

**ENT Family Clinic ~ Sinus and Snoring MD**  
**Patient Registration Form**



**Patient Information**

Last Name		MI	First Name	
Gender	Social Security Number	Date of Birth		Marital Status
Address		City		State   Zip
Email Address		Cell Phone		Home Phone
Primary Care Physician Name		Primary Care Physician Phone Number/Address/Town		
Other Physician Referred By Name, if applicable		Other Physician Phone Number/Address/Town		
Pharmacy Name		Pharmacy Address		
Emergency Contact Name		Relationship to Patient	Phone	

**Insurance Information**

**Primary Insurance**

Insurance Carrier Name	Group Number	ID Number
Insured's Name	Insured's Birthdate	Relationship to Insured

**Secondary Insurance** (If you do not have secondary or a supplement insurance, please write NONE in the box below)

Insurance Carrier Name	Group Number	ID Number
Insured's Name	Insured's Birthdate	Relationship to Insured

**Responsible Party**

Billing Name (if other than patient)	Phone	Relationship to Patient
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**DISCLAIMER**

We accept assignment and participate in most insurance plans. If your insurance is not a plan we participate in, payment in full is expected at each visit. Knowledge of your insurance benefits is your responsibility. Please contact your insurer with any questions you may have regarding your coverage to receive the maximum benefit. We must obtain a copy of your driver's license and current valid insurance card to provide proof of insurance. If you fail to provide us with the correct insurance information, or your insurance changes and you fail to notify us in a timely manner, you may be responsible for the balance of the claim. Most insurance companies have time filing restrictions; if a claim is not received within 30 days of the date of service, it can be rendered ineligible for payment and you will be responsible for the balance that remains. If your account is more than 90 days past due, it will automatically forward to our collection agencies system. Partial payments will not be accepted unless otherwise negotiated. By signing this statement, I agree to assume responsibility for services not paid by my health insurance, in whole or part. I further authorize the release of any medical information necessary to process my claims

Signature of Patient or Guardian

Date

\_\_\_\_\_

\_\_\_\_\_

**ENT Family Clinic ~ Sinus and Snoring MD**  
**Questionnaire**



Name: \_\_\_\_\_ Date: \_\_\_\_\_ DOB: \_\_\_\_\_

Please place a checkmark in the column to the right of the symptom if you are experiencing these issues.

(Por favor, coloque una marca de verificación en la columna a la derecha del síntoma si está experimentando esos problemas.)

<u>English</u>	[ ]	<u>Spanish</u>
1. Need to blow nose	[ ]	1. Necesidad de sonarse la nariz
2. Sneezing	[ ]	2. Estornudos
3. Runny nose	[ ]	3. Goteo de nariz
4. Nasal obstruction	[ ]	4. Obstrucción nasal
5. Loss of smell or taste	[ ]	5. Pérdida del olfato o del gusto
6. Cough	[ ]	6. Tos
7. Post-nasal discharge	[ ]	7. Secreción postnasal
8. Thick nasal discharge	[ ]	8. Secreción nasal espesa
9. Ear fullness	[ ]	9. Sensación de plenitud en el oído
10. Ear pain	[ ]	10. Dolor de oído
11. Facial or sinus pain/pressure	[ ]	11. Dolor o presión en la cara o senos paranasales
12. Difficulty falling asleep	[ ]	12. Dificultad para conciliar el sueño
13. Waking up at night	[ ]	13. Despertar durante la noche
14. Lack of a good night's sleep	[ ]	14. Falta de una buena noche de sueño
15. Waking up tired	[ ]	15. Despertarse cansado
16. Fatigue	[ ]	16. Fatiga
17. Ear pressure	[ ]	17. Presión en el oído
18. Ear popping	[ ]	18. Sensación de los oídos tapados
19. Ear fluid	[ ]	19. Fluido en el oído
20. Clogged ear	[ ]	20. Oído tapado
21. Ear pain while flying	[ ]	21. Dolor de oído al volar
22. Sinus pain while flying	[ ]	22. Dolor de senos paranasales al volar
23. Ear pain with the change of weather	[ ]	23. Dolor de oído con el cambio de clima
24. Sinus pain with change of weather	[ ]	24. Dolor de senos paranasales con el cambio de clima
25. Frequent sinus infections	[ ]	25. Infecciones sinusales frecuentes
26. Nasal congestion	[ ]	26. Congestión nasal
27. Nasal allergies	[ ]	27. Alergias nasales
28. Mouth dryness in the morning	[ ]	28. Sequedad bucal por la mañana
29. Mouth breathing at night	[ ]	29. Respiración bucal durante la noche
30. Throat clearing	[ ]	30. Aclarar la garganta

Patient Name: \_\_\_\_\_ Gender: \_\_\_\_\_ Age: \_\_\_\_\_ Date: \_\_\_\_\_

Reason for visit: \_\_\_\_\_

Occupation: \_\_\_\_\_ Language Preferred: \_\_\_\_\_

**Medical History- Please check all that apply below:**

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Seizures               | <input type="checkbox"/> Sinus Infections     | <input type="checkbox"/> Heart Attack/Irregular Heartbeat |
| <input type="checkbox"/> Stroke/TIA             | <input type="checkbox"/> Stuffy Nose          | <input type="checkbox"/> Kidney Issues/Disease            |
| <input type="checkbox"/> Acid Reflux/GERD/Ulcer | <input type="checkbox"/> Sleep Apnea          | <input type="checkbox"/> Liver Disease/Hepatitis          |
| <input type="checkbox"/> Dizziness/Vertigo      | <input type="checkbox"/> Asthma               | <input type="checkbox"/> Diabetes                         |
| <input type="checkbox"/> Headaches/Migraines    | <input type="checkbox"/> Difficulty Breathing | <input type="checkbox"/> Thyroid Disease                  |
| <input type="checkbox"/> Hearing Loss/Tinnitus  | <input type="checkbox"/> COPD                 | <input type="checkbox"/> Anemia                           |
| <input type="checkbox"/> Nose Bleeds            | <input type="checkbox"/> Shortness of Breath  | <input type="checkbox"/> Bleeding Problems/Easy Bruising  |
| <input type="checkbox"/> Postnasal Drip         | <input type="checkbox"/> High Blood Pressure  | <input type="checkbox"/> Positive HIV Aids                |
| <input type="checkbox"/> Snoring                | <input type="checkbox"/> Heart Murmur         | <input type="checkbox"/> Paralysis/Muscle Disease         |

**Other medical conditions not listed above:** \_\_\_\_\_

**Social History:**

Do you use tobacco? \_\_\_\_\_ If yes, how much per day: \_\_\_\_\_ How many years: \_\_\_\_\_

Do you, or have you used recreational drugs? \_\_\_\_ yes \_\_\_\_ no

Do you drink alcohol? \_\_\_\_\_ If yes, how much in a week? \_\_\_\_\_

**Surgical History:** Please list all operations and hospitalizations you have ever had, along with approximate dates:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Are you on blood thinners?** \_\_\_\_\_ Yes \_\_\_\_\_ No

**List Current Medications** (prescription and nonprescription) and supplements: None

1.	2.	3.
4.	5.	6.
7.	8.	9.

**List all Known Allergies:** None

1.	2.	3.
4.	5.	6.

I agree that all the information above is complete and correct.

Patient or Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

ENT Family Clinic ~ Sinus and Snoring MD  
HIPAA Consent Form



Our Notice of Privacy Practices provides information about how we may use or disclose your protected health information. The notice contains a patient’s rights section describing your rights under law. You establish that by your signature you have reviewed our notice before signing this consent.

The terms of the notice may change, if so, you will be notified at your next visit to update your signature/date.

You have the right to restrict how your protected health information is used and disclosed for treatment, payment, or healthcare operations. We are not required to agree with this restriction, but if we do, we shall honor this agreement. The HIPAA (Health Insurance Portability and Accountability Act of 1996) law allows for the use of the information for treatment, payment, or healthcare operations.

By signing this form, you consent to your use and disclosure of your protected healthcare information and potentially anonymous usage in a publication. You have the right to revoke this consent in writing, signed by you. However, such a revocation will not be reactive.

**By signing this form, I understand that:**

- Protected health information may be disclosed or used for treatment, payment, or healthcare operations.
- The practice reserves the right to change the privacy policy as allowed by law.
- The practice has the right to restrict the use of the information, but the practice does not have to agree to those restrictions.
- The patient has the right to revoke this consent in writing at any time and all full disclosures will then cease.
- The practice may condition receipt of treatment upon execution of this consent.

**I acknowledge that I was provided with the Notice of Privacy Practices for Ear, Nose and Throat Family Clinic**

Print Name of Patient: \_\_\_\_\_

Signature of Patient or Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

**Please answer the following questions below by circling your response:**

May we contact you by phone, email, or text to confirm appointment?      Yes      No

May we leave a message on your answering machine at home or cell phone?      Yes      No

May we discuss your medical condition with any member of your family?      Yes      No

**ENT Family Clinic may discuss my condition with the following people:**

<u>Name</u>	<u>Relationship</u>
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____

ENT Family Clinic ~ Sinus and Snoring MD  
Authorizations and Disclosures



These AUTHORIZATIONS & DISCLOSURES MUST BE SIGNED BY THE PATIENT, or by the party legally and financially responsible for a minor or physically or mentally incapacitated patient. PLEASE READ EACH AUTHORIZATION CAREFULLY.

**Authorization to Release Medical Information:** For purpose of reimbursement, FMLA, life insurance, and disability, Sinus and Snoring MD and each attending or treating practitioner, including, but not limited to pathology, surgical facility, anesthesia, radiology, and laboratory providers, are hereby authorized and directed to disclose all or any part of the medical record for this admission to my employer, insurance companies, other third-party payors, or agencies as may be necessary to verify or process all claims for coverage, third party reimbursement or any formal correspondence. Unless specifically instructed otherwise, Sinus and Snoring MD and each attending or treating practitioner are hereby authorized and directed, during this period of admission, to disclose information to the patient’s spouse, children, parents, and any other person authorized to consent to treatment under 431.061-065, RSMO (1979). Each of the undersigned does hereby release and hold Sinus and Snoring MD, its officers, directors, agents, employees, and all examining and treatment practitioners harmless of and from all costs, lost damage, or liability resulting from or arising out of such disclosures.

**Notice of Financial Responsibility:** I understand that I am financially responsible to Sinus and Snoring MD for all charges associated with the services rendered by Sinus and Snoring MD, whether through a self-pay arrangement or assignment of applicable medical benefits under which I am a covered beneficiary. Sinus and Snoring MD verifies insurance benefits, however exact coverage and benefits cannot be determined until the claim is received and reviewed by my insurance carrier. I understand this is not a guarantee of payment from an insurance carrier, and all benefits are subject to the conditions and limitations of the plan and are subject to change. I understand that I am financially responsible for my deductible, co-insurance, and copay; as well as charges not covered by an assignment of benefits, or for charges that the insurance carrier declines to pay. When a health plan denies some or all the charges, Sinus and Snoring MD will pursue the internal appeals provided by the health plan and will bill the patient for any amounts that remain outstanding after the appeals are exhausted. I further acknowledge:

1. Sinus and Snoring MD may be a non-participating provider with my insurance plan, the status of which I have been informed of, and I have chosen to obtain services at this facility.
2. Fees for pathology and laboratory services are not included in the global billing of Sinus and Snoring MD and are billed separately where applicable.
3. When a payment is received by the patient, directly from the health plan they have Sinus and Snoring MD, the patient must endorse and forward the payment and Explanation of Benefits to Sinus and snoring MD as soon as the payment is received to avoid additional financial liability.

Print Name of Patient \_\_\_\_\_

Signature of Patient or Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

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