

DATE: \_\_\_\_\_ DOCTOR \_\_\_\_\_  
TIME \_\_\_\_\_

ADULT INFORMATION SHEET

FULL NAME \_\_\_\_\_

NICKNAME: \_\_\_\_\_ SEX: \_\_\_\_\_ BIRTHDATE: \_\_\_\_\_ AGE: \_\_\_\_\_

SOCIAL SECURITY #: \_\_\_\_\_ HOME PHONE #: \_\_\_\_\_ CELL PHONE #: \_\_\_\_\_

MAILING ADDRESS: STREET \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PLACE OF EMPLOYMENT: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

OCCUPATION: \_\_\_\_\_ WORK PHONE #: \_\_\_\_\_

\_\_\_\_\_ SINGLE \_\_\_\_\_ MARRIED \_\_\_\_\_ WIDOWED \_\_\_\_\_ SEPARATED \_\_\_\_\_ DIVORCED

SPOUSE'S FULL NAME: \_\_\_\_\_

LAST FIRST MI

BIRTHDATE: \_\_\_\_\_ SOCIAL SECURITY #: \_\_\_\_\_

SPOUSE'S PLACE OF EMPLOYMENT \_\_\_\_\_ EMAIL: \_\_\_\_\_

OCCUPATION \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

HOW WOULD YOU LIKE TO BE NOTIFIED FOR APPOINTMENT CONFIRMATION?

EMAIL  PHONE

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\*\* HOW DID YOU HEAR ABOUT OUR CLINIC? \_\_\_\_\_

\*\* WHO IS RESPONSIBLE FOR THIS BILL? \_\_\_\_\_

\*\* WHICH PHYSICIAN REQUESTED THIS CONSULTATION? \_\_\_\_\_ CITY/STATE \_\_\_\_\_

\*\* FAMILY DOCTOR? \_\_\_\_\_ CITY/STATE \_\_\_\_\_

\*\* WHO CAN WE CONTACT IN CASE OF EMERGENCY? \_\_\_\_\_

RELATIONSHIP: \_\_\_\_\_ PHONE #: \_\_\_\_\_

\*\* I AUTHORIZE THE RELEASE OF ANY MEDICAL INFORMATION NECESSARY TO PROCESS ANY CLAIM FILED OR RELEASE MEDICAL RECORDS ON MY BEHALF.

\*\* I ALSO ASSIGN ANY BENEFITS FROM MY INSURANCE COMPANY LISTED ABOVE TO THE PHYSICIAN FOR SERVICES DESCRIBED ON THE CLAIM FORM.

FINANCIAL AGREEMENT: I fully understand that I am ultimately responsible for any and all charges associated with my account and that if I fail to pay any amount due, I will also be responsible for all collection fees, court costs, attorney fees, and any other charges incurred in the collection of any balance due.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_



PATIENT NAME: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

NEVER SMOKER: X	CURRENT SMOKER: complete below	FORMER SMOKER: complete below
	# Packs Per Day:	Year You Quit:
SMOKELESS TOBACCO?	# Cigarettes Per Day:	# Packs Per Day Used to Smoke:
	How Many Years Smoking?:	# Years You Smoked:

DRINK ALCOHOL : NO: _____ YES: _____ (if yes complete below)	
1. ___ SOCIALLY 2. ___ INFREQUENTLY 3. ___ FREQUENTLY	
1. BEER _____	2. LIQUOR _____ 3. WINE _____
# Drinks per Week _____	# Drinks Per Month _____

- RECREATIONAL DRUG USE? Yes / No : (LIST TYPE): \_\_\_\_\_
- SURGERIES: LIST ALL SURGERY THAT THE PATIENT HAS HAD: \_\_\_\_\_

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Date of Last Flu Shot, MONTH AND YEAR:	_____
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Date of Last Pneumonia Shot, MONTH AND YEAR:	_____
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- FAMILY (Mother, Father, Sister, Brother, Daughter, Son) MEDICAL HISTORY :**  
*(M) Mother ; (F) Father ; (S) Sister ; (B) Brother; (D) Daughter ; (SON) Son*

ADOPTED HISTORY UNKNOWN			ALLERGIC RHINITIS	
FOOD ALLERGY-(LIST)			PET ALLERGY	
ALZHEIMER'S			ARTHRITIS	
ASTHMA			AUTISM	
CORONARY ARTERY DISEASE			COPD	
CANCER (LIST TYPE):			DIABETES	
GERD (ACID REFLUX)			FIBROMYALGIA	
HEADACHES/MIGRAINES			HEARING LOSS	
HEART DISEASE			HIGH BLOOD PRESSURE	
KIDNEY DISORDER			MENIERE'S DISEASE	
SLEEP APNEA			PARKINSON'S	
SEIZURES			SKIN DISORDER	
CHRONIC SINUS PROBLEM			STROKE	
THYROID DISORDER			VERTIGO (dizziness)	

	(X) CURRENT	(X) PAST		(X) CURRENT	(X) PAST
ADHD			CANCER (LIST Type):		
ALCOHOLISM			ALLERGIC RHINITIS		
ALLERGY TESTS			EGG ALLERGY		
MILK ALLERGY			PEANUT ALLERGY		
PET ALLERGY			SEAFOOD ALLERGY		
ALZHEIMER'S			ANEMIA		
ANXIETY			ARTHRITIS / RHEUMATOID ARTHRITIS		
ASTHMA			ATRIAL FIBRILLATION		
AUTISM			NECK PAIN		
CHEST PAIN			CONGESTIVE HEART FAILURE		
COPD			CORONARY ARTERY DISEASE		
DENTAL CAVITIES			DEPRESSION		
DIABETES			EMPHYSEMA		
FIBROMYALGIA			TOBACCO SMOKE EXPOSURE AT HOME		
GERD (ACID REFLUX)			GRAVE'S DISEASE		
HEARING LOSS			HEART ATTACK		
HEART DISEASE			HIGH BLOOD PRESSURE		
HEPATITIS (Type):			HUMAN IMMUNODEFICIENCY VIRUS / HIV		
HIGH CHOLESTEROL			HIGH LIPIDS		
IMPACTED EAR WAX			INSOMNIA		
IRRITABLE BOWEL SYNDROME			KIDNEY DISORDER		
LARYNGEAL CANCER			HOARSENESS		
LUPUS			MENIERE'S DISEASE		
MIGRAINES			MITRAL VALVE DISORDER		
OSTEOARTHRITIS			OSTEOPOROSIS		
EAR INFECTIONS, CHRONIC			SLEEP APNEA: CPAP or BIPAP		
PARKINSON'S			CHRONIC SORE THROAT / TONSILLITIS		
SEIZURE DISORDER			SKIN DISORDER		
SINUS INFECTION			STROKE		
PARATHYROID DISORDER			THYROID DISORDER: Nodule, HYPOTHYROID, HYPERTHYROID; Goiter		
VERTIGO (DIZZINESS)			VISUAL IMPAIRMENT: Glasses, Contacts		
CURRENT SMOKER			SEXUALLY TRANSMITTED DISEASE		
OTHER CONDITION- PLEASE LIST:			OTHER CONDITION:		

**COMPLETE NEXT PAGE**





## Ear, Nose and Throat Physicians, P.A.

### Consent for Treatment

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

Date of Birth: \_\_\_\_\_

Relationship to Patient: \_\_\_\_\_

#### **CHILDREN** (FAMILY MEMBERS ONLY)

PLEASE LIST ALL PERSONS THAT MAY BRING YOUR CHILD TO OUR CLINIC AND THAT WE MAY TALK TO REGARDING YOUR CHILD'S CARE AND TREATMENT:

(EXAMPLE: GRANDPARENTS, AUNTS/UNCLES, ETC.)

_____	_____
_____	_____
_____	_____

ONLY PARENTS OR LEGAL GUARDIANS MAY SIGN CONSENTS FOR SURGERY OR GET COPIES OF MEDICAL RECORDS.

#### **ADULTS** (FAMILY MEMBERS ONLY)

PLEASE LIST ALL PERSONS WHO MAY HAVE ACCESS TO YOUR MEDICAL RECORD:

_____	_____
_____	_____
_____	_____

\_\_\_\_\_  
SIGNATURE OF PATIENT, PARENT, OR GUARDIAN

\_\_\_\_\_  
DATE

PATIENT NAME \_\_\_\_\_ DOB: \_\_\_\_\_

**ASSIGNMENT OF INSURANCE AND/OR MEDICARE AND MEDICAID BENEFITS**

Medicare and/or Medicaid: I hereby request that payment of authorized Medicare/Medicaid benefits to or on my behalf for services rendered by ENT Physicians of North MS, P.A. or my physician(s) shall be made to ENT Physicians of North MS, P.A. or my physician(s), and I specifically assign such benefits to ENT Physicians of North MS, P.A. and my physician(s). I hereby certify that all information given by me in connection with applying for benefits under Title XVII of the Social Security Act is true, correct and complete in all respects. I understand that payment for certain services not deemed medically necessary by Medicare/Medicaid or, not authorized under the Medicare/Medicaid program, that I may be responsible for the entire charge incurred unless other third party coverage is available. I also understand that all deductibles are due unless they have been met within the period specified by Medicare.

CONSENT FOR RELEASE OF HEALTH INFORMATION FOR BILLING AND PAYMENT PURPOSES: I hereby consent to the release of my health information (medical records, medical results and an entire copy of my health information) by ENT Physicians of North MS, P.A. or my treating physician(s) for the purpose of billing, claims management, medical data processing, eligibility documentation, reimbursement, certification to any insurance company which is necessary for the billing and payment of this account. I understand that these records may contain information concerning my illness and/or treatment to other physicians or facilities that are involved in my medical care. I consent to the release of my entire medical record that may contain treatment notes regarding radiology, pathology including AIDS/HIV test results, genetic testing information, immunization, procedure(s), alcohol and drug abuse records, psychological or psychiatric conditions if any, protected by Federal Confidentiality Rule 42 CFR Park 2, and other common medical records documentation made by the physician, nurse or other ancillary personnel for the entire time I was treated at ENT Physicians of North MS, P.A..

**NON-CERTIFICATION OF PRE-CERTIFICATION, ADMISSION OR REQUIRED SECOND OPINION**

I hereby agree that as the policyholder or patient I have the responsibility of assuring certification is obtained from my insurance company or employer for service rendered. If certification or a second opinion is not obtained, I further agree that in the event the insurance company denies either all or part of their payment on the physician charges, I will pay the account in full upon demand from ENT Physicians of North MS, P.A.

FINANCIAL RESPONSIBILITY AGREEMENT: I understand that I am financially responsible to ENT Physicians of North MS, P.A. or my treating physician(s) for all charges not covered or paid by insurance. I also understand and agree that all deductibles, co-insurance, co-pays, non-covered charges and other items that are not paid by insurance are due and payable at the time of service based on the best estimates available as determined by ENT Physicians of North MS, P.A. or my treating physician(s) and any charges remaining on this account not covered by insurance are payable on demand. If I do not have insurance, I take full responsibility for the payment of all charges incurred on this account. I also agree that in case of default of payment, if this account is placed in the hands of a collection agency or attorney for collection or suit, all reasonable collection fees, reasonable attorney fee, cost and other expenses will be paid by me. I also understand, agree and authorize ENT Physicians of North MS, P.A. or my treating physician(s) to verify employment status for the purpose of processing the bill for payment.

FINANCIAL RESPONSIBILITY FOR DIVORCED PARENTS: I understand and agree that if I am the parent that brings the child to the office or hospital for treatment by ENT Physicians of North MS, P.A. or my treating physician(s), it is my responsibility to pay all charges incurred for services rendered. I further understand that any arrangements made between the two parents concerning payment is the responsibility of the parents not ENT Physicians of North MS, P.A. or my treating physician(s).

CONSENT FOR RELEASE OF HEALTH INFORMATION FOR TREATMENT PURPOSE: I hereby consent to the release of my health information (medical records, medical results and an entire copy of my health information) by ENT Physicians of North MS, P.A. or my treating physician(s) for the purpose of medical treatment to other physicians or facilities that are involved in my medical care. I understand that these records may contain information concerning my illness and/or treatment to other physicians or facilities that are involved in my medical care. I consent to the release of my complete medical record that may contain treatment notes regarding radiology, pathology including AIDS/HIV test results, genetic testing information, immunization, procedure(s), alcohol and drug abuse records, psychological or psychiatric conditions if any, protected by Federal Confidentiality Rule 42 CFR Park 2, and other common medical records documentation made by the physician, nurse or other ancillary personnel for the entire time I was treated at ENT Physicians of North MS, P.A..

\*A copy of this authorization is valid as the original.

I acknowledge that I have been given and received a copy of ENT Physicians of North MS, P.A. Notice of Privacy Practices.

This is to certify that I, the undersigned, being the patient or another person legally authorized to act for the patient, have read paragraphs 1-8 of this document, understand its content, and agree to the terms. I understand and agree that a copy of this authorization is as valid as the original. I understand and authorize the release of my personal health information or billing records by facsimile. I agree and understand that this authorization will remain valid until it is terminated by the patient or another person legally authorized to act for the patient.

Signature of Patient \_\_\_\_\_ Signature of Guardian \_\_\_\_\_

Date \_\_\_\_\_ Relationship to Patient \_\_\_\_\_ Date \_\_\_\_\_

Witness to Signature \_\_\_\_\_ Witness to Signature \_\_\_\_\_



## PRIVACY NOTICE

Your Privacy Is Important

### **This Notice Describes How Medical Information About You May Be Used and Disclosed and How You May Get Access to this Information. Please Read it Carefully.**

ENT Physicians of North MS, P.A. is dedicated to protecting your medical information. We are required by law to maintain the privacy of your medical information and to provide you with this Notice of our legal duties and privacy practices with respect to your medical information. ENT Physicians of North MS, P.A. is required by law to abide by the terms of this Notice.

#### **How your Medical Information Will Be Used and Disclosed**

We will use your medical information as part of rendering patient care. For example, your medical information may be used by the doctor or nurse treating you, by the business office to process your payment for the services rendered and by the administrative personnel reviewing the quality of the care you receive.

#### **AUTHORIZATIONS**

We will not use or disclose your protected health information for purposes not listed in this Notice of Privacy Practices without your written authorization. Specifically, we will not use or disclose your protected health information without your written authorization in the following circumstances: (1) most uses and disclosures of psychotherapy notes; (2) uses and disclosures of protected health information for marketing purposes, including subsidized treatment communications; and (3) uses and disclosures that constitute a sale of protected health information. Once given, you may revoke your authorization in writing at any time except to the extent that we have taken an action in reliance on the authorization. To revoke an authorization, you or your authorized representative may contact the Privacy Officer, at:

ENT Physicians of North MS, P.A.  
618 Pegram Drive, P.O. Box 2180 • Tupelo, MS 38801  
(662) 844-6513

We may use and/or disclose your medical information in accordance with federal and state laws for the following purposes.

**Appointment Reminders.** We may contact you to provide appointment reminders.

**Treatment Information.** We may contact you with information about treatment alternatives or other health-related benefits and services that may be of interest to you.

**Disclosure to Department of Health and Human Services.** We may disclose your medical information when required by the U.S. Department of Health and Human Services as part of an investigation or determination of our compliance with relevant laws.

**Family and Friends.** Unless you object, we may disclose your medical information to family members, other relatives, or close personal friends when the medical information is directly relevant to that person's involvement with your care.

**Notification.** Unless you object, we may use or disclose your medical information to notify a family member, a personal representative, or another person responsible for your care of your location, general condition, or death.

**Disaster Relief.** We may disclose your medical information to a public or private entity, such as the American Red Cross, for the purpose of coordinating with that entity to assist in disaster relief efforts.

**Abuse or Neglect.** We may disclose your medical information when it concerns abuse, neglect or violence to you in accordance with federal and state law.

**Coroners, Medical Examiners and Funeral Directors.** We may disclose your medical information to a coroner, medical examiner or funeral director.

**Health Oversight Activities.** We may use or disclose your medical information for public health activities including the reporting of disease, injury, vital events, and the conduct of public health surveillance, investigation and/or intervention. We may disclose your medical information to a health oversight agency for oversight activities authorized by law, including audits, investigations, inspections, licensure or disciplinary actions, administrative and/or legal proceedings.

**Legal Proceedings.** We may disclose your medical information in the course of certain judicial or administrative proceedings.

**Law Enforcement.** We may disclose your medical information for law enforcement purposes or other specialized governmental functions.

**Organ Donation.** If you are an organ donor, we may disclose your medical information to an organ donation and procurement organization.

**Research.** We may use or disclose your medical information for certain research purposes if an Institutional Review Board or a privacy board has altered or waived individual authorization, the review is preparation to research or the research is only decedent's information.

**Public Safety.** We may use or disclose your medical information to prevent or lessen a serious threat to the health or safety of another person or to the public.

**Workers' Compensation.** We may disclose your medical condition as authorized by laws relating to workers' compensation or similar programs.

**Business Associates.** We may disclose your medical information to a business associate with whom we contract to provide services on our behalf. To protect your medical information, we require our business associates to appropriately safeguard the medical information of our patients.

## **YOUR RIGHTS REGARDING YOUR MEDICAL INFORMATION**

- You have the following rights with respect to your medical information:
- You have the right to request that we place additional restrictions on our use or disclosure of your health information. We do not have to agree to these additional restrictions, except to an insurance company or health plan for services you have paid for in full and out of pocket, but only if we are not otherwise required by law to do so. Otherwise, if we do agree to your request for restrictions, we will abide by our agreement except in emergencies. Please contact our Privacy Officer if you want to further restrict access to your health care information. This request must be submitted in writing.
- You have the right to receive communications from us in a confidential manner.
- Generally, you may inspect and copy your medical information. This right is subject to certain specific exceptions, and you may be charged a reasonable fee for any copies of your medical information.
- You may ask us to amend your medical information. We may deny your request for certain specific reasons. If we deny your request, we will provide you with a written explanation for the denial and information regarding further rights you may have at that point.
- You have the right to receive an accounting of the disclosures of your medical information made by ENT Physicians of North MS, P.A. during the last six years (or following April 14, 2003) except for disclosures for treatment, payment or healthcare operations, disclosures which you authorize and certain other specific disclosure types. The right to receive this information is subject to certain exceptions, restrictions and limitations.
- You may request a paper copy of this Notice of Privacy Practices.
- You have the right to complain to us and/or to the U.S. Department of Health and Human Services if you believe that we have violated your privacy rights. If you choose to file a complaint, you will not be retaliated against in any way. To complain to us, please contact:

ENT Physicians of North MS, P.A.  
618 Pegram Drive  
PO Box 2180  
Tupelo, MS 38801

## **REVISION OF NOTICE OF PRIVACY PRACTICES**

We reserve the right to change the terms of this Notice, at any time making any revision applicable to all the protected health information we maintain. If we revise the terms of this Notice, we will post a revised notice at ENT Physicians of North MS, P.A. and will make paper copies of the revised Notice of Privacy Practices available upon request.

If you would like further information regarding your rights or regarding the uses and disclosures of your medical information, you may contact:

ENT Physicians of North MS, P.A.  
618 Pegram Drive  
PO Box 2180  
Tupelo, MS 38801  
(662) 844-6513

**THIS NOTICE IS EFFECTIVE AS OF September 23, 2013**