

**PATIENT INFORMATION**

Patient Name: \_\_\_\_\_ DOB: \_\_\_/\_\_\_/\_\_\_ SS#: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Sex: Male \_\_\_ Female \_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone#: (\_\_\_\_) \_\_\_\_\_

Race:  African American/Black  American Indian / Alaska Native  Asian  Native Hawaiian or Other Pacific Islander  White

Ethnicity:  Hispanic  Non-Hispanic  Declined

Other family members treated here: \_\_\_\_\_

Primary Care Physician: \_\_\_\_\_ Phone#: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Pharmacy : \_\_\_\_\_ Pharmacy Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_

Preferred Method of contact:  Email  Mail  Home Phone  Cell Phone  Text Message

Whom may we thank for referring you: \_\_\_\_\_

**PARENT(S) / LEGAL GUARDIAN INFORMATION**

Who has legal Custody of the Patient: ( )Parents ( )Mother Only ( ) Father Only ( ) \*Foster Parent ( ) Grandparent ( ) \*HRS/Other  
 \* APPROPRIATE PAPERWORK MUST BE PRESENTED AT TIME OF VISIT

Mother/Guardian's name: \_\_\_\_\_ DOB: \_\_\_/\_\_\_/\_\_\_ SS#: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Address:  Check here if same as above  
 \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home #: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell#: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Work#: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Check this box if we may use this cell # for text and/or robocall appointment reminders

Occupation: \_\_\_\_\_ Employer \_\_\_\_\_ Employer Address \_\_\_\_\_

Father/Guardian's name: \_\_\_\_\_ DOB: \_\_\_/\_\_\_/\_\_\_ SS#: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Address:  Check here if same as above  
 \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Occupation: \_\_\_\_\_ Employer \_\_\_\_\_ Employer Address \_\_\_\_\_

Home #: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell#: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Work#: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Check this box if we may use this cell # for text and/or robocall appointment reminders

Preferred Language: \_\_\_\_\_ Preferred method of contact: Email Phone Cell Phone

**EMERGENCY CONTACTS**

#1. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone#: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

#2. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone#: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

## INSURANCE INFORMATION

|  |               |                                |
|--|---------------|--------------------------------|
| Primary Insurance Carrier: _____               | Policy# _____ | Group# _____                   |
| Policyholder's Name: _____ Date of Birth _____ |               |                                |
| Policyholder's SS#: _____                      |               | Relationship to patient: _____ |
| Claims Address: _____                          | City: _____   | State: _____ Zip: _____        |
| Eligibility Phone# (_____) _____ - _____       |               |                                |
|  |               |                                |
| Secondary Insurance Carrier: _____             | Policy# _____ | Group# _____                   |
| Policyholder's Name: _____ Date of Birth _____ |               |                                |
| Policyholder's SS#: _____                      |               | Relationship to patient: _____ |
| Claims Address: _____                          | City: _____   | State: _____ Zip: _____        |
| Eligibility Phone# (_____) _____ - _____       |               |                                |

## ASSIGNMENT OF BENEFITS/ACKNOWLEDGMENTS

I request that payment of authorized insurance benefits be made on my behalf to Florida Pediatric Associates, LLC for any medical services provided to me by that organization. I authorize the release of any medical or other information necessary to determine these benefits or the benefits payable for related equipment or services to the organization, the Health Care Financing Administration, my insurance carrier or other medical entity. A copy of this authorization will be sent to the Health Care Financing Administration, my insurance company or other entity if requested. The original will be kept on file by the organization.

I understand that I am financially responsible to the organization for any charges not covered by health care benefits. It is my responsibility to notify the organization of any changes in my health care coverage. In some cases, exact insurance benefits cannot be determined until the insurance company receives the claim. I am responsible for the entire bill or balance of the bill as determined by the organization and/or my health care insurer if the submitted claims or any part of them are denied for payment.

I understand that by signing this form I am accepting responsibility as explained above for all payment for products received. By signing this document, I also acknowledge that I have received a copy of the organization's Notice of Privacy Practices. This acknowledgement is required by the Health Insurance Portability and Accountability Act (HIPAA) to ensure that I have been made aware of my privacy rights.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

## OFFICE POLICY FOR PAYMENT

our office is a participating provider with your insurance carrier, all non-covered services, co-pays, and or deductibles will be collected at the time of each visit. Arrangements for anything other than full payment at the time of service must be made prior to your appointment. It is the responsibility of the guarantor to understand and accept the guidelines set up within the individual's insurance plan. If you are unable to provide us with complete insurance information at the time of your visit you will be responsible for payment of services IN FULL. I understand that I am financially responsible for any balance not covered by my insurance carrier. I further understand and agree, that if I fail to make timely payments on my account, I will be responsible for any and all reasonable costs of collection, including filing fees as well as reasonable attorney's fee.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

## LATE ARRIVALS / CANCELLATIONS / NO SHOW POLICY

Patients arriving more than 15 minutes after their scheduled appointment time may be rescheduled. Late arrivals may be seen later only if open appointment is available. If you call to alert us of your late arrival, we will try our best to work you into the day's schedule but cannot guarantee you will be seen the same day as your appointment.

Cancellation of office visits require a 24 hour notice or are subject to a \$25.00 charge.

Our office also has a No Show policy of \$25.00 if you miss your appointment. Excessive "No Show" visits without cancellation may result in you being discharged from our care.

I have read and understand the policy for late arrivals, cancellations and no-show visits and agree to the terms as stated.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_