

### ADULT PATIENT INFORMATION SHEET

**ENT & Audiology Center of Southlake 660 W. Southlake Blvd. Suite 100, Southlake TX 76092 (817) 416-9731**

PATIENT INFORMATION	Date:	Patient Name: (Last, First, Middle)	DOB:	SEX:	
	Address:	Apt#:	City:	Zip:	
	Home Phone:	Cell Phone:	Work Phone#:	Patient's SSN:	
	Employer:	Occupation:	E-mail:		
	Other family members treated?    Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, Name(s) & Relationship:				
	Pharmacy Name:	Location:	Phone:		
	Primary Care Physician:	City of Practice:	Phone:		

SPOUSE	Marital Status: Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed <input type="checkbox"/> Partner <input type="checkbox"/>			
	Name:	DOB:	SSN:	PHONE:
	Employer:	Occupation:	Work Ph. #:	

INSURANCE	Primary Insurance Company:	Id/Member #:	Group#:
	Policy Holder's Name:	Policy Holder's DOB:	
	<b><u>DO YOU HAVE SECONDARY INSURANCE?</u></b> YES / NO		
	Secondary Insurance Company:	Id/Member #:	Group#:
	Policy Holder's Name:	Policy Holder's DOB:	

I hereby authorize my treating 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 treating physician for any and all medical or surgical services rendered. I understand that if any services or charges are not covered, or if the office 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 the physicians at ENT & Audiology Center of Southlake as may be necessary in their 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. The foregoing consents remain in effect until retracted by written notice.

\_\_\_\_\_

Signature Date  
Revised 06/2017

# ENT & Audiology Center of Southlake

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

Patient's Name: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Reason for Visit: \_\_\_\_\_

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:			
Allergies:	YES / NO	When/where allergy testing performed:	
Asthma or breathing problems:	YES / NO	History of complications with anesthesia:	YES / NO
Bleeding disorders:	YES / NO	Hearing problems or hearing aid user:	YES / NO
Cancer:	YES / NO	Gastrointestinal:	YES / NO
Diabetes:	YES / NO	Sleep Apnea:	YES / NO
High Cholesterol:	YES / NO	Thyroid disease:	YES / NO
Hypertension:	YES / NO	Other:	
Heart Problems:	YES / NO	Other:	

Are you allergic to any medications or latex?

- No
- Yes Allergic to: \_\_\_\_\_

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

YEAR	SURGERY

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

YEAR	REASON

# ENT & Audiology Center of Southlake

**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.
- Do you "vape" or use an electronic cigarette?
  - No
  - Yes
- Type(s) of pets in your household: \_\_\_\_\_
- Do you drink alcohol?
  - No
  - Yes                      Number of drinks per week? \_\_\_\_\_
- Do you use any illegal drugs?
  - No
  - Yes                      Type: \_\_\_\_\_
- Are you prescribed pain medications routinely?
  - No
  - Yes                      Physician's name: \_\_\_\_\_ Medication: \_\_\_\_\_

**Are you CURRENTLY experiencing any of the following symptoms?**

<p><b>EARS/NOSE/MOUTH/ THROAT</b></p> <p>Hearing loss    <input type="checkbox"/> none <input type="checkbox"/> right <input type="checkbox"/> left <input type="checkbox"/> both</p> <p>Ringing in ears <input type="checkbox"/> none <input type="checkbox"/> right <input type="checkbox"/> left <input type="checkbox"/> both</p> <p>Ear pain        <input type="checkbox"/> none <input type="checkbox"/> right <input type="checkbox"/> left <input type="checkbox"/> both</p> <p>Ear Drainage   <input type="checkbox"/> none <input type="checkbox"/> right <input type="checkbox"/> left <input type="checkbox"/> both</p> <p>Snoring        <input type="checkbox"/> no <input type="checkbox"/> yes _____</p> <p>Nasal obstruction <input type="checkbox"/> no <input type="checkbox"/> yes _____</p> <p>Nosebleeds    <input type="checkbox"/> no <input type="checkbox"/> yes _____</p> <p>Mouth sores    <input type="checkbox"/> no <input type="checkbox"/> yes _____</p> <p>Sore tongue    <input type="checkbox"/> no <input type="checkbox"/> yes _____</p> <p>Sore throat    <input type="checkbox"/> no <input type="checkbox"/> yes _____</p> <p>Voice change   <input type="checkbox"/> no <input type="checkbox"/> yes _____</p> <p>Hoarseness    <input type="checkbox"/> no <input type="checkbox"/> yes _____</p> <p>Difficulty swallowing <input type="checkbox"/> no <input type="checkbox"/> yes _____</p> <p>Painful swallowing <input type="checkbox"/> no <input type="checkbox"/> yes _____</p>	<p>Easy Bleeding        <input type="checkbox"/> no <input type="checkbox"/> yes _____</p> <p>Easy Bruising        <input type="checkbox"/> no <input type="checkbox"/> yes _____</p> <p>Chest pain            <input type="checkbox"/> no <input type="checkbox"/> yes _____</p> <p>Cough                <input type="checkbox"/> no <input type="checkbox"/> yes _____</p> <p>Heartburn            <input type="checkbox"/> no <input type="checkbox"/> yes _____</p> <p>Frequent Headaches <input type="checkbox"/> no <input type="checkbox"/> yes _____</p> <p>Weight changes      <input type="checkbox"/> no <input type="checkbox"/> yes _____</p> <p>Vision Changes      <input type="checkbox"/> no <input type="checkbox"/> yes _____</p> <p>Upset Stomach        <input type="checkbox"/> no <input type="checkbox"/> yes _____</p> <p><b>ALLERGIC</b></p> <p>Hay fever             <input type="checkbox"/> no <input type="checkbox"/> yes _____</p> <p>Food allergies        <input type="checkbox"/> no <input type="checkbox"/> yes _____</p> <p>Eye itchiness        <input type="checkbox"/> no <input type="checkbox"/> yes _____</p> <p>Nose itchiness       <input type="checkbox"/> no <input type="checkbox"/> yes _____</p> <p>Sneezing              <input type="checkbox"/> no <input type="checkbox"/> yes _____</p>
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Revised 06/2017

Good General health     no  yes \_\_\_\_\_

**ENT & AUDIOLOGY CENTER OF SOUTHLAKE**  
**FINANCIAL AND BILLING POLICY**

**Patients with Insurance:** Deductibles, co-insurance, and co-pays 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.

**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 with a \$5.00 charge assessed to each statement after the first statement. These monthly late fees may be charged collectively for unpaid balances. Balances are due before further services will be provided. Payments are applied to the oldest balances. Failure to pay an outstanding balance may result in termination of the physician/patient relationship.

**Medical Record Copies:** 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. Electronic copies are available for \$20/set records if faxed (less than 30 pp only); \$25 for set of records if copied to CD. There is a \$10.00 fee for mailing records.

**Completion of Additional Forms, Reports, 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 3% 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 Methodist Southlake Hospital. Dr. Mettman has a financial interest in Harris Methodist Southlake and Methodist Southlake Hospital. We can provide you with names of appropriate alternative facilities for your procedure.

**Returned Checks:** There is a \$40.00 fee for each returned check. Unpaid checks will be prosecuted with the DA.

**Stop Payment Fees:** If you lose a refund check from Dr. Bryan or Dr. Mettman, a stop payment fee of \$45.00 will be subtracted from the replacement check.

**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 or payments made with a credit card on an electively cancelled surgery/procedure/hearing aid will be issued by check, less a 3% 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  
2018

\_\_\_\_\_  
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.

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

Patient Date of Birth: \_\_\_\_\_

**SIGNATURES:**

Patient/Legal Representative: \_\_\_\_\_ Date: \_\_\_\_\_

If Legal Representative, print name and 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: \_\_\_\_\_

E-mail: Yes  No  Confirm e-mail address: \_\_\_\_\_

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

\_\_\_\_\_  
Patient/Parent/Guardian signature

\_\_\_\_\_  
Date

Revised 06/2017

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



**Telephone: 817-416-9731  
Fax: 817-416-9751**