

**WELCOME TO OUR PRACTICE**  
**New Patient Form**  
*Children 17 or younger*

Today's date: \_\_\_\_\_

MR#: \_\_\_\_\_

**PATIENT INFORMATION**

Last name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_ Sex:  M  F

Age \_\_\_\_\_ Birth Date \_\_\_\_\_ Social Security # \_\_\_\_\_ Driver's Lic # \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_ Relationship \_\_\_\_\_

Primary Phone \_\_\_\_\_ Secondary Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Email address to reach you: \_\_\_\_\_

May we share your e-mail address with the hospital or surgery center if you schedule surgery with one of our physicians?  Yes  No

Are you employed? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, name of Employer \_\_\_\_\_

Occupation/ Job Description \_\_\_\_\_

Employer Address \_\_\_\_\_ Work Phone \_\_\_\_\_

If married, Spouse's name \_\_\_\_\_ Spouse's work # \_\_\_\_\_

Spouse's Employer name & address \_\_\_\_\_

The Pharmacy you normally use \_\_\_\_\_ Phone \_\_\_\_\_

**PRIMARY INSURANCE INFORMATION**

Medicare  PPO  HMO  POS  Private Pay  Other

Insurance Company name & address \_\_\_\_\_

Policy holder's name \_\_\_\_\_ Birth date \_\_\_\_\_

Relationship to patient \_\_\_\_\_ Social Security # \_\_\_\_\_

Phone # \_\_\_\_\_ Identification # \_\_\_\_\_ Group # \_\_\_\_\_

**SECONDARY INSURANCE INFORMATION**

Insurance Company name & address \_\_\_\_\_

Policy holder's name \_\_\_\_\_ Birth date \_\_\_\_\_

Relationship to patient \_\_\_\_\_ Social Security # \_\_\_\_\_

Phone # \_\_\_\_\_ Identification # \_\_\_\_\_ Group # \_\_\_\_\_

**REFERRED BY:**  Primary Care Physician  Dentist  Other Physician  Friend  Internet  Other

Have you or any of your family members been seen as patients in this Practice?  Yes  No

If yes, name of patient \_\_\_\_\_ When? \_\_\_\_\_

Primary Care Physician \_\_\_\_\_ Phone \_\_\_\_\_

Dentist \_\_\_\_\_ Phone \_\_\_\_\_

Physician who referred you to our Practice? \_\_\_\_\_ Phone \_\_\_\_\_

\*Please be sure to include first and last name of your physicians



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Patient: \_\_\_\_\_ DOB: \_\_\_\_\_ Date: \_\_\_\_\_

**Your child's medication, medication allergies, and past health problems are an important part of their diagnosis and treatment plan. Please try to answer all questions fully.**

What kind of problem is your child having? \_\_\_\_\_  
\_\_\_\_\_

What medications is your child currently taking? (If you have a list, please let us make a copy of your list.)  
\_\_\_\_\_  
\_\_\_\_\_

Does your child have any medication allergies? Please explain the type of reactions your child has experienced.  
\_\_\_\_\_  
\_\_\_\_\_

Please list any medical problems that your child has:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list any surgeries your child has had in the past and the approximate dates:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has your child or any family member had any adverse reactions to general anesthesia? If so, please explain.  
\_\_\_\_\_  
\_\_\_\_\_

Does anyone smoke in the home? Yes \_\_\_\_\_ No \_\_\_\_\_

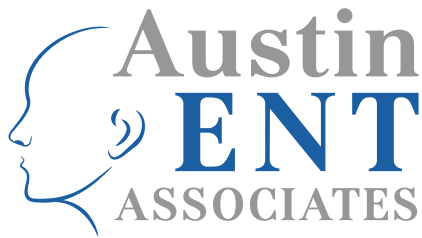
Does your child go to daycare? Yes \_\_\_\_\_ No \_\_\_\_\_

How many other children are there in your household? \_\_\_\_\_ What are their ages? \_\_\_\_\_

**Birth History:**

Was your child born at term? Yes \_\_\_\_\_ No \_\_\_\_\_

Please list any other information you think your physician should know about your child's health:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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The following list reviews a number of health problems. Please place a check mark if you or your family has experienced any of these health problems.

	<b>Problem</b>	<b>Patient</b>	<b>Family</b>	<b>Comments</b>
<b>General</b>	Fever/chills Weight change			
<b>Birth</b>	Premature birth Difficult delivery Jaundice			
<b>Ear, Nose, &amp; Throat</b>	Nosebleeds Tonsillitis Ear infections Hearing loss Hearing aid use Inner ear problems Enlarged lymph nodes			
<b>Allergy</b>	Hayfever Animal reactions Food reactions Latex reactions			
<b>Lung</b>	Asthma Chronic cough Bronchitis or pneumonia			
<b>Heart</b>	Heart disease High blood pressure			
<b>GI</b>	Acid reflux / heartburn Colic Diarrhea / constipation Hepatitis / jaundice			
<b>Eye</b>	Glasses Eye Surgery			
<b>MS</b>	Arthritis Back problems Neck injury Muscle weakness			
<b>Skin</b>	Hives or rashes Eczema			
<b>Neurologic</b>	Seizures Developmental delay Neurologic problems Speech delay Migraines			
<b>Endocrine</b>	Diabetes Thyroid problems			
<b>Psychiatric</b>	Behavioral problems ADHD Depression Anxiety			
<b>Immune</b>	Bleeding disorders Hereditary anemia			



**AUSTIN ENT CONSENT PAGE**

**CONSENT FOR TREATMENT.** I hereby authorize evaluation and treatment by the physician(s) at Austin ENT Associates.

\_\_\_\_\_ Date \_\_\_\_\_

SIGNATURE OF PATIENT/RESPONSIBLE PARTY

**RELEASE OF INFORMATION.** I hereby authorize Austin ENT Associates to furnish medical information for my current illness or injury, including hepatitis and HIV information, to my family physician(s), referring physician(s), and my insurance companies. I further authorize my family physician, referring physician, and other healthcare providers to furnish all medical information regarding my present illness or injury to Austin ENT Associates.

\_\_\_\_\_ Date \_\_\_\_\_

SIGNATURE OF PATIENT/RESPONSIBLE PARTY

**ASSIGNMENT OF BENEFITS.** I request payment of the medical and/or surgical benefits, otherwise payable to me, directly to Austin ENT Associates for services provided to me by them. I understand that I am financially responsible to Austin ENT for charges not covered by this assignment of benefits.

\_\_\_\_\_ Date \_\_\_\_\_

SIGNATURE OF PATIENT/RESPONSIBLE PARTY

**RECORDINGS, VIDEOS, PHOTOS.** At Austin ENT we have complete respect for your privacy. We would never make an audio, photographic or video recording of you without your specific permission. We ask that you likewise agree that neither you nor anyone with you will make any audio, photographic or video recording of anyone in this clinic without their express and specific permission. Please indicate your agreement by signing below:

\_\_\_\_\_ Date \_\_\_\_\_

SIGNATURE OF PATIENT/RESPONSIBLE PARTY

**PATIENT APPOINTMENT REMINDERS.** I authorize Austin ENT to send appointment reminders as indicated below- **PLEASE CHOOSE ONLY ONE**

\_\_\_ Send text to cell phone (\_\_\_) \_\_\_ - \_\_\_\_\_

\_\_\_ Voicemail to cell phone (\_\_\_) \_\_\_ - \_\_\_\_\_

\_\_\_ Voicemail to home phone (landline) (\_\_\_) \_\_\_ - \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

SIGNATURE OF PATIENT/RESPONSIBLE PARTY

**\*IF SIGNING AS RESPONSIBLE PARTY ABOVE, RELATIONSHIP TO PATIENT:**

\_\_\_\_\_



## **AUSTIN ENT PAYMENT POLICIES**

**INSURANCE.** There have been many changes in recent years in the way health insurance pays for your services. More and more financial responsibility is being shifted to patient responsibility. It is your responsibility to understand your insurance benefits. Please contact your insurance company with any questions you may have regarding your coverage, We will assist as best we can, but we do not have the staff time available nor is it our responsibility to educate patients on their individual plans as plans vary so much. Please understand that if you have a deductible plan, you basically have no insurance until that deductible has been met annually.

**If your insurance card has a copay listed on it,** we will collect the specialist copay and file your claim for services rendered. Deductible may apply if you are out of network. If you have any procedures with your office visit and your insurance applies those services to your deductible or coinsurance, you will receive a statement for the balance due. **Payment will be due upon receipt, or prior to any follow-up appointments, whichever comes first.**

**If the insurance card does not show a copay,** then that indicates it is a deductible plan. You will be charged the insurance allowable for any services rendered at the time of the visit. We will promptly file your claim and issue a refund if any overpayment has occurred. **If you owe an additional balance, a statement will be sent to you payable upon receipt, or prior to any follow-up appointments, whichever comes first.**

**If you are private pay, the charge for the first consultation with the physician is \$200** and will be collected at check-in prior to seeing the physician. Any additional procedures such as scopes, biopsies, hearing tests, etc. will be in addition to that and will be collected at check-out.

**If you are private pay and you are an established patient, the charge for the office visit is \$150 and will be collected at check-in prior to seeing your physician.** Any additional procedures will be in addition to that and will be collected at check-out.

**If you are scheduled for surgery,** our office will verify your insurance benefits and eligibility for those services. *An estimate of your financial responsibility will be given to you prior to your procedure.* You will be expected to pay your estimated amount. A refund will be issued to you promptly once the claim processes should any overpayment occur. **If you owe an additional balance, a statement will be sent to you payable upon receipt, or prior to any follow-up appointments, whichever comes first.**

**Proof of Insurance.** We must obtain a copy of your current insurance card to provide proof of insurance. If you fail to provide us with the correct insurance information, you will be responsible for the balance of the claim. We also require a photo ID be presented at check-in. **You will be asked for these items each time you see the physician. If you cannot provide your insurance card, you will be considered private pay. WE CANNOT ACCEPT YOUR INSURANCE CARD FROM YOUR PHONE.**

**Referrals and authorizations.** Patients are responsible for obtaining necessary referrals and authorizations prior to your visit. You will be asked to reschedule your appointment or sign a waiver stating you will be responsible for the balance if the referral or authorization is not received by our office in a timely manner. It is the patient's responsibility to track the expiration date and number of referrals remaining.

**Third party Insurance.** We do not file third-party insurance under any circumstances, including motor vehicle accidents or other liability claims. You will be considered private pay and payment is expected at the time services are rendered.

**Tertiary Insurance.** We will assist in filing secondary claims, but we will no longer file tertiary insurance claims.

**Nonpayment.** Our office makes multiple efforts to inform patients of balances due. If your account is delinquent and you have not responded to statements and phone calls regarding your balance, your account will be forwarded to an outside collection agency. Once your account is referred to an outside agency, we cannot accept payment from you, you will have to deal with the collection agency directly.

I have read and understand the payment policy of Austin ENT Associates. I agree to abide by their guidelines above.

Signature of patient or responsible party \_\_\_\_\_ Date \_\_\_\_\_

Relationship of responsible party \_\_\_\_\_