

**NEW PATIENT REGISTRATION FORM**

**Patients Demographics**                       Male     Female    **Marital Status:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Address:** \_\_\_\_\_ **SSN:** \_\_\_\_-\_\_\_\_-\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

**What is the best time to reach you?** \_\_\_\_\_ **What is the best number to call?** \_\_\_\_\_

**How did you hear about us?**  Friend  Relative  Doctor \_\_\_\_\_ **Other** \_\_\_\_\_

**Emergency Contact**

**Name:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_

**Home Phone** \_\_\_\_\_ **Cell Phone** \_\_\_\_\_

**Employment Information**

**Employer Name:** \_\_\_\_\_ **Work Phone:** \_\_\_\_\_

**Occupation:** \_\_\_\_\_ **Is it ok to contact you at this number?**  Yes  No

**If yes, what is the best time to reach you?** \_\_\_\_\_

**Primary Insurance**                      **(PLEASE NOTIFY RECEPTIONIST OF ANY INSURNACE CHANGE)**

**Name of Insurance:** \_\_\_\_\_ **SSN of policy holder:** \_\_\_\_-\_\_\_\_-\_\_\_\_

**Subscriber Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Policy ID #** \_\_\_\_\_ **Group Number** \_\_\_\_\_

**Secondary Insurance**

**Name of Insurance:** \_\_\_\_\_ **SSN of policy holder:** \_\_\_\_-\_\_\_\_-\_\_\_\_

**Subscriber Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Policy ID #** \_\_\_\_\_ **Group Number** \_\_\_\_\_

**Pharmacy**

**Name of Pharmacy:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Financial Policy**

At our office it is our mission to provide the best possible medical care for our patients. In an effort to keep our fees affordable, we have adopted a no open billing policy. Payment is due at the time of service unless prior arrangements have been made. We accept cash, personal checks/debit cards, Visa and Master card. For patients with medical insurance, we will gladly accept assignment for your insurance benefits if you provide us with accurate information. We make every effort to closely estimate for you what your insurance coverage will be for your treatment. However, there are times when insurance underpays or denies payment on a claim for a variety of reasons. Any remaining balance not paid by the insurance within 60 days for any reason will become the responsibility of the patient or patient's responsible party. Your signature below indicates that you have read, understand, and agree to this policy.

**Patient's Signature** \_\_\_\_\_ **Date** \_\_\_\_/\_\_\_\_/\_\_\_\_