



Today's Date:		Email:	
<b>Patient Information</b>			
Patients Last Name:		First:	Middle:
Preferred Language: <input type="checkbox"/> English <input type="checkbox"/> Other	Race: <input type="checkbox"/> White <input type="checkbox"/> Black / African American <input type="checkbox"/> Asian <input type="checkbox"/> Other <input type="checkbox"/> Decline	Ethnicity: <input type="checkbox"/> Non-Hispanic <input type="checkbox"/> Hispanic <input type="checkbox"/> Other	
Date of Birth:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other : _____	Marital Status: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Other	
Street Address:		Apt/Unit	Home Phone #:
City:	State:	Zip Code:	Cell #:
Occupation:	Employer:	Work #:	
Preferred Contact: <input type="checkbox"/> Phone Call <input type="checkbox"/> Text <input type="checkbox"/> Email			
Emergency Contact Person:		Relationship:	Phone #:
<b>Physician Information</b>			
Referring Physician:	Phone #:	Address:	
Primary Care Physician:	Phone #:	Address:	
<b>Medical Insurance</b>			
Primary Insurance:	Address to Mail Medical Claims To (back of card):		
Subscriber's Name:	Date of Birth:	Policy/Member ID:	Group #:
Patient's relationship to Subscriber: <input type="checkbox"/> Self <input type="checkbox"/> Spouse <input type="checkbox"/> Child <input type="checkbox"/> Other :			
Secondary Insurance:	Address to Mail Medical Claims To (back of card):		
Subscriber's Name:	Date of Birth:	Policy/Member ID:	Group #:
Patient's relationship to Subscriber: <input type="checkbox"/> Self <input type="checkbox"/> Spouse <input type="checkbox"/> Child <input type="checkbox"/> Other :			
<b>How Did You Find Us?</b>			
<input type="checkbox"/> Referring Physician <input type="checkbox"/> Friend/Family <input type="checkbox"/> Internet <input type="checkbox"/> Website <input type="checkbox"/> Health Plan Directory <input type="checkbox"/> Other			
<b>Guarantor Information:</b> <i>(Person to be billed, if different from patient)</i>			
Last Name:	First Name:	Middle:	
Date of Birth:	Employer:		
Address:			Apt #:
City:	State:	Zip:	
Home Phone:	Work Phone:	Cell Phone:	

Patient name: \_\_\_\_\_ DOB: \_\_\_\_\_ Today's Date: \_\_\_\_\_

### **AUTHORIZATION / RELEASE of MEDICAL INFORMATION**

I acknowledge that I have been offered a copy (available at front desk) of the Privacy Notice from Canyon Sky ENT and authorize the following list of people who may receive my Protected Health Information. I understand that I may revoke this authorization at any time by giving written notification to the office.

These people along with any referring, or primary care physicians listed on the patient information sheet may receive my Protected Health Information:

1. Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Phone #: \_\_\_\_\_

Relationship to Patient:  Spouse  Child  Parent  Other

2. Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Phone #: \_\_\_\_\_

Relationship to Patient:  Spouse  Child  Parent  Other

3. Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Phone #: \_\_\_\_\_

Relationship to Patient:  Spouse  Child  Parent  Other

#### **NOTICE OF PRIVACY PRACTICE ACKNOWLEDGEMENT**

I understand that, under the Health Insurance Portability & Accountability Act, I have certain rights to privacy regarding my protected health information. I understand that this information can and will be used to:

- Conduct, plan, and direct my treatment and follow-up among the multiple healthcare providers who may be involved in that treatment directly and indirectly.
- Obtain payment from third-party payers.
- Conduct normal healthcare operations such as quality assessments and physician certifications.

I have received, read and understand your Notice of Privacy Practices containing a more complete description of the uses and disclosures of my health information. I understand that this organization has the right to change its Notice of Privacy practices from time to time and that I may contact this organization at any time at the address above to obtain a current copy of the Notice of Private Practices.

I understand that I may request in writing that you restrict how my private information is used to disclosed to carry out treatment, payment or health care operations. I also understand you are not required to agree to my requested restrictions, but if you do agree then you are bound to abide by such restrictions.

X \_\_\_\_\_  
Signature of the patient or responsible party

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name of Above

Patient name: \_\_\_\_\_ DOB: \_\_\_\_\_ Today's Date: \_\_\_\_\_

## FINANCIAL AND BILLING POLICY

*Welcome to Canyon Sky ENT. It is our pleasure to serve the East Valley community. 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 our Financial Policy is important to our professional relationship. Please read the following office policies. If you have any questions, please ask a staff member for answers to your needs.*

### **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, we may need to reschedule your appointment, or you will be personally responsible for that day's services.
- **CO-PAYMENTS & Balances** – **By law we MUST collect your carrier designated co-pay.** All co-pays and balances MUST be paid at the time of service. Please be prepared to pay the co-pay at each visit. Should you not pay at the time of service, and we subsequently send you a statement, an administrative fee of \$20 may be added to your account.
- **DEDUCTIBLE & CO-INSURANCE** – Depending on your unique insurance plan. You will be expected to pay either a deductible or coinsurance at the time of service. A deductible amount of \$150 will be collected for insurance plans with a deductible that has not been met. Until the deductible has been satisfied.
- **OUT OF NETWORK PLANS** – You will be responsible for any balance your plan indicates as due on their explanation of benefits form. We will adjust the charges to coincide with your plan's UCR (Usual, Customary and Reasonable) charges. All patients will be responsible for their co-insurance and deductible. If we do not 'participate' with your plan, we will send a courtesy bill to that carrier on your behalf. However, should they not pay your claim within 45 days, you will be responsible for the full amount due. Should you receive payment from your insurance carrier, please forward it to the physician's office.  
Private Insurance Authorization for Assignment of Benefits/Information Release: I, the undersigned, authorize payment of medical benefits to Canyon Sky ENT, for any services furnished. I understand that I am financially responsible for any amount not covered by my contract. I also authorize any holder of medical information about me to release to my insurance company (or their agent) information concerning health care, advice, treatment, or supplies provided to me. This information will be used for the purpose of evaluating and administering claims of benefits.
- **SELF-PAY PATIENTS** – Payment is expected at the time of service unless other financial arrangements have been made prior to your visit.
- **MEDICAL INSURANCE** – We participate with many insurance companies, and we will bill them as a service to you. As the responsible party, you are responsible if your insurance company declines to pay for any reason. If you are unsure if we are contracted with your Insurance Company, please ask the Front Office before being seen. If you have medical insurance, we are pleased to help you receive your maximum allowance benefits. To achieve these goals, we need your assistance, and your understanding of our payment policy. You will be asked to update your demographic and insurance information periodically, including providing our office with copies of your insurance card(s). We are required to obtain your signature for permission to release information to your insurance carrier annually.
- **RETURNED/STOPPED/BOUNCED CHECKS** – There will be a \$35.00 charge and the original balance due will also be applied.
- **PENALTIES & OFFICE BILLING FEES** – Once your Insurance companies have settled your claim, you may receive a bill for any balance, which is considered "Patient Responsibility". This may include deductibles, co-payments, co-insurances not paid at the time of service. Please pay your bill promptly. If not paid within ninety (90) days, it may be forwarded to an outside agency. If you need to make any payment arrangements, please do it with the Office Manager.
- **PAYMENT** – Cash, Check, MasterCard, Visa, Discover and American Express card are recognized forms of payment.

You are responsible for the timely payment of your account. Should it become necessary for us to use an outside agency to collect payment from you, you will be additionally responsible for whatever charges we incur because of this.

X \_\_\_\_\_  
Signature of the patient or responsible party

\_\_\_\_\_  
Date

Patient name: \_\_\_\_\_ DOB: \_\_\_\_\_ Today's Date: \_\_\_\_\_

## **PAYMENT POLICY FOR IN-OFFICE PROCEDURES**

In addition to an office visit, consultation and examination, your care may also involve office procedures that routinely performed in the evaluation and treatment of Ear, Nose, and Throat conditions. As per customary practice with medical insurance carriers, these office procedures are billed as a distinct procedure from the office visit. Your health plan may categorize these procedures as surgical and apply the fees for these services to you as a copay, co-insurance, deductible, and/or out-of-pocket charge. This is based on your contract with your insurance carrier.

These procedures include, but are not limited to the following:

**Nasal Endoscopy** (*cpt 31231*):

This procedure uses the flexible or rigid scope attached to a light source to view areas of the nasal cavities that cannot be viewed by the physician using the standard nasal speculum and head mirror.

**Nasal Endoscopy with Debridement or Biopsy** (*cpt 31237*):

This is the same procedure as above with removal of crusting or tissue.

**Flexible Laryngoscopy** (*cpt 31575*):

This procedure involves passing a long thin flexible fiber-optic scope through the nasal cavity and into the throat. The fiber-optic scope enables the physician to visualize areas of the throat not readily seen using laryngeal mirrors.

**Flexible Nasopharyngoscopy** (*cpt 92511*):

This involves examining both the tissues of the nasal passages AND the pharynx and larynx.

**Cerumen Removal** (*cpt 69210*):

This involves removal of impacted ear wax from the ear canal.

**Microscope Exam** (*cpt 92504*):

The use of a microscope is sometimes used in assisting the physician to clean out the ears or in instances when they need to look deeper into the ear due to infection or a foreign body.

\*Hearing exams, even though considered diagnostic testing, will sometimes get applied to a patient's deductible. CPT codes for Hearing Exams: 92557 & 92567.

**By signing this form, you acknowledge that you are aware of this policy and understand that you are responsible for any of the associated fees.**

Patient Name (Print) \_\_\_\_\_

X \_\_\_\_\_  
Signature of the patient or responsible party

\_\_\_\_\_  
Date

Patient name: \_\_\_\_\_ DOB: \_\_\_\_\_ Today's Date: \_\_\_\_\_

## **Appointment Cancellation/ No Show Office Policy Agreement**

Thank you for trusting your medical care to Canyon Sky ENT. When you schedule an appointment with Canyon Sky ENT, we set aside time to provide you with the highest quality care. Should you need to cancel or reschedule an appointment, please contact our office as soon as possible, **but no later than 24 hours prior to the appointment**. This gives us time to schedule other patients who may be waiting for an appointment.

### **Please see our Appointment Cancellation/No-Show Policy below:**

- Any established patient who fails to show or cancel/reschedule an appointment and has not contacted our office with **at least 24-hour notice** will be charged a **\$50.00 fee**. Same-day cancellations and same day reschedules will be processed as a no show.
- If the patient has a **third** No-Show or cancellation/reschedule occurrence without at least **24-hour notice**, the patient will be **dismissed** as a patient from Canyon Sky ENT.
- The no show/ same day cancellation fee is charged to the patient, not the insurance company, and is due prior to scheduling their next office visit

### **AHCCCS Patients**

- If you fail to show or cancel/reschedule an appointment with our office at least 24-hours in advance you will be discharged from the practice and unable to schedule further appointments with our office.

As a courtesy, reminder calls/ messages are made in the form of an email, text, and phone call.

However, if for any reason you do not receive a reminder call or message, the above policy will remain in effect.

We understand there may be times when an unforeseen emergency occurs, and you may not be able to keep your scheduled appointment. If you should experience **extenuating circumstances**, please contact our Office Manager to discuss options.

**By signing this form, you acknowledge that you are aware of this policy and understand your responsibilities.**

Patient Name (Print) \_\_\_\_\_

X \_\_\_\_\_  
Signature of the patient or responsible party

\_\_\_\_\_  
Date

Patient name: \_\_\_\_\_ DOB: \_\_\_\_\_ Today's Date: \_\_\_\_\_

**Patient Clinical Information**

Reason for Visit:

**Social History:**

Do you smoke?	<input type="checkbox"/> No, never	<input type="checkbox"/> No, quit	<input type="checkbox"/> Yes Packs per day _____x_____years
Do you drink alcohol?	<input type="checkbox"/> No, never	<input type="checkbox"/> No, but used to	<input type="checkbox"/> Yes How many drinks? _____day/week
Illicit drug use?	<input type="checkbox"/> No, never	<input type="checkbox"/> No, but used to	<input type="checkbox"/> Yes Which drug?

**Family History:** *check all that apply, and relationship if applicable*

Asthma	<input type="checkbox"/>	Thyroid Goiter	<input type="checkbox"/>	Heart Attack before 60	<input type="checkbox"/>
Sinusitis	<input type="checkbox"/>	Thyroid Cancer	<input type="checkbox"/>	Stroke before 60	<input type="checkbox"/>
Hearing Loss	<input type="checkbox"/>	Anesthesia Problems	<input type="checkbox"/>	Bleeding Disorder	<input type="checkbox"/>
Meniere's Disease	<input type="checkbox"/>	Cancer (type):	<input type="checkbox"/>	Other:	

**Past or Current Medical Illnesses:** *check all that apply*

Hypertension (High Blood Pressure)	<input type="checkbox"/>	Acid Reflux	<input type="checkbox"/>	HIV	<input type="checkbox"/>	DVT (deep vein thrombosis)	<input type="checkbox"/>
Atrial fibrillation	<input type="checkbox"/>	Heart Disease		Bleeding Disorder	<input type="checkbox"/>	Elevated Cholesterol	<input type="checkbox"/>
Lung Disease (COPD, Asthma)	<input type="checkbox"/>	Stroke	<input type="checkbox"/>	Thyroid Disease	<input type="checkbox"/>	Coronary Artery Disease	<input type="checkbox"/>
Sleep Apnea	<input type="checkbox"/>	Diabetes	<input type="checkbox"/>	Kidney Failure	<input type="checkbox"/>	Hepatitis B or C	<input type="checkbox"/>

Cancer (*Please List*):

Other Medical Problems not listed:

Do you have a Pacemaker? Yes <input type="checkbox"/> No <input type="checkbox"/>	Any problems with hearing? <input type="checkbox"/> Yes <input type="checkbox"/> No
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**Past Surgeries (Operations):** *check all that apply*

Ear Tubes	<input type="checkbox"/>	Year:	Adenoidectomy	<input type="checkbox"/>	Year:	Other Surgeries ( <i>please list</i> ):
Tympanoplasty	<input type="checkbox"/>	Year:	Thyroidectomy	<input type="checkbox"/>	Year:	Year:
Mastoidectomy	<input type="checkbox"/>	Year:	Cardiac Stents	<input type="checkbox"/>	Year:	Year:
Sinus Surgery	<input type="checkbox"/>	Year:	Cardiac Bypass	<input type="checkbox"/>	Year:	Year:
Septoplasty	<input type="checkbox"/>	Year:	Gastric Bypass or Banding	<input type="checkbox"/>	Year:	Year:
Rhinoplasty	<input type="checkbox"/>	Year:	Skin Cancer	<input type="checkbox"/>	Year:	Year:
Tonsillectomy	<input type="checkbox"/>	Year:	Kidney Transplant	<input type="checkbox"/>	Year:	Year:

**Advance Care Plan**

Do you have an Advance Care Plan?

Yes  No

If yes Surrogate Decision Maker Name: \_\_\_\_\_  Decline to list Surrogate.

Patient name: \_\_\_\_\_ DOB: \_\_\_\_\_ Today's Date: \_\_\_\_\_

<b>SELECT YES TO ANY SYMPTOMS EXPERIENCED WITHIN THE LAST 2-3 WEEKS</b>					
<b>Cardiovascular</b>		<b>Ear/Nose/Throat</b>		<b>Musculoskeletal</b>	
Chest pain	<input type="checkbox"/> Yes <input type="checkbox"/> No	Loss of smell	<input type="checkbox"/> Yes <input type="checkbox"/> No	Joint pain/swelling	<input type="checkbox"/> Yes <input type="checkbox"/> No
Palpitations	<input type="checkbox"/> Yes <input type="checkbox"/> No	Lump in neck	<input type="checkbox"/> Yes <input type="checkbox"/> No	Limited mobility	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Constitutional</b>		Nose bleeds	<input type="checkbox"/> Yes <input type="checkbox"/> No	Neck pain	<input type="checkbox"/> Yes <input type="checkbox"/> No
Anorexia	<input type="checkbox"/> Yes <input type="checkbox"/> No	Pain w/ swallowing	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Neurologic</b>	
Fatigue	<input type="checkbox"/> Yes <input type="checkbox"/> No	Postnasal drip	<input type="checkbox"/> Yes <input type="checkbox"/> No	Blurred vision	<input type="checkbox"/> Yes <input type="checkbox"/> No
Fever	<input type="checkbox"/> Yes <input type="checkbox"/> No	Ringling in the ears	<input type="checkbox"/> Yes <input type="checkbox"/> No	Double vision	<input type="checkbox"/> Yes <input type="checkbox"/> No
Night sweats	<input type="checkbox"/> Yes <input type="checkbox"/> No	Room spinning, dizziness	<input type="checkbox"/> Yes <input type="checkbox"/> No	Headaches	<input type="checkbox"/> Yes <input type="checkbox"/> No
Weight loss/gain	<input type="checkbox"/> Yes <input type="checkbox"/> No	Runny nose	<input type="checkbox"/> Yes <input type="checkbox"/> No	Numbness	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Ear/Nose/Throat</b>		Snoring	<input type="checkbox"/> Yes <input type="checkbox"/> No	Weakness	<input type="checkbox"/> Yes <input type="checkbox"/> No
Difficulty swallowing	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Gastrointestinal</b>		<b>Psychiatric</b>	
Ear discharge	<input type="checkbox"/> Yes <input type="checkbox"/> No	Blood in stool	<input type="checkbox"/> Yes <input type="checkbox"/> No	Abnormal mood	<input type="checkbox"/> Yes <input type="checkbox"/> No
Ear pain	<input type="checkbox"/> Yes <input type="checkbox"/> No	Diarrhea	<input type="checkbox"/> Yes <input type="checkbox"/> No	Anxiety	<input type="checkbox"/> Yes <input type="checkbox"/> No
Facial pain	<input type="checkbox"/> Yes <input type="checkbox"/> No	Nausea	<input type="checkbox"/> Yes <input type="checkbox"/> No	Insomnia	<input type="checkbox"/> Yes <input type="checkbox"/> No
Hard to breathe through nose	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Genitourinary</b>		Sadness	<input type="checkbox"/> Yes <input type="checkbox"/> No
Hearing Loss	<input type="checkbox"/> Yes <input type="checkbox"/> No	Frequent urination	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Respiratory</b>	
Hoarseness	<input type="checkbox"/> Yes <input type="checkbox"/> No	Nocturnal urination	<input type="checkbox"/> Yes <input type="checkbox"/> No	Cough	<input type="checkbox"/> Yes <input type="checkbox"/> No
Itchy nose	<input type="checkbox"/> Yes <input type="checkbox"/> No	Painful urination	<input type="checkbox"/> Yes <input type="checkbox"/> No	Shortness of breath	<input type="checkbox"/> Yes <input type="checkbox"/> No
		Incontinence	<input type="checkbox"/> Yes <input type="checkbox"/> No	Wheezing	<input type="checkbox"/> Yes <input type="checkbox"/> No

<b>Pharmacy</b>		
Name:	Cross Streets:	Phone #:
<b>Medications:</b> <i>(include over the counter and supplements)</i>		
<b>CURRENT MEDICATIONS:</b> Are you taking ANY kind of Medication(s) now? <input type="checkbox"/> No <input type="checkbox"/> Yes		
Medication Name	Dosage	How Often Taken
<b>Allergies:</b>		
Are you allergic to any Medications? <input type="checkbox"/> No <input type="checkbox"/> Yes <i>(if yes, please list below)</i>		
Medication:	Type of Reaction: (rash, swelling, etc.)	