

**Associates in Otolaryngology of New Jersey, PA**

**Patient Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_ **Age:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

(STREET ADDRESS ONLY, NO PO Boxes)

**Home Phone # :** \_\_\_\_\_ **Cell #** \_\_\_\_\_ Sex: M \_\_\_ F \_\_\_ Student? FT \_\_\_ PT \_\_\_

Marital Status: Married \_\_\_ Single \_\_\_ Widowed \_\_\_ Divorced \_\_\_ Social Security #: \_\_\_ - \_\_\_ - \_\_\_

Employer Name: \_\_\_\_\_ Work Phone #: \_\_\_\_\_

Employer Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

**EMERGENCY CONTACT:** \_\_\_\_\_ Emergency Phone #: \_\_\_\_\_

Primary Care Physician (First and Last Name): \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

**Guardian / Spouse Information**

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Sex: M \_\_\_ F \_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ SS#: \_\_\_ - \_\_\_ - \_\_\_ Relationship to Patient: \_\_\_\_\_

Employer Name: \_\_\_\_\_ Work Phone#: \_\_\_\_\_

**Primary Insurance**

Name of Insurance: \_\_\_\_\_ ID #: \_\_\_\_\_ Group #: \_\_\_\_\_

Policy Holder: \_\_\_\_\_ Relationship to Patient: \_\_\_\_\_

Policy Holder's Date of Birth: \_\_\_\_\_ Policy Holder's SS#: \_\_\_ - \_\_\_ - \_\_\_

Employer Name: \_\_\_\_\_

**Secondary Insurance**

Name of Insurance: \_\_\_\_\_ ID #: \_\_\_\_\_ Group #: \_\_\_\_\_

Policy Holder: \_\_\_\_\_ Relationship to Patient: \_\_\_\_\_

Policy Holder's Date of Birth: \_\_\_\_\_ Policy Holder's SS#: \_\_\_ - \_\_\_ - \_\_\_

Employer Name: \_\_\_\_\_

**Private Insurance Authorization of Benefits Release:**

I, the undersigned, authorize payment of medical benefits to Associates in Otolaryngology of New Jersey, PA for any services furnished me by the physician. I understand that I am financially responsible for any amount not covered by my contract. I also authorize you to release to my insurance company or their agent information concerning health care, advice, treatment or supplies provided to me. This information will be used for the purpose of evaluating and administering claims of benefits.

\_\_\_\_\_  
(Patient, Parent/Guardian Signature (If child is under 18 years of age)

\_\_\_\_\_  
Date

**Medicare Lifetime Signature on File:**

I request that payment of authorized Medicare benefits be made on my behalf to Associates in Otolaryngology of New Jersey, PA for any services furnished me by the physician. I authorize my holder of medical information about me to release to the Health Care Financing Administration and its agents any information to determine these benefits payable for related services.

\_\_\_\_\_  
Patient Signature

\_\_\_\_\_  
Date

Associates in Otolaryngology of New Jersey, PA

Patient Name: \_\_\_\_\_

Reason for seeing the doctor today: \_\_\_\_\_

Consultation requested by: \_\_\_\_\_

**Personal and Family Medical History:** Have you, or a family member, been diagnosed with any of the following medical problems: Please indicate: Yes or No, Who and the year and age diagnosed.

<u>Ailment</u>	<u>Yes/No</u>	<u>Patient/Family</u>	<u>Onset/Age</u>
Heart Disease	_____	_____	_____
High Blood Pressure	_____	_____	_____
Thyroid Disease	_____	_____	_____
Kidney Disease	_____	_____	_____
Diabetes	_____	_____	_____
Blood Disease	_____	_____	_____
Asthma	_____	_____	_____
Arthritis	_____	_____	_____
Cancer	_____	_____	_____
Glaucoma	_____	_____	_____
Migraines	_____	_____	_____
Jaundice	_____	_____	_____
Other:	_____	_____	_____

Prescription Medications: \_\_\_\_\_

Over the Counter Medications: \_\_\_\_\_

Do you currently smoke: Yes \_\_\_ No \_\_\_ If yes, how much: \_\_\_\_\_ If No, did you ever smoke? \_\_\_\_\_

Do you drink coffee/tea/soft drinks: Yes \_\_\_ No \_\_\_ If yes, how much? \_\_\_\_\_

Do you drink alcohol/wine/beer? Yes \_\_\_ No \_\_\_ If yes, how much? \_\_\_\_\_

Have you been hospitalized recently? (If yes, please explain)  
\_\_\_\_\_  
\_\_\_\_\_

Any allergic reactions to Medications or Anesthesia? Yes \_\_\_ No \_\_\_

If yes, please explain:  
\_\_\_\_\_

Do you suffer from hay fever or allergies? Yes \_\_\_ No \_\_\_

Do you bleed/bruise easily? Yes \_\_\_ No \_\_\_

Have you had blood blots in your legs or lungs? Yes \_\_\_ No \_\_\_

M. D. Initials \_\_\_\_\_

**Associates in Otolaryngology of New Jersey, PA**

**FINANCIAL POLICY**

We are committed to providing you with the best possible care. If you have medical insurance, we are anxious to help you receive your maximum allowable benefits. In order to achieve these goals, we need your assistance and your understanding of our payment policy.

If we do not have a contractual agreement with your insurance company, payment for the office services is due at the time services are rendered. We will be happy to help you process your insurance claim for reimbursement. Any such request must be accompanied by an insurance claim form when indicated by your insurance company. In special instances, we accept assignment of insurance benefits.

Returned checks and balances older than 90 days may be subject to additional collection fees.

We will gladly discuss proposed treatment and answer any questions relating to your insurance. You must realize, however, that;

- 1: If you have an indemnity plan, your insurance is a contract between you, your employer and the insurance company.
- 2: Our fees are generally considered to fall within the acceptable range by most companies and, therefore, are covered up to the maximum allowances determined by each carrier. Thus, our fees are considered to be usual and customary by most Companies. This statement does not apply to companies who reimburse on an arbitrary "schedule" of fees, which bears no relationship to the current standard and cost of care in this area.
- 3: Not all services are covered benefits in all contracts. Some insurance companies arbitrarily select certain services they will not cover.
- 4: All co-payments are to be made at the time of service.
- 5: If your insurance is an HMO, you are responsible to supply this office with the referral and/or authorization forms PRIOR to being examined.
- 6: You are responsible for informing us of any changes in your insurance plan or policy. Failure to do so may result in denial of coverage, the fees for which you will be held responsible.

If you do not have the proper forms described in your insurance handbook, then you MUST reschedule or, if your plan offers "Out of Network" benefits, then you may be seen as an "Out of Network" patient at a somewhat higher cost to you.

We must emphasize that as medical care providers we are dedicated to providing you the best treatment for our patients. We will do our best in the filing of insurance claims; however, all charges are your responsibility from the date services are rendered.

Thank you for your understanding of our Office Financial Policy. If you have any questions, Please do not hesitate to ask.

I have read the Office Financial Policy of Associates in Otolaryngology of New Jersey, PA, and I understand and agree to this policy.

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Signature of Patient/Parent/Guardian

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Date

**Associates in Otolaryngology of New Jersey, PA**  
**741 Northfield Avenue**  
**Suite 104**  
**West Orange, NJ 07052**  
**973-243-0600**

PATIENT NAME: \_\_\_\_\_ Patient #: \_\_\_\_\_

**PROCEDURE CONSENT FORM**

As Board Certified specialist, we routinely perform procedures to treat and /or diagnose conditions of the ears, nose and throat. These procedures, ENDOSCOPIES and MICROSCOPIES are considered surgical procedures by your insurance company.

Diagnostic procedures allow the physician to examine the areas in the ears, nose and throat that cannot be visualized during a routine examination. Other procedures can treat a specific condition you are experiencing. Prior to the procedure being performed, the physician may spray a decongestant and topical anesthetic into each nostril, or in your throat. This will help with any slight discomfort you may experience. Once the anesthetic takes effect, the procedure will be performed. You may experience numbness for up to one hour after the procedure.

Your insurance company may not reimburse these "surgical" procedures at the same rate as your office visits. Please check with your insurance company if you are unsure of your benefits. When you receive your explanation of benefits, it will have listed these codes as surgeries, even though they were performed in the office.

By signing this form, you consent to these procedures being performed as medically necessary by your provider. This consent will remain in effect for future procedures unless otherwise noted.

\_\_\_\_\_  
PATIENT/PARENT/GUARDIAN SIGNATURE

\_\_\_\_\_  
DATE

**Associates in Otolaryngology of New Jersey, PA**  
**741 Northfield Avenue**  
**Suite 104**  
**West Orange, NJ 07052**  
**973-243-0600**

**ACKNOWLEDGEMENT OF RECEIPT OF NOTICE OF PRIVACY PRACTICES**

I acknowledge receipt of this date set forth below a copy of the Practice's "Notice of Privacy Practices"

\_\_\_\_\_  
Printed Name of Patient

\_\_\_\_\_  
Patient's Date of Birth

\_\_\_\_\_  
Signature of Patient (Or patient's personal representative)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name of patient's personal representative

\_\_\_\_\_  
Relationship of personal representative to  
Patient or personal representative's  
authority to act for the patient, if applicable

\_\_\_\_\_  
Date

**Associates in Otolaryngology of New Jersey, PA**

**CANCELLATION POLICY**

Appointments missed or cancelled without a 24 hour notification will be assessed a \$25.00 fee. Out of respect and consideration for other patients, anyone arriving late for their appointment may be asked to reschedule. In select cases, you may be asked to provide a name of another ENT provider to whom we may forward your records.

I have read and understand the Appointment Cancellation Policy.  
I understand that this is a NON-REFUNDABLE fee and NON-BILLABLE to my insurance company.

\_\_\_\_\_  
Signature of Patient or Parent/Guardian

\_\_\_\_\_  
Date

**NO ELECTRONIC RECORDING DEVICE POLICY**

To ensure confidentiality and privacy, any type of electronic recording is strictly prohibited at any location within these offices including, but not limited to, our waiting rooms, front desk areas, hallways, exam rooms, bathrooms, lounge area, etc.

Your signature indicates your understanding and agreement to comply with this policy.

\_\_\_\_\_  
Signature of Patient or Parent/Guardian

\_\_\_\_\_  
Date