

**PATIENT INFORMATION**

Patient Name: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Sex:  Male  Female  
Marital Status:  Single  Married  Divorced  Widowed (Optional) Social Security#: \_\_\_\_\_  
Race/Nationality: \_\_\_\_\_ Language: \_\_\_\_\_  
Home Address: \_\_\_\_\_ Apt#: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_ EMAIL Address: \_\_\_\_\_  
Employer: \_\_\_\_\_ Telephone: \_\_\_\_\_ Occupation: \_\_\_\_\_  
Emergency Contact Name: \_\_\_\_\_ Telephone: \_\_\_\_\_ Relationship: \_\_\_\_\_

**PRIMARY INSURANCE**

Insurance Name: \_\_\_\_\_ Policy ID: \_\_\_\_\_ Group Number: \_\_\_\_\_  
Name of Primary Insured: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Relationship: \_\_\_\_\_

**SECONDARY INSURANCE**

Insurance Name: \_\_\_\_\_ Policy ID: \_\_\_\_\_ Group Number: \_\_\_\_\_  
Name of Primary Insured: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Relationship: \_\_\_\_\_

**WHO REFERRED YOU TO OUR OFFICE? Name(s)** \_\_\_\_\_

I authorize the practice to send my records to the following:

PHYSICIAN: \_\_\_\_\_  
Specialty: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

PHYSICIAN: \_\_\_\_\_  
Specialty: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**SELF**-Records available on our secure patient portal and mailed home if there is no email address. Personal email is unsecure.

**ASSIGNMENT OF BENEFITS**

**CLAIMS AUTHORIZATION AND ACCEPTANCE OF FINANCIAL RESPONSIBILITY FOR ALL PATIENTS**

I hereby authorize any physician, health care practitioner, hospital, clinic or other medical facility to furnish any and all records, medical history, services rendered or treatment given to me or any dependent for purposes of review, investigation or evaluation of any claims submitted to any health insurance carrier(s). I also authorize my insurance carrier(s) to disclose to a hospital or health care service plan; self-insurer or other insurer any medical information obtained if such disclosure is necessary to allow the processing of any claim. If my coverage is a group contract held by my employer, an association, trust fund, union or similar entity, this authorization shall become effective immediately, remain upon execution and shall remain in effect for the duration of any claim or term of coverage with my insurer(s) including a reasonable time thereafter, until claim reaches final consummation. This authorization shall be binding upon my dependents, and my heirs, executors, administrators and me. **ADDITIONAL AUTHORIZATION FOR MEDICARE POLICYHOLDERS-** I request that payment of authorized Medicare benefits be made either to me or on my behalf to this office for any services furnished by my physician(s) to me. I authorize my holder of medical information about me to release to the Health Care Financing Administration and its agents any information needed to determine these benefits or the benefits payable for related services.

*-I have read the above agreement and authorize payment of medical and surgical benefits to be made on my behalf to my physician(s) in this office. I also understand that I am responsible for any balance remaining after all insurance coverage(s) has been secured.*

Signature of Patient / Representative: \_\_\_\_\_ Date: \_\_\_\_\_

**THE NOTICE OF PRIVACY PRACTICES (NOPP)**

*I acknowledge that I have read the Notice of Privacy Practices and have therefore been advised of how health information about me may be used and disclosed by the hospitals and the facilities listed at the beginning of this notice, and how I may obtain access to and control this information. Records may be sent to me via unsecured private email upon request.*

Signature of Patient /Representative: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*PATIENT REFUSED :** \_\_\_\_\_ - \_\_\_\_/\_\_\_\_/\_\_\_\_

**APPOINTMENT REMINDERS**

I agree that **Televox Housecalls** (our automated calling service) can call my home and/or cell phone to confirm my appointment, including leaving a message on an answering machine, voicemail service or a person when I am unable to answer.

Signature of Patient /Representative: \_\_\_\_\_ Date: \_\_\_\_\_

**PATIENT HISTORY**

Name: \_\_\_\_\_ Date of Birth: \_\_\_/\_\_\_/\_\_\_ Today's Date: \_\_\_/\_\_\_/\_\_\_

Description of problem: \_\_\_\_\_

How long have you had the current problem? \_\_\_\_\_

1. What is your reason for your visit?

Diagnosis and management of voice issue    Second opinion    Other \_\_\_\_\_

2. Do you have or have you ever had any of following medical conditions? **Please mark either yes (Y) or no (N)**

Y / N

- Arthritis
- Asthma
- Chronic Sinus Infection
- Diabetes
- Hand Tremor
- Hearing Loss
- Heart Disease

Y / N

- Hepatitis
- High Blood Pressure
- H.I.V. / AIDS
- Kidney Disease
- Seizure/Neurological Disease
- Shortness of Breath
- Stomach Ulcers

Y / N

- Swallowing Difficulty
- Thyroid Disease
- Cancer – If yes, please list type and date of diagnosis:**

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

3. Have you had any previous surgery?   **Y / N**  
  **If yes, please list:** \_\_\_\_\_  
\_\_\_\_\_

4. Family history of any medical conditions?   **Y / N**  
  **If yes, please list:** \_\_\_\_\_

5. Do you have any environmental allergies?   **Y / N**  
  **If yes, please list:** \_\_\_\_\_

6. Do you have any allergies to medications?   **Y / N**  
  **If yes, please list:** \_\_\_\_\_

7. Are you taking any medications, including over-the-counter medications?   **Y / N**  
  **If yes, please list:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Do you or did you ever smoke?   **Y / N** **If yes, how much?** \_\_\_\_\_ **Have you quit? If so, when?** \_\_\_\_\_

9. Do you drink alcohol?   **Y / N** **If yes, how much?** \_\_\_\_\_

10. How much caffeine do you drink? \_\_\_\_\_ 11. Height \_\_\_\_\_ 12. Weight \_\_\_\_\_

**13. IN WHAT CAPACITY DO YOU USE YOUR VOICE?**

- Singer     Actor     Announcer     Teacher     Sales     Politician     Attorney     Clergy     Telephone operator
- Other (please specify): \_\_\_\_\_

14. Have you ever had any of the following symptoms? **Please mark either yes (Y) or no (N)**

Y / N

- Hoarseness (rough or scratchy voice)
- Frequent sore throat
- Vocal fatigue
- Tickling or choking sensation

Y / N

- Frequent heartburn
- Frequent throat clearing
- Pain while speaking
- Voice worse in the morning

Other: \_\_\_\_\_  
\_\_\_\_\_

\* For Singers:    Y / N  
  Prolonged warm up time (over 1/2 hour)  
  Loss of range (high or low)  
  Volume disturbance

\* For Women:    Y / N  
  Are you pregnant?  
  Are your menstruation cycles regular?  
  Have you undergone hysterectomy?

**FOR OFFICE USE ONLY**

Physician's signature \_\_\_\_\_ Date \_\_\_\_\_

**FINANCIAL AGREEMENT**

We are committed to providing you with the best possible care and are pleased to discuss our professional fees with you at any time. Your clear understanding of the terms of your insurance and of our Financial Agreement is important to our professional relationship. While we verify your coverage, it is not a guarantee of coverage for services rendered. You are bound by the terms of the claim settlement. Please ask if you have any questions about our fees, financial policy or your financial responsibility.

**PATIENTS MUST FILL OUT PATIENT INFORMATION FORMS PRIOR TO SEEING THE DOCTOR. WE WILL REQUEST TO PHOTOCOPY YOUR INSURANCE CARD(S) FOR YOUR FILE.**

- **REFERRALS-** If your plan requires a referral from your primary care physician, it is **YOUR** responsibility to obtain it prior to your appointment and have it with you at the time of your visit. If you do not have your referral, you will be personally responsible for that day's services.
- **CO-PAYMENTS-** By law we **MUST** collect your carrier designated co-pay. This payment is expected at the time of service. Please be prepared to pay the co-pay at each visit.
- **IN or OUT OF NETWORK –** You will be responsible for any balance your plan indicates as due on its explanation of benefits form. We will adjust the charges to coincide with your plan's explanation of benefits. All patients will be responsible for their co-insurance and deductible.

If we do not "participate" with your plan, payment will be expected at the time of service unless prior arrangements have been made with our financial staff. We will send a courtesy bill to that carrier on your behalf and balance bill you.

- **SELF-PAY PATIENTS-** Payment is expected at the time of service unless other financial arrangements have been made prior to your visit.
- **MEDICARE-** We will submit claims to Medicare and to your secondary carrier if you have one. You will be responsible for the deductible, the 20% co-insurance and any uncovered costs agreed to on the ABN.

**Medicare Lifetime Signature on File: I request that payment of authorized Medicare benefits be made on my behalf to Dr. Peak Woo for any services furnished to me. I authorize any holder of medical information about me to release to the CMS (and its agents) any information to determine these benefits payable for related services. This information will be used for the purpose of evaluating and administering claims of benefits.**

- **DIVORCE/SEPARATED PARENTS OF MINOR PATIENTS-** The guarantor is responsible for payment of services rendered. Dr. Woo cannot be involved with the separation of divorce disputes.

You are responsible for the timely payment of your account. Our financial staff will work closely with you and your carrier to complete the payment. We reserve the right to send delinquent accounts to an outside collection agency.

We accept **CASH, CHECKS, MASTERCARD, VISA OR AMERICAN EXPRESS CARDS.**

Thank you for understanding our policies. Please feel free to ask any questions or share any special concerns.

**I have read and agree to the above statement.**

Signature of Patient /Representative: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_