

NEW PATIENT INTAKE FORM

PLEASE PRINT AND COMPLETE ALL ENTRIES

FIRST NAME		LAST NAME		DATE OF BIRTH
SEX <input type="checkbox"/> Male <input type="checkbox"/> Female	SOCIAL SECURITY	PHONE NUMBER	EMAIL ADDRESS	
ADDRESS				
CITY			STATE	ZIP CODE
MARITAL STATUS <input type="checkbox"/> SINGLE <input type="checkbox"/> MARRIED	SPOUSES NAME		SPOUSE PHONE NUMBER	
EMERGENCY CONTACT	RELATIONSHIP	PHONE NUMBER		

INSURANCE INFORMATION

DO YOU HAVE INSURANCE? <input type="checkbox"/> YES <input type="checkbox"/> NO	PRIMARY CARD HOLDER <input type="checkbox"/> SELF <input type="checkbox"/> SPOUSE <input type="checkbox"/> PARENT <input type="checkbox"/> OTHER	PRIMARY POLICY HOLDER NAME
PRIMARY INSURANCE COMPANY	PRIMARY ID NUMBER	PRIMARY GROUP NUMBER
DO YOU HAVE SECONDARY INSURANCE? <input type="checkbox"/> YES <input type="checkbox"/> NO	SECONDARY CARD HOLDER <input type="checkbox"/> SELF <input type="checkbox"/> SPOUSE <input type="checkbox"/> PARENT <input type="checkbox"/> OTHER	SECONDARY POLICY HOLDER NAME
SECONDARY INSURANCE COMPANY	SECONDARY ID NUMBER	SECONDARY GROUP NUMBER

PAYMENT POLICIES

- You are financially responsible for anything insurance does not cover. All copays are due and payable at each visit. The amount your insurance will allow and pay for and your financial responsibility is determined by your insurance company and the policy you have chosen. Your claim will be processed according to the benefits of your insurance plan. The deductible, co-insurance and co-pay are your financial responsibility. It is your responsibility to understand your insurance plan.
 - \$5 Fee for Co-pays not paid at the time of service.
- \$50 No Show Fee for any Missed Appointment that was not cancelled or rescheduled 24 hours prior to the appointment. Please be considerate and call at least 24 hours before your appointment if you cannot come in.
 - \$35 NSF charge for any returned check from the bank.
- If you are a private patient without insurance, all charges are due at the time of the visit. We do not send a statement to private pay patients.

PRESCRIPTION POLICY

PHARMACY NAME	PHARMACY PHONE NUMBER
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- Please do not wait until your last pill to call for a refill. There is a 72 hour turn around for prescription refills. If you have not seen the Physician in six months, the prescription will be Denied.

PATIENT SIGNATURE	DATE
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