

Bernard J. Durante, MD, FACS



Anit T. Patel, MD, MBA

**PLYMOUTH**  
EARS NOSE & THROAT

**Patient Information**

Name \_\_\_\_\_ Age \_\_\_\_\_ Sex \_\_\_\_\_ DOB \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Social Security # \_\_\_\_\_

Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

Name & Address of Employer \_\_\_\_\_

Spouse's Name \_\_\_\_\_ Spouse's Employer \_\_\_\_\_

Signature of Person Responsible for Bill \_\_\_\_\_

Print Name & Relationship \_\_\_\_\_

Name and Address of Primary Care Physician \_\_\_\_\_

\_\_\_\_\_

Person to Contact in Case of Emergency \_\_\_\_\_

Whom may we thank for referring you to us? \_\_\_\_\_

Pharmacy \_\_\_\_\_ Allergies to medications \_\_\_\_\_

Pharmacy Address \_\_\_\_\_ Pharmacy Phone Number \_\_\_\_\_

**Insurance information**

Name of Insurance Company \_\_\_\_\_ Policy Number \_\_\_\_\_ Subscriber & DOB \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PLYMOUTH OFFICE: 30 Aldrin Road, Plymouth, MA 02360, Phone: 508-746-8977, Fax: 508-746-3364

BOURNE OFFICE: 1 County Road, Bourne, MA 02532, Phone: 508-759-0916, Fax: 508-759-0995

www.plymouthent.com

## Medical History

Name \_\_\_\_\_ DOB \_\_\_\_\_

Past Medical Illnesses \_\_\_\_\_

\_\_\_\_\_

Past Surgical Procedures \_\_\_\_\_

\_\_\_\_\_

Current Medications \_\_\_\_\_

\_\_\_\_\_

Allergies to Medications \_\_\_\_\_

\_\_\_\_\_

Reason for Today's Appointment \_\_\_\_\_

What have you done previously for this problem? \_\_\_\_\_

\_\_\_\_\_ First Noted \_\_\_\_\_

### Family History

Is there a history of cancer in your family? \_\_\_\_\_

What type? \_\_\_\_\_ Relationship \_\_\_\_\_

\_\_\_\_\_

Is there a history of hearing loss? \_\_\_\_\_

Do you smoke? \_\_\_\_\_ How Long? \_\_\_\_\_ How many packs per day? \_\_\_\_\_

### Release and Assignment

To my insurance carrier(s): This release and assignment form includes Medicare: I authorize the release of any medical information necessary to process this claim(s) and also certify that the above information is current and correct. I authorize payment of benefits to Plymouth ENT for services rendered.

I understand and agree that (regardless of my insurance status) I am ultimately responsible for the balance on my account for any professional services rendered. A photocopy of this form may be used in lieu of the original.

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

### Acknowledgement

I hereby acknowledge I have read and/or received a copy of the privacy notice of Plymouth ENT

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

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### Financial Policy

This statement is to inform you of our policy. We are committed to providing you with the highest quality of medical care using only the best materials and technology available today. Our financial policy is intended to facilitate excellent service to you while minimizing our administrative costs.

This practice is contracted with the following insurance companies:

- |  |  |
|--|--|
| <b>Tufts ( Navigator, US FamilyHealth, Medicare Preferred &amp; Enhance)</b> |  |
| <b>Medicare</b>  | <b>Harvard Pilgrim (First Seniority)</b> |
| <b>Mass Health</b>   | <b>Aetna</b>                             |
| <b>Tricare/Champus</b>   | <b>Cigna</b>                             |
| <b>United Healthcare</b>   | <b>BMC Health Net</b>                    |
| <b>Blue Cross and Blue Shield</b>  | <b>Neighborhood Health Plan</b>          |
| <b>PHCS</b>  | <b>Commonwealth Care</b>                 |

It is the responsibility of the patient to obtain a valid referral from their primary care physician by their contract with their insurance company. All patients that do not have a referral will be asked to sign a waiver accepting financial responsibility. All copayments are due at the time of service.

All commercial and un-contracted plans will be billed by this practice for one thirty day period as a courtesy. Any partial or unpaid balances after that time are the responsibility of the patient and are due upon receipt of the first statement. We must emphasize that as your medical care provider, our relationship is with you, our patient, not your insurance policy.

Uninsured patients will remit payment at the time services are tendered. If payment arrangements need to be arranged, please call: 508-747-7946 and speak with our bookkeeper.

This practice is not responsible for any non covered services provided and/or performed by outside laboratories or facilities. Our staff will attempt to use participating facilities; however, this is not always possible. Therefore, any billing related issues are directly between patient and facility.

I have read and understand the above terms listed on the financial policy.

\_\_\_\_\_  
Signature of Parent, Parent, Guardian or Personal Representative

\_\_\_\_\_  
Date



**Notice of Privacy Practices**

This note describes how medical information about you can be used and how you can get access to this information. Please read carefully

Your medical record is protected under HIPAA federal law. There are limitations upon to whom and under what circumstances your medical information can be disclosed. **We do not share your private medical information with anyone including your spouse, parent, or employer unless you request it or unless required by law.**

The law allows us to share your medical information with your insurance company in order to verify eligibility and that payment is appropriated for the visit. They may also review your record to ensure that we meet quality standards. We share information with other providers who are treating you or who referred you to us for consultation of treatment. We also provide information about your care and diagnosis when we request test at the hospital, such as x-rays or laboratory testing. These other providers are also required to protect the confidentially of your health information under HIPAA.

We may consult you by mail or leave a general message but we will not give you test results or other private information to a family member without your permission.

We are not affiliated with any drug companies or other marketing services and will not release your health information to anyone for the purpose of marketing services to you. We may, however, send you a reminder of an upcoming appointment. We may disclose information to the FDA in the event of an adverse drug reaction of, as required by law, to the Department of Public Health in the event of certain communicable diseases.

You may review your medical records or obtain a copy of it upon request. There is a charge for copying depending on the number of pages involved. HIPAA also allows you to make additions or corrections to your medical records. If you have questions about our policy of protecting your private medical record, you may discuss them with our privacy officer.

We will copy and send your record to another doctor if you request. We do not FAX your medical records (unless it is deemed by us to be a medical emergency). It is often more efficient if you hand-carry the copy yourself in order to ensure that it arrives on time, into the right hands.

\*\*Signature\_\_\_\_\_ Date\_\_\_\_\_

I have read the above Privacy Practices.

\_\_\_\_\_  
\_\_\_\_\_

**Permission to contact by phone**

I (print name)\_\_\_\_\_ give permission to the offices of Plymouth Ears, Nose and Throat to contact me by phone, and if necessary, leave messages regarding treatment and or appointments.

\*\*Signature\_\_\_\_\_ Date\_\_\_\_\_