM, PA charges a \$25.00 fee for failure to cancel your appointment within 24 hours of your scheduled appointment time.
- Financial policy is subject to change without notice.

Patient initials to indicate copy received. _____

Patient/Guardian Signature: _____ **Date:** _____
(Firma del paciente) (Fecha)



PATIENT CONSENT FORM

Patient Name (Nombre del Paciente): _____

I authorize the office of Daniel Bell DPM-PA to leave a message on my behalf with the number listed on my account

I fully understand that this is given in advance of any specific diagnosis or treatment. I intend this consent to be continuing in nature even after a specific diagnosis has been made and treatment recommended. The consent will remain in full force until revoked in writing.

I, the undersigned, authorize that Daniel Bell; D.P.M. will use and disclose my information for the purposes of treatment, payment and healthcare operations.

Treatment includes but is not limited to: the administration and performance of all treatments, the administration of any needed anesthetics, the use of prescribed medication; the performance of such procedures may be deemed necessary or advisable in the treatment of this patient, such as diagnostic procedures, the taking and utilization of cultures and of other medically accepted laboratory tests, all of which the judgment of the attending physician or their assigned designees, may be considered medically necessary or advisable.

Payment includes but is not limited to: the authorization of payment directly to: Daniel Bell, D.P.M. of benefits otherwise payable to me. I hereby authorize the release of my medical records to third party insurers or authorized persons to whom disclosure is necessary to establish or collect a fee for the services provided, such as billing and collection services, insurance payers, auto accident insurers, or for work related injury, to my employer or designee understand that I am financially responsible for charges not covered. I understand that patient records may be stored electronically and made available through computer networks.

Healthcare Operations include but are not limited to: release of my medical information to any of my physicians and their offices or insurance companies participating in my care or treatment and the quality of that care.

I fully understand that this is given in advance of any specific diagnosis or treatment. I intend this consent to be continuing in nature even after a specific diagnosis has been made and treatment recommended. The consent will remain in full force until revoked in writing. This consent specifically includes the release of medical information concerning drug-related conditions, alcoholism, psychological conditions, psychiatric conditions, and/or infectious diseases including but not limited to blood-borne diseases.

A photocopy of this consent shall be considered as valid as the original.

If there is an exposure, and the patient's test is positive, the attending physician will notify the patient, any person exposed, and the Broward Health Department and appropriate counseling will be offered.

MEDICARE PATIENTS; I AUTHORIZE TO RELEASE MEDICAL INFORMATION ABOUT ME TO THE Social Security Administration or its intermediaries for my Medicare claims. I assign the benefits payable for services to Daniel Bell, D.P.M.

I acknowledge that I have been given the Dr. Bell Notice of Privacy Practices. **PATIENT INITIALS:** _____

I understand that if I have questions or complaints that I should contact the Privacy Official.

I certify that I have read and fully understand the above statements and consent fully and voluntarily to its contents.

Patient/Guardian Signature: _____ **Date:** _____
(Firma del paciente) (Fecha)



HIPAA AUTHORIZATION

Patient Name (Nombre del Paciente): _____

Date of Birth: _____

I hereby request and authorize _____ to release my medical records and itemized billing statements, including protected health information ("PHI") to:

Dr. Daniel Bell D.P.M, P.A
601 N Flamingo Rd #208
Pembroke Pines, FL 33028
(954) 942 - 5005
Fax: (954) 432-9446

I understand that I may revoke this Authorization at any time, except to the extent that said medical provider has taken action in reliance on the Authorization. My revocation of this Authorization will only be effective if I submit my revocation to the medical provider in writing.

I understand that I am not required to sign this Authorization, and that my refusal to sign will not affect my ability to obtain treatment with said medical provider. However, I also understand that failure to sign this Authorization may prevent said medical provider from releasing my PHI to the above named office.

1. HAVE YOU HAD A PHYSICAL THIS YEAR YES/NO
 - a. WHICH DOCTOR DATE _____
2. HAVE YOU HAD A FLU SHOT THIS YEAR YES/NO
 - a. WHICH DOCTOR DATE _____
3. HAVE YOU HAD AN EYE EXAM THIS YEAR YES/NO
 - a. WHICH DOCTOR,DATE _____
4. DO YOU HAVE RENAL FAILURE, YES/NO
 - a. WHICH DOCTOR,DATE _____
5. ARE YOU DIABETIC YES/NO
6. HAVE YOU HAD YOUR HBA1C YES/NO
 - a. WHICH DOCTOR,DATE _____
7. HAVE YOU HAD YOUR PNEUMONIA VACCINE THIS YEAR YES/NO
 - a. WHICH DOCTOR, DATE _____

Patient/Guardian Signature: _____ **Date:** _____
(Firma del paciente) (Fecha)



ASSIGNMENT OF INSURANCE BENEFITS, RELEASE, AND DEMAND

Patient Name (Nombre del Paciente): _____

INSURER AND PATIENT PLEASE READ the FOLLOWING in its ENTIRETY CAREFULLY!

I, the undersigned patient/insured knowingly, voluntarily and intentionally assign the rights and benefits of my automobile insurance, a/k/a Personal Injury Protection (hereinafter PIP), and Medical Payments policy of insurance to the above health care provider. I understand it is the intention of the provider to accept this assignment of benefits in lieu of demanding payment at the time services are rendered. I understand this document will allow the provider to file suit against an insurer for payment of the insurance benefits or an explanation of benefits and to seek \$627,428 damages from the insurer. If the provider's bills are applied to a deductible, I agree this will serve as benefit to me and I authorize and request such litigation. This assignment of benefits includes the cost of transportation, medications, supplies, and overdue interest and any potential claim for common law or statutory bad faith/ unfair claims handling. If the insurer disputes the validity of this assignment of benefits then the insurer is instructed to contest the validity of this document. The undersigned directs the insurer to pay the health care provider the maximum amount directly without any reductions and without including the patient's name on the check. To the extent the PIP insurance contends there is a material misrepresentation on the application for insurance resulting in the policy of insurance is declared voided, rescinded, cancelled, I, as the named insured under said policy of insurance, hereby assign the right to receive the premiums paid for my PIP insurance to this provider and to file suit for recovery of the premiums. The insurer is directed to issue such a refund check payable to this provider only. Should the medical bills not exceed the premium refunded, then the provider is directed to mail the patient/ named insured a check which represents the difference between the medical bills and the premium paid.

Disputes: The insurer is directly by the undersigned to not issue any checks or drafts in partial settlement of a claim that contain or are accompanied by language releasing the insurer or its insured/patient from liability unless there has been a prior written settlement agreed to by the health provider (specifically the office manager) and the insurer as to the amount payable under the insurance policy. The insured and the provider hereby contest and objects to any reductions or partial payments. Any partial or reduced payment regardless of the accompanying language, issued by the insurer and deposited by the provider shall be done so under protest, at the risk of the insurer, and the deposit in full. The insurer is hereby placed on notice that this provider reserves the right to seek the full amount of the bills submitted. Any effort by the insurer to pay a dispute debt as full satisfaction must be mailed to the address above, certified mail only after speaking with the office manager, and certified mail to the attention of the Office Manager. See 673.3111.

EUOs and IMEs: If the insurer schedules a defense examination or examination under oath (here in after "EUO") the insurer is hereby instructed to send a copy of said notification to this provider. The provider or the provider's attorney is expressly authorized to appear at any EUO or IME set by the insurer. The health care provider is not the agent of the insurer or the patient for any purpose. THE assignment applies to both past and future medical expenses and is valid even if updated. A photocopy of this assignment is to be considered as valid as the original. I agree to pay any applicable deductible co-payments, for services rendered after the policy of insurance exhausts and for any other services unrelated to the automobile accident. The health care provider is given the power of attorney to endorse my name on any check for services rendered by the above provider, and to request and obtain a copy of any statements or examinations under oath given by patient.

Release of Information: I hereby authorize this provider to: furnish an insurer, an insurer's intermediary, the patient's other medical providers and the patient's attorney via mail, fax, or email, with any and all information that may be contained in the medical records; to obtain insurance coverage information (declaration sheet & policy of insurance) in writing and telephonically from the insurer; request from any insurer all explanation of benefits (EOBs) for all providers and non-redacted PIP layout sheets; obtain any written and verbal statements the patient or anyone else provided to the insurer; obtain copies of the entire claim file and all medical records, including but not limited to, documents, report, scans, notes, bills, opinions, X-rays, IMEs, MRIs, from any other medical provider or any insurer. The provider is permitted to produce my medical records to its attorney in connection with any pending lawsuits. The insurer is directed to keep the patient medical records from this provider private and confidential and the insurer is not authorized to provide these medical records to anyone without the patient's and the provider's prior express written permission.

Demand: Demand is hereby made for insurer to pay all bills within 30 days without reductions and to mail the latest non-redacted PIP payout sheet and the insurance coverage declaration sheet to the above provider within 15 days. The insurer is directed to pay the bills in the order they are received however, if a bill from this provider and a claim from anyone else is received by the insurer on the same day the insurer is directed to not apply this provider to the deductible. If a bill from this provider and claim from anyone else is received by the insurer on the same day then the insurer is directed to pay this provider first before policy is exhausted. In the event the provider's are disputed or reduced by the insurer for any reason, or amount, the insurer to set aside the entire amount disputed or reduced, escrow the full amount at issue, and not pay the disputed amount to anyone or any entity, including myself, until the dispute is resolved by a court. Do not exhaust the policy, the insurer is instructed to inform in writing the provider of any dispute.

Certification: I certify that: I have read and agreed to the above I have not solicited or promised anything in exchange for receiving health care, I have not received any promises or guarantees from anyone as to the results that may be obtained by any treatment or services, and I agree the provider's price for medical services, treatments and supplies are reasonable, common, and customary.

Caution: Please read before signing. Please ask to view a copy of our charges. If you do not completely understand this document please ask us to explain it to you. If you sign below we will assume you understand and agree to the above.

Patient/Guardian Signature: _____ **Date:** _____
(Firma del paciente) (Fecha)



DOCTOR'S LIEN

Patient Name: _____ **DOB** _____

Address: _____

City: _____ **State** _____ **Zip** _____

Phone #: _____ **Social Security #:** _____

I do hereby authorize Doctor Daniel Bell to furnish you, my attorney with a full report of his examination, diagnosis, treatment, prognosis, etc., of myself in regard to the accident in which I was involved.

I hereby authorize and direct my attorney to pay such sums as may be due and owing for medical services rendered by reason of this accident and any other bills that are due to the office of Dr. Bell and to withhold such sums from any settlement, judgment or verdict as may be necessary to adequately protect Dr. Bell. And I hereby give lien on my case to said parties against any and all proceeds of any settlement, judgment or verdict which may be paid to myself as the result of the injuries for which I have been treated or injuries in connection with.

I fully understand that I am directly and fully responsible to Dr. Daniel Bell for all medical bills submitted by him for services rendered me and that this agreement is made for Dr. Daniel Bell's additional protection and consideration of his waiting payment. And I further understand that such payments are not contingent on any settlement, judgment or verdict by which I may eventually recover said fees. However, if you are unable to obtain a settlement of judgment for whatever reason, the outstanding bill will become your sole responsibility

Patient/Guardian Signature: _____ **Date:** _____
(Firma del paciente) (Fecha)

The undersigned being attorney of record for the above mentioned patient does hereby agree to observe the terms of the above and agrees to withhold such sums from any settlement, judgment or verdict as may be necessary to adequately to pay all outstanding bills for reasonable and necessary medical expenses which arise as a direct result of the claim for the above patient you represent..

I also agree to notify immediately, if I cease to represent the above mentioned patient.

Law Firm: _____

Address: _____

City: _____ **State** _____ **Zip** _____

Phone #: _____ **Fax #:** _____

Attorney Signature: _____ **Date:** _____

NOTE; ANY ALTERATION OF THIS LIEN MAKES IT NULL AND VOID! PLEASE DATE SIGN AND PROMPTLY RETURN IT TO THIS OFFICE.