

The Ear, Nose and Throat Surgical Associates  
Drs. Ho • Lehman • Kielmovitch • Taggart • Baylor • Tipirneni  
• Spector • Patni • Tran • Kang • Shami • Savage • Jeff Fichera, PA-C

Date: \_\_\_\_\_

PLEASE PRINT LEGIBLY

Chart # \_\_\_\_\_

**PATIENT INFORMATION**

Legal Name: Mr. Mrs. Ms. \_\_\_\_\_  
(Circle One) (Last) (First) (Middle)

Address: \_\_\_\_\_  
(Street) (Apt. #) (City) (State) (Zip)

Mailing Address: \_\_\_\_\_  
(if different from above) (Street) (Apt. #) (City) (State) (Zip)

Home Phone: (\_\_\_\_\_) Work Phone: (\_\_\_\_\_) Cell Phone: (\_\_\_\_\_) \_\_\_\_\_

Pager Number: (\_\_\_\_\_) E-Mail Address: \_\_\_\_\_

Child  Single  Divorced  Married  Widow Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_  M  F

Patient's Social Security #: \_\_\_\_\_ Spouse Parent Guardian (Name): \_\_\_\_\_  
(Circle One) (If Guardian, please provide copy of court order)

Patient's Employer or  School: \_\_\_\_\_ Patient's Occupation: \_\_\_\_\_

Referring Physician: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
(First and Last Name)

**COMPLETE SECTION BELOW IF YOU ARE A PARENT/GUARDIAN OF A MINOR PATIENT**

Legal Name: Mr. Mrs. Ms. \_\_\_\_\_  M  F D.O.B. \_\_\_\_\_ SS#: \_\_\_\_\_  
(Circle One) (Last) (First) (Middle)

Mailing Address: \_\_\_\_\_  
(Street) (Apt. #) (City) (State) (Zip)

Home Phone: (\_\_\_\_\_) Work Phone: (\_\_\_\_\_) Relationship to Patient: \_\_\_\_\_

Employer of Responsible Party: \_\_\_\_\_ Name of Spouse: \_\_\_\_\_

**INSURANCE COMPANY INFORMATION (Complete and give us your card to copy.)**

Name of Primary Insurance: \_\_\_\_\_

Primary Insured's Name: \_\_\_\_\_ D.O.B. \_\_\_\_\_ Social Security #: \_\_\_\_\_

*If insurance card is not available, please fill in the following information on your primary insurance:*

Claim Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

Ins. Co. Phone: \_\_\_\_\_ Group Name or No. \_\_\_\_\_ I.D. No. \_\_\_\_\_

Name of Secondary Insurance: \_\_\_\_\_

Primary Insured's Name: \_\_\_\_\_ D.O.B. \_\_\_\_\_ Social Security #: \_\_\_\_\_

*If insurance card is not available, please fill in the following information on your secondary insurance:*

Claim Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

Ins. Co. Phone: \_\_\_\_\_ Group Name or No. \_\_\_\_\_ I.D. No. \_\_\_\_\_

**PLEASE ANSWER THE FOLLOWING:**

1. Have you or anyone in your immediate family been a patient in any of our offices before?  Yes  No If YES, please list:  
Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Which Office? \_\_\_\_\_ When? \_\_\_\_\_
2. Have you been seen in the hospital by any of our physicians?  Yes  No If YES, name of our physician \_\_\_\_\_  
If YES, which hospital? \_\_\_\_\_ When? \_\_\_\_\_
3. Which of our offices is more convenient for you? (circle one) Winter Park Alt. Springs Orlando/Michigan St. Celebration
4. How did you find out about us?  Physician Referral  Friend/Relative  ER Which Hospital? \_\_\_\_\_  
 Yellow Pages  Insurance/Hospital Directory  Community Presentation By Our Physicians  
 Internet  Met the Physician Elsewhere  Other: \_\_\_\_\_

**Signatures Required on Back of Form**

# Signature Required in Three Places

## FINANCIAL POLICY PLEASE READ

Payment of charges is due at the time service is rendered, with the exception of HMO and PPO contracts. The patient will be given itemized receipts that will be sufficient to submit to an insurance company for reimbursement. In the event of a hospital admission and/or surgery, the office will file the charges to your insurance company, as a courtesy. However, financial responsibility remains with the patient. Any amount not covered by the insurance company is due from the patient. Accounts that have balances that are over 90 days past due could possibly be turned over to a collection agency unless previous arrangements have been made.

### HMO & PPO CONTRACTS

The office will file charges for the plans we participate with. Co-payments are due at the time services are rendered.

### MEDICARE

The Ear, Nose and Throat Surgical Associates accepts assignment on all Medicare claims. Please provide us with any additional insurance coverage you may have.

### PATIENT RESPONSIBILITY

**All patients are responsible for knowing the requirements of their insurance plans, including which labs and radiology facilities they may use, what services are covered, etc. Our staff will assist our patients, but we cannot be responsible for knowing or interpreting the benefits of each individual policy.**

## NOTICE OF PRIVACY PRACTICES AND FINANCIAL POLICY PLEASE SIGN

I have been provided the Notice of Privacy Practices and the financial policy of The Ear, Nose and Throat Surgical Associates. I understand that I may obtain a copy of each upon request.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please list any family members or significant others that you give your authorization for this practice to discuss any non-emergency medical/billing issues if you are not readily available. For example, if someone were to call on your behalf, they need to be listed here. *If none, write "None".*

Name, Relationship To You and Phone Number: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**You are responsible for notifying this practice of any changes to this list.**

## PLEASE READ AND SIGN THIS PATIENT CONSENT:

I hereby give my consent for any and all examinations, treatment, therapy, care, anesthetics, ear cleaning, administration of medications, and diagnostic procedures including scopes, during the course of my care. The risks and complications may include but are not limited to bleeding, infection, damage to adjacent tissues or organs, swelling, pain, anesthesia, or medication reactions.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## YOUR SIGNATURE WILL SERVE FOR ANY OR ALL OF THE FOLLOWING:

I hereby give consent to The Ear, Nose and Throat Surgical Associates to provide the necessary treatment the assigned physician and I have discussed.

**I am aware that payment is expected at the time service is rendered.**

Authorization of Medical Release: I authorize any physician examining and/or treating me to release to any third party (such as an insurance company or government agency) any medical information requested for use in determining claim for payment. I also request payment benefits either to myself or to the party who accepts assignment.

Lifetime Signature Authorization for Medicare: I authorize the release of any medical information necessary to process a claim. I also request payment benefits either to myself or to the party who accepts assignment.

Insurance Authorization (applies only as stated above): I authorize payment of medical benefits to the attending physician for services described.

I permit a copy of these authorizations and assignments to be used in place of this original which is on file at the physician's office.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Responsible Party

Revised 6/3/10

# The Ear, Nose and Throat Surgical Associates

## *Locations and Phone Numbers:*

### **Winter Park Office:**

201 N. Lakemont Ave., Suite 100  
Winter Park, FL 32792  
407-644-4883  
407-644-3697 Fax

### **Altamonte Springs Office:**

107 The Hermits Trail  
Altamonte Springs, FL 32701  
407-834-9120  
407-834-3432 Fax

### **Orlando Office:**

44 W. Michigan Street  
Orlando, FL 32806  
407-422-4921  
407-839-1746 Fax

### **Celebration Office:**

400 Celebration Place  
Suite A120  
Celebration, FL 34747  
407-422-4921  
407-839-1746 Fax