

EAR, NOSE, AND THROAT ASSOCIATES, PC Financial Policy
Effective September 1, 2014

Patient name: _____ Account# _____

Ear, Nose and Throat Associates, PC, believes that in the interest of good health care practices, it is best to establish a patient account policy between our patients and ourselves in order to avoid any misunderstandings. Our Account Representatives will be glad to discuss your account with you at any time. Our primary responsibility is to deliver quality healthcare services. We wish to spend our time and energy toward that responsibility. We expect you to show us the same consideration as you do your other creditors, and to be honest and forthright regarding your financial responsibility.

(PLEASE INITIAL THE FOLLOWING)

- _____ 1.) We expect that all co-pays and patient due balances be paid in full at each visit. We accept cash, check, debit/check card, Mastercard, VISA, American Express, and Discover.
- _____ 2.) I authorize Ear, Nose, & Throat Associates, P.C. to release to my insurance carriers any information requested concerning my examination or treatment. I hereby authorize payment directly to Ear, Nose, & Throat Associates, P.C for surgical and medical benefits payable for services performed.
- _____ 3.) We file claims to your insurance company for your primary and secondary policies. We will look to the patient for payment in full if insurance does not cover the services provided. Please be advised that your insurance may consider a scope or hearing test as a procedure and therefore file it toward your deductible.
- _____ 4.) We currently use an outside company to assist us in collecting balances due by our patients that are over 90 days old. It is important that you keep up with your statements and account balances and discuss any problems you may have satisfying your account with our Account Representative
- _____ 5.) A service charge of \$35 will be applied to all returned checks. If you present two (2) checks that are returned to us, we will require cash for future services.
- _____ 6.) Our physicians would like to take the opportunity to discuss with you any test results which we have ordered in person. In some cases, you may choose to obtain your results by phone from a medical assistant, if so, there may be a \$25 charge.
- _____ 7.) We do not file insurance with your Automobile Insurance Company or Workman's Compensation plan. You will be responsible to pay for services rendered in full at time of service.
- _____ 8.) I agree to inform Ear, Nose, and Throat Associates, PC of any changes to my address, phone numbers, or insurance information as soon as they occur.
- _____ 9.) We expect at least 24 hour notice for all cancellations/ rescheduling of appointments. *You will be charged \$50 should you fail to cancel or not show for your appointment.* If there are more than 3 occurrences of no show or last minute cancellations, you may be dismissed from the practice at our discretion.
- _____ 10.) I have been given the opportunity to review/obtain a copy of Ear, Nose, & Throat Associates, P.C.'s Notice of Privacy Practices.

Patient/Guardian

Signature _____ Date _____

Acct# _____

PATIENT INFORMATION
EAR NOSE & THROAT ASSOCIATES, P.C.

Please complete this form. It is a confidential part of your medical record. If you have any questions about this form, please ask our front desk personnel. You must fill out **COMPLETELY** prior to being seen.

DEMOGRAPHICS

Patient Name: _____ Date _____

Sex: M F Date of Birth: _____ Age: _____

Home Address: _____ Home phone# _____

City, State, Zip: _____ Work phone# _____

Email: _____ Cell phone# _____

Marital Status: Single Married Divorced Widow Spouse Name: _____

EMERGENCY CONTACT INFORMATION with Alternate Phone number:
(Please list someone who lives outside the home of the patient.)

Person to contact in case of emergency: _____ Relationship: _____

Home Phone: _____ Cell Phone: _____

INSURANCE INFORMATION

Do you have insurance? Yes No If yes, please complete the following information:

Primary Insurance Coverage: _____ Ins Phone# _____

ID# or Plan# _____ Group #: _____

Policy Holder: _____ Relationship to Policy Holder: _____

Policy Holder SS# _____ Policy Holder DOB: _____

Insured's Employer: _____ Employer Phone#: _____

Secondary Insurance Coverage: _____ Ins Phone # _____

ID# or Plan# _____ Group #: _____

Policy Holder: _____ Relationship to Policy Holder: _____

Policy Holder SS# _____ Policy Holder DOB: _____

Insured's Employer: _____ Employer Phone#: _____

If patient is a MINOR, Responsible Party Name: _____ Relationship: _____

Address: _____

Responsible Party Home Phone#: _____ Work/Cell Phone # _____

Acct# _____
Date _____

Patient Name: _____

I was referred by: _____

Pharmacy Name: _____ Phone Number: _____

1. Chief reason for today's evaluation: _____

2. Symptoms: _____

3. Describe all previous treatments for your condition: (write NONE if nothing has been tried)

4. Severity of Symptoms from 1 to 10: _____

GENERAL INFORMATION

Please List Your Medication Allergies

Reaction

No Known Drug Allergies

1. _____

2. _____

3. _____

4. _____

Please List Your Current Medications and Dosage (Prescriptions, Over-The-Counter, & Herbal)

NONE

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

Please List Previous Surgeries:

Date of Surgery

1. _____

2. _____

3. _____

4. _____

Occupation: _____

Race _____

Language: _____

Ethnicity: (Please Circle One) Hispanic/Latino or Non Hispanic/Latino

Acct# _____

**Ear Nose & Throat Associates, P.C.
Patient Privacy Act Notice**

HIPAA is an acronym for the Health Insurance Portability and Accountability Act of 1996 (Federal Law.) In compliance with HIPAA, Ear Nose and Throat Associates, P.C. requires the following information to be filled out for every patient.

It is our policy not to release confidential/unauthorized information by telephone and/or voicemail. However, we will confirm appointments by telephone. Information will not be left with unauthorized persons who may answer the phone. If you would like to have information released to someone other than yourself, please complete the following:

I, _____ (_____) hereby authorize
Relationship to Patient
Ear Nose & Throat, P.C. and staff to leave medical information by the following methods and will assume responsibility to notify Ear Nose & Throat Associates, P.C. when this information changes.

Home Telephone _____ Yes No Cell Phone _____ Yes No

Work Telephone _____ Yes No

I, _____ (_____) hereby authorize
Relationship to Patient
Ear Nose & Throat, P.C. and staff to speak with and discuss the above named patient's medical care with the persons named below. This also includes people who have permission to bring a minor child to our office and assume medical decision making in the parent/guardian's absence.

Name and Relationship	Contact Phone Number
_____	_____
_____	_____
_____	_____

I, _____ (_____), have been
Relationship to Patient
informed that a copy of Ear Nose & Throat, P.C. Notice of Privacy Practice is posted in the office and a copy can be furnished to me upon my request.

Signature _____ Date _____

Acct# _____
Date _____

Patient Name: _____

CHILD MEDICAL HISTORY: (CHECK ONLY THE ISSUES THAT APPLY TO YOUR CHILD)

GENERAL:

Unexplained Fever (+2wks) YES NO
Night Sweats YES NO
Unexplained Weight Loss YES NO
Immune Deficiency YES NO

SKIN:

Rash YES NO
Acne YES NO
Psoriasis YES NO
Eczema YES NO

EYES:

Blindness YES NO
Loss of Vision YES NO
Wear Glasses/Contacts YES NO

EARS:

Loss of Hearing YES NO
Ringing YES NO
Ear Fullness/Pressure YES NO
Drainage YES NO
Pain YES NO

HEART/CIRCULATION:

Heart Murmur YES NO
Heart Defects YES NO

RESPIRATORY:

Reactive Airway Disease YES NO
Asthma YES NO
RSV YES NO
Pneumonia YES NO
Snoring YES NO
Sleep Apnea YES NO

GASTROINTESTINAL:

Esophageal Reflux YES NO
Chronic Diarrhea YES NO
Chronic Constipation YES NO
Eating Disorder YES NO

GENITOURINARY:

Undescended testes YES NO
Hypospadias YES NO
Kidney Problems YES NO
Bladder Problems YES NO

CANCER: If yes, please list _____

PETS IN HOME: YES NO

If yes, please list _____

NEUROLOGICAL:

Seizures YES NO
Epilepsy YES NO
Head Injuries YES NO
Headaches YES NO
Dizziness YES NO

ENDOCRINE:

Thyroid Problems YES NO
Pituitary Disorder YES NO
Adrenal Problems YES NO
Diabetes YES NO

HEMATOLOGICAL/LYMPHATIC:

Anemia YES NO
Bleeding Disorder YES NO
Lymphoma YES NO
Leukemia YES NO
Enlarged Lymph Nodes YES NO
HIV Positive YES NO

ALLERGIC:

Hay Fever YES NO
Seasonal Allergies YES NO
Environmental Allergies YES NO
Type? _____
Allergy Shots? YES NO

CHILDHOOD DISEASES:

Chicken Pox YES NO
Kawasaki Disease YES NO
Measles YES NO
Mumps YES NO
Rheumatic Fever YES NO
Scarlet Fever YES NO

IMMUNIZATIONS UP TO DATE?

YES NO
If no, what's missing? _____

FAMILY HISTORY:

Hearing Loss YES NO
Ear Disease YES NO
Problems with Anesthesia YES NO
Bleeding Disorders YES NO

Does Child Attend Daycare YES NO

CAFFEINE CONSUMPTION:

None Minimal Moderate Excessive

SECOND HAND SMOKE EXPOSURE:

None Minimal Moderate Excessive

Parent/Guardian Signature: _____

Physician Signature _____