

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

I hereby voluntarily consent to such healthcare encompassing diagnostic procedures and treatment by the providers at ENT & Audiology Center of Southlake as may be necessary in their judgment. I have relied on my provider 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
Revised 07/2019

Date

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?

EARS/NOSE/MOUTH/ THROAT	
Hearing loss	<input type="checkbox"/> none <input type="checkbox"/> right <input type="checkbox"/> left <input type="checkbox"/> both
Ringing in ears	<input type="checkbox"/> none <input type="checkbox"/> right <input type="checkbox"/> left <input type="checkbox"/> both
Ear pain	<input type="checkbox"/> none <input type="checkbox"/> right <input type="checkbox"/> left <input type="checkbox"/> both
Ear Drainage	<input type="checkbox"/> none <input type="checkbox"/> right <input type="checkbox"/> left <input type="checkbox"/> both
Snoring	<input type="checkbox"/> no <input type="checkbox"/> yes _____
Nasal obstruction	<input type="checkbox"/> no <input type="checkbox"/> yes _____
Nosebleeds	<input type="checkbox"/> no <input type="checkbox"/> yes _____
Mouth sores	<input type="checkbox"/> no <input type="checkbox"/> yes _____
Sore tongue	<input type="checkbox"/> no <input type="checkbox"/> yes _____
Sore throat	<input type="checkbox"/> no <input type="checkbox"/> yes _____
Voice change	<input type="checkbox"/> no <input type="checkbox"/> yes _____
Hoarseness	<input type="checkbox"/> no <input type="checkbox"/> yes _____
Difficulty swallowing	<input type="checkbox"/> no <input type="checkbox"/> yes _____
Painful swallowing	<input type="checkbox"/> no <input type="checkbox"/> yes _____

Easy Bleeding	<input type="checkbox"/> no <input type="checkbox"/> yes _____
Easy Bruising	<input type="checkbox"/> no <input type="checkbox"/> yes _____
Chest pain	<input type="checkbox"/> no <input type="checkbox"/> yes _____
Cough	<input type="checkbox"/> no <input type="checkbox"/> yes _____
Heartburn	<input type="checkbox"/> no <input type="checkbox"/> yes _____
Frequent Headaches	<input type="checkbox"/> no <input type="checkbox"/> yes _____
Weight changes	<input type="checkbox"/> no <input type="checkbox"/> yes _____
Vision Changes	<input type="checkbox"/> no <input type="checkbox"/> yes _____
Upset Stomach	<input type="checkbox"/> no <input type="checkbox"/> yes _____
ALLERGIC	
Hay fever	<input type="checkbox"/> no <input type="checkbox"/> yes _____
Food allergies	<input type="checkbox"/> no <input type="checkbox"/> yes _____
Eye itchiness	<input type="checkbox"/> no <input type="checkbox"/> yes _____
Nose itchiness	<input type="checkbox"/> no <input type="checkbox"/> yes _____
Sneezing	<input type="checkbox"/> no <input type="checkbox"/> yes _____

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 processes.

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 a minor, 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 exceed 40 pages, however, this fee may be higher. 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; \$25 for a 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. A collection fee (\$25 for balances less than \$75, and \$50 for balances over \$75) and all accrued statement fees will be added to the account balance when the account 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

Signature of Responsible Party

Date (2020)

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**