

Jean Ly, MD

Hugh H. Windom, MD

Jennifer Fergeson

## PATIENT REGISTRATION

| PATIENT INFORMATION   | Today's Date: _____   |
|---|---|
| Last Name: _____<br>First Name: _____ MI: _____<br>Mailing Address: _____<br>_____<br>City: _____ State: _____ Zip: _____<br>Home Phone: _____<br>Cell Phone: _____<br>Work Phone: _____<br>Primary Care Provider: _____<br>Address/Phone: _____  | Date of Birth: _____ Sex: _____<br>Marital Status: <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Legally Separated<br><input type="checkbox"/> Single <input type="checkbox"/> Widowed<br>(Check One) <input type="checkbox"/> Employed <input type="checkbox"/> Retired <input type="checkbox"/> Disabled<br><input type="checkbox"/> Self Employed <input type="checkbox"/> Unemployed<br><input type="checkbox"/> Full-Time Student <input type="checkbox"/> Part-Time Student<br>Race: <input type="checkbox"/> White/Caucasian <input type="checkbox"/> Black/African American<br><input type="checkbox"/> Asian <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Native American<br><input type="checkbox"/> Other _____<br>Language: <input type="checkbox"/> English <input type="checkbox"/> Spanish<br><input type="checkbox"/> Other: _____ |
| RESPONSIBLE PARTY/PARENT  | EMERGENCY CONTACT   |
| Last Name: _____<br>First Name: _____ MI: _____<br>Relationship to Patient: <input type="checkbox"/> Self <input type="checkbox"/> Other: _____<br>Address: <input type="checkbox"/> Check here if same as patient<br>_____<br>City: _____ State: _____ Zip: _____<br>Phone Number: _____ | Last Name: _____<br>First Name: _____ MI: _____<br>Relationship to Patient: _____<br>Address: <input type="checkbox"/> Check here if same as patient<br>_____<br>City: _____ State: _____ Zip: _____<br>Phone Number: _____   |
| PRIMARY INSURANCE INFORMATION<br><small>(Please provide your insurance card to the front desk at check-in)</small>  | SECONDARY INSURANCE INFORMATION<br><small>(Please provide your insurance card to the front desk at check-in)</small>  |
| Insurance Company: _____<br>Policyholder's Name: _____<br>Relationship to Patient: <input type="checkbox"/> Self <input type="checkbox"/> Spouse <input type="checkbox"/> Parent<br>Policyholder's Birthdate: _____<br>Policyholder's Phone Number: _____                                 | Insurance Company: _____<br>Policyholder's Name: _____<br>Relationship to Patient: <input type="checkbox"/> Self <input type="checkbox"/> Spouse <input type="checkbox"/> Parent<br>Policyholder's Birthdate: _____<br>Policyholder's Phone Number: _____   |



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**ALTERNATE/NORTHERN ADDRESS**

Street Address: \_\_\_\_\_

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

**PREFERRED PHARMACY**

Pharmacy Name: \_\_\_\_\_

Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

**HOW DID YOU HEAR ABOUT US?**

Referred by doctor    Word of mouth-family, friend, etc.    Insurance company    Internet    Old patient    Other

**PLEASE READ THE FOLLOWING INFORMATION**

**Our Policy Regarding Patient Financial Responsibility**

**Insurance.** Windom Allergy, Asthma & Sinus files insurance claims for insurance plans with which we participate. We accept payment for covered services from these insurance plans in accordance with our contract. Our patients are responsible for applicable co-insurance and deductible amounts. Our patients are also responsible for any and all payments for services that are not covered by insurance. The patient is responsible for payment of amounts they owe at the time of the service.

**Medicare.** Windom Allergy, Asthma & Sinus files insurance claims for Medicare on assignment. We accept Medicare allowable amounts as payment and the patient is responsible for charges applied to their deductible, any co-insurance and non-covered charges.

**Self-Pay.** All services are required to be paid in full at time of service.

**Diagnostic Testing.** Allergy skin testing, breathing tests, and/or fiberoptic nasopharyngeal examinations, if recommended by the doctor, will be an additional charge separate from your office visit. These and all charges are due at the time of service. Ultimately it is your responsibility to know the benefits of your insurance plan. We are happy to provide you with an estimate of your total out of pocket cost.

**Cancellations.** Windom Allergy, Asthma & Sinus asks that you notify us if you are unable to keep your appointment. This courtesy will allow us to schedule another patient who needs to be seen. Patients who consistently fail to show for their appointments and/or fail to notify us may be asked to find another physician outside Windom Allergy, Asthma & Sinus.

I have read and understand the office policy stated above and agree to accept the responsibility described. I hereby authorize the assignment of benefits (payments) directly to **Windom Allergy, Asthma & Sinus** for all my insurance claims related to services received. I agree to pay any and all charges that exceed, or are not covered by my insurance. I understand that co-pays, deductibles and non-covered services are due at the time of service.

I authorize the release of any medical information necessary for the purpose of processing claims with my insurance company. I permit a copy of this authorization to be used in place of the original.

Patient Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Responsible Party Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(if different than patient)

Responsible Party Name (Please Print): \_\_\_\_\_