

ADULT DEPENDENT PATIENT INFORMATION SHEET
ENT & Audiology Center of Southlake
Phone: (817) 416-9731 Fax: (817) 416-9751

PATIENT

Date:	Patient Name: (Last, First, Middle)	DOB:	AGE:
Address:	City:	State:	Zip Code:
Home Phone:	Patient's SSN:	Sex:	
Other family members treated? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, Name(s) & Relationship:			
Referred by PCP? Yes <input type="checkbox"/> No <input type="checkbox"/> Referred by Someone other than PCP? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, Name:			
PCP Name:	Phone and Fax Numbers:	City of Practice:	

RESPONSIBLE PARTIES

Patient Lives With: Father <input type="checkbox"/> Mother <input type="checkbox"/> Other <input type="checkbox"/> Name-Relationship <input type="checkbox"/>
Father Name: Last: _____ First: _____ Middle: _____ DOB: _____
Father's Address/Phone Same as Patient? Yes <input type="checkbox"/> No <input type="checkbox"/>
If No: Father's Address: _____ City: _____ State: _____ Zip: _____
Home Phone: _____ Mobile Phone: _____ SSN: _____
Employer: _____ Occupation: _____ Work Phone# _____
Mother's Name: Last _____ First _____ Middle _____ DOB: _____
Address/Phone Same as Patient? Yes <input type="checkbox"/> No <input type="checkbox"/>
If No: Mother's Address: _____ City: _____ State: _____ Zip: _____
Home Phone: _____ Mobile Phone: _____ SSN: _____
Employer: _____ Occupation: _____ Emp. Phone# _____

PRIMARY INSURANCE

Is patient a fulltime student in secondary education on parent's insurance? Yes <input type="checkbox"/> No <input type="checkbox"/>
Name of Insurance Company: _____ Id/Member #: _____ Group#: _____
Policy Holder's Name: _____ Policy Holder's DOB: _____ Member/Cust. Svc. Ph #: _____
Referral Required? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, did you obtain one from your PCP? Yes <input type="checkbox"/> No <input type="checkbox"/>

SECONDARY INSURANCE

If no secondary insurance, circle: NONE
Name of Insurance Company: _____ Policy Holder's Name: _____ Policy Holder's DOB: _____
Id/Member #: _____ Group#: _____ Member/Cust Svc Ph #: _____

I hereby authorize my physician to release any information acquired in the course of my treatment to my insurance company, employer, or third party payer as required for claims filed, quality assurance, health plan administration, or complaints/grievances. I understand that the specific information to be released may include, but is not limited to history, diagnosis and/or treatment of all related illnesses including HIV virus and Acquired Immune Deficiency Syndrome (AIDS). I authorize direct payment to be made to my physician for any and all medical or surgical services rendered. I understand that if any services or charges are not covered, or if ENT & Audiology Center of Southlake is unable to verify eligibility, that I am responsible for all charges incurred for services rendered. I hereby voluntarily consent to such healthcare encompassing diagnostic procedures and treatment by my physician as may be necessary in his/her judgment. I have relied on my physician for information in this regard and acknowledge that no warranty or guarantee has been made to me as a result or cure. This form has been fully explained to me, and I certify that I understand its contents.

Signature & Relationship to Patient _____ Date _____

ENT & Audiology Center of Southlake

Adult Medical History Form

Please complete every field. If it does not apply to you, respond N/A or NONE.

Patient's Name: _____

Today's Date: _____

Date of Birth: _____

Male / Female

Reason for Visit: _____

Pharmacy Name & Location: _____

Pharmacy Telephone Number: _____

Primary Care Physician: _____ Phone: _____ Fax: _____

Were you referred by your PCP or another provider?

Not referred

Yes, PCP

Yes, another physician. Physician: _____

Phone: _____ Fax: _____

Current Medications: (include OTC and supplements)

Medical History: (for example: Bleeding disorders, Sleep apnea, Diabetes, Hypertension, High Cholesterol, Asthma)

Are you allergic to any medications?

No

Yes Allergic to: _____

Surgical History: (please circle any surgeries you have had, and include year if you can recall)

Ear tubes _____

Septum Repair _____

Skin Cancer _____

Ear drum repair _____

Sinus Surgery _____

Gallbladder _____

Mastoidectomy _____

Thyroid Surgery _____

Appendix _____

Tonsillectomy _____

Hysterectomy _____

Adenoidectomy _____

C-Section _____

Orthopedic _____

Other _____

Past Hospitalizations: (other than those related to surgeries listed)

ENT & Audiology Center of Southlake

Adult Medical History Form

Patient Name: _____

Today's Date: _____

Family History: (for example: hearing loss, ear surgeries, thyroid disease, cancer, complications with anesthesia, bleeding disorders)

- Father: _____
- Mother: _____
- Paternal Grandfather: _____
- Paternal Grandmother: _____
- Maternal Grandfather: _____
- Maternal Grandmother: _____
- Siblings: _____
- Children: _____

Social History:

- Do you use any tobacco products?
 - Never
 - Not currently, quit _____
 - Yes. Smokeless tobacco or cigarettes? _____ Amount _____ for _____ years.
- Marital Status: Single / Married / Divorced / Widowed / Partner
- Pets: _____
- Do you drink alcohol?
 - No
 - Yes Number of drinks per week? _____

Are you CURRENTLY experiencing any of the following?

EARS/NOSE/MOUTH/ THROAT

Hearing loss none right left both

Ringing in ears none right left both

Ear pain none right left both

Ear Drainage none right left both

Snoring no yes _____

Nasal obstruction no yes _____

Nosebleeds no yes _____

Mouth sores no yes _____

Sore tongue no yes _____

Sore throat no yes _____

Voice change no yes _____

Hoarseness no yes _____

Difficulty swallowing no yes _____

Painful swallowing no yes _____

Good General health no yes _____

Easy Bleeding no yes _____

Easy Bruising no yes _____

Chest pain no yes _____

Cough no yes _____

Heartburn no yes _____

Frequent Headaches no yes _____

Weight changes no yes _____

Vision Changes no yes _____

Upset Stomach no yes _____

ALLERGIC

Hay fever no yes _____

Food allergies no yes _____

Eye itchiness no yes _____

Nose itchiness no yes _____

Sneezing no yes _____

ENT & AUDIOLOGY CENTER OF SOUTHLAKE
Financial and Billing Policy

Patients with Insurance: Deductibles, co-insurance, and co-payments are due at the time of service. Uncovered services are the patient's responsibility. Delays in processing due to pre-existing clauses or administrative delays become the patient's immediate responsibility. A statement will be sent if additional payment is owed after insurance processing. In accordance with Texas Admin Code 28 TAC 3.3703 (a)(28) you may be referred for non-emergency treatment to a facility that is out of network. Please ask staff if you have questions.

No-Show Fee: Failure to provide 24 hours advance notice of the cancellation of your appointment will result in a 'no-show' fee of \$50 per provider appointment, which must be paid prior to rescheduling the appointment. New patients who no-show their first appointment will not be rescheduled.

Referrals: If your insurance plan requires a current referral, it is your responsibility to ensure that the referral is in this office before your visit. If you see the doctor without a referral, you will be responsible for the cost of the visit.

Minor Children: Responsibility for payment for treatment of minor children, regardless of the legal status between the parents, rests with the parent who seeks the treatment on that date of service.

Statements: Statements are sent every 30 days. After the first statement, a \$5.00 charge will be assessed to each statement. These monthly late fees may be charged collectively for unpaid balances. Balances are due before further services will be provided. Failure to pay an outstanding balance may result in termination of the physician/patient relationship.

Copies of Medical Records: Texas law allows the provider to collect a \$25.00 fee, with additional charges due if the records exceed 20 pages. However, we want to provide this service at a cost that simply covers the expense of record retrieval and duplication. This charge is \$20.00, payable before the records are prepared. If your records are voluminous, however, this fee may be higher. Please allow a minimum of SEVEN business days to obtain copies of records. A signed authorization is required to release all records.

Completion of Additional Forms, Reports, and Letters: Documents/forms that require the physician's input and attestation, such as FMLA, disability papers, letters to attorneys, etc., require a prepayment of \$20.00 for each set of forms. The fee is due upon submission of the forms to the physician, and prior to their preparation. Such forms require a minimum of TEN business days for completion.

Surgical Deposit: NOTE: Credit card payments made over the phone are charged a 5% non-refundable fee. Based upon your insurance benefits, a deposit may be due prior to surgery. The deposit amount is based on the anticipated surgical procedures, and is only an estimate. The fee is due seven days before the procedure, or the procedure may be rescheduled. You may receive an additional bill from this office after the claim is processed. Our physicians may refer you to a facility where they have a financial interest. You have the option, at your discretion and without repercussions, to choose another facility for your procedure, assuming your specific medical needs can be met at another facility. Dr. Bryan has an interest in Texas Pediatric Surgery Center, Harris Methodist Southlake, and Forest Park Medical Center. Dr. Mettman has a financial interest in Harris Methodist Southlake and Forest Park Medical Center. Staff members can provide you with names of appropriate alternative facilities for your procedure.

Returned Checks: There is a \$30.00 fee for each returned check. Unpaid checks will be prosecuted.

Collections: An unpaid account may be turned over to a third party collection agency that will report the information to all three major credit reporting agencies. All collection expenses and taxes, and all accrued statement fees will be added to the account balance when it is transferred to an outside collection agency.

Refunds: Refunds for deposits made with a credit card on an electively cancelled surgery/procedure will be issued by check, less a 5% processing fee from the refunded amount. Refunds for services delivered are made only after your insurance company has fully processed the claim. Refund checks will be issued to the party who paid the overage (payer), not necessarily the guarantor on the account, unless written instructions from the original payer are received before the refund check is issued.

Complaints: Billing complaints may be made to the practice manager, preferably in writing, who will make every attempt to promptly resolve the issue in accordance with the policies stated herein.

I have reviewed these policies and agree to the terms as stated above. A copy is available upon my request.

Print Patient Name

Signature of Responsible Party

Date

ENT & Audiology Center of Southlake

Notice of Privacy Practices Signature Page

VII. ACKNOWLEDGEMENT AND REQUESTED RESTRICTIONS.

By signing below, you acknowledge that you have received this *Notice of Privacy Practices* prior to any service being provided to you by the Practice, and you consent to the use and disclosure of your medical information as set forth herein except as expressly stated below. This notice, in its entirety, may be viewed on our website or in our office.

****Effective May 2011, in compliance with the HITECH Act of the American Recovery Act of 2009, our office implemented the use of an EMR (electronic medical records) system. Protected health information is stored electronically within our practice EMR system and is included in the secure and protected community health information exchange, Sandlot Connect. This does not affect how we protect or exchange your information outlined in our Notice of Privacy Practices. You have the right to “opt-out” of the storage and limited exchange of your medical records within our health information exchange by stating so below. Questions regarding this exchange should be directed to Sandlot Connect at 1-800-370-1393.**

I hereby request the following restrictions on the use and/or disclosure (specify as applicable) of my information:

- NO RESTRICTIONS
 OPT-OUT of Sandlot Connect
OR, specify below:

Patient Name: _____
(Please Print Name)

Patient Date of Birth: _____

SIGNATURES:

Patient/Legal Representative: _____ Date: _____

If Legal Representative, relationship to the patient: _____



ENT & Audiology Center of Southlake

Consent to Disclose Protected Healthcare Information

Patient Name: _____

Date of Birth: _____

I, _____, give my consent for the physicians and staff at Southlake ENT to disclose my private healthcare information to the following people. This consent will be valid until revoked by the patient.

Name: _____

Name: _____

Relationship to Patient: _____

Relationship to Patient: _____

Telephone: _____

Telephone: _____

Name: _____

Name: _____

Relationship to Patient: _____

Relationship to Patient: _____

Telephone: _____

Telephone: _____

You may leave messages regarding protected health information at the following numbers:

Home: Yes No Type of accepted message: Brief Detailed Number: _____

Cell: Yes No Type of accepted message: Brief Detailed Number: _____

Work: Yes No Type of accepted message: Brief Detailed Number: _____

Messages regarding appointments will be left at all available numbers unless expressly excluded on this consent.

Patient/Parent/Guardian signature

Date

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**660 W. Southlake Blvd, # 100
Southlake, TX 76092**



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