



PATIENT INFORMATION

Name:	Age:	Date of Birth:	Sex: M	F	
Social Security Number:	Marital Status:	Single	Married	Divorced	Widowed
Home Address:	City:	State:	Zip:		
Home Phone:	Cell Phone:				
Email:	May we email you special offers/newsletters:	Y	N		
Employer:	Work Phone:				
Employer's Address:	City:	State:	Zip:		
How did you find us, please be specific?					
Referring physician					
Emergency contact:	Emergency Contact Phone:				

Same as above

RESPONSIBLE PARTY INFORMATION

Name:	Age:	Date of Birth:	Sex: M	F
Social Security Number:	Relationship to patient:	Spouse	Parent	Other:
Address:	City:	State:	Zip:	
Home Phone:	Cell Phone:			
Employer:	Work Phone:			

PRIMARY INSURANCE INFORMATION

Insurance Company:	Group #:	ID #:	
Insured's Name:	Date of Birth:	Sex: M	F
Insured's Social Security Number:	Relationship to patient:	Spouse / Parent / Other:	

SECONDARY INSURANCE INFORMATION

Insurance Company:	Group #:	ID #:	
Insured's Name:	Date of Birth:	Sex: M	F
Insured's Social Security Number:	Relationship to patient:	Spouse / Parent / Other:	

MEDICAL HISTORY

Do you have any medical problems, if so what are they specifically?

Have you had any surgeries, if so what are they (please include any cosmetic surgeries)?

Are you allergic to any medications, if so please list the specific medications?

What medications are you currently taking; please include any herbal medications or vitamins as well?

OVER

Please list any serious medical conditions that run in your immediate family (i.e. mother, father, siblings):

NO YES

Cancer:

WHO:

Tuberculosis:	WHO:		
Diabetes:	WHO:		
Heart Problems:	WHO:		
High Blood Pressure:	WHO:		
Stroke:	WHO:		
Bleeding Tendency:	WHO:		
Review of Systems:			
Height:	Weight:		
General:	NO	YES	Genitourinary:
Recent weight change:			NO YES
Change in energy level:			Frequent urination:
Skin:	NO	YES	Pain or burning with urination:
Skin disease:			Blood in urine:
Hives, eczema, rash:			Kidney stones:
Frequent skin infections:			Gynecological:
Head, Ears, Eyes, Nose, Throat:	NO	YES	NO YES
Eye disease or injury:			Age periods started:
Double vision:			How long do periods last:
Glaucoma:			Frequency of periods:
Difficulty hearing:			Date of 1 st day of last period:
Dizziness:			Number of pregnancies:
Neck:	NO	YES	Musculoskeletal:
Neck stiffness:			NO YES
Thyroid trouble:			Weakness in muscles or joints:
Enlarged glands:			Muscle pain:
Difficulty swallowing:			Joint pain:
Voice changes:			Difficulty walking:
Respiratory:	NO	YES	Neuro-psychiatric:
Spitting up blood:			NO YES
Shortness of breath:			History of seizures:
Wheezing/Asthma:			Frequent Headaches:
Cough:			Depression:
Cardiovascular:	NO	YES	Anxiety:
Chest pain or angina			Paralysis:
Difficulty walking 2 blocks:			Hematologic:
Heart trouble or heart attacks:			NO YES
High blood pressure:			Blood diseases:
Gastrointestinal:	NO	YES	Anemia:
Frequent nausea or vomiting:			Abnormal bruising:
Liver trouble:			Excessive bleeding with dental work:
Hepatitis:			Allergic:
Heartburn:			NO YES
			Autoimmune disorders:
			Food allergies:
			Endocrine:
			NO YES
			Hypothyroid/Hyperthyroid:
			Parathyroid disorders:
			Change in growth:

Responsible Party Signature: _____ **Date:** _____



OFFICE AGREEMENT

Thank you for selecting us as your personal ENT physicians and Head & Neck Surgeons. To promote a long-term, mutually satisfying relationship, we would like to explain our office policy regarding treatment, insurance, appointments and fees. PLEASE read this agreement carefully and ask any questions or bring up any concerns you may have BEFORE treatment is rendered with our Practice Administrator. Submission to treatment implies your consent to the terms of this agreement.

TREATMENT: You will find our entire staff is dedicated to helping you improve your ENT health as quickly as possible. Every effort will be made to make your appointment as comfortable and pleasant as possible. Please feel free to discuss your treatment with the doctor at any time.

INSURANCE: If this office is able to accept your insurance company's assignment, the patient is still fully responsible for treatment rendered. Your insurance may not cover the services or may only partially cover them; any estimate given by this office is considered a guideline until the final insurance is received, and then the patient's account is reconciled. The office can make no guarantee of actual payment by your insurance company.

PROCEDURE POLICY: If at the time of your visit your physician recommends a scoping procedure, wax removal, nose cauterization, biopsy or any other procedure he will go ahead and perform the needed procedure as needed to diagnose or rectify the problem. This will often be recognized by your insurance as a "surgical procedure" even though performed in the office and may be separately itemized on your billing statement.

MISSED APPOINTMENT: When we schedule your appointment, the time is reserved exclusively for you. *When you fail to notify us of your inability to keep an appointment, another patient in need of care is unable to receive treatment. We request that you give us at least 48 hours notice when you realize that you cannot keep an appointment. When the requested notice is not given within 24 hours of the appointment, a fee of \$50.00 will be charged.* If you fail to make a surgery after it has been scheduled and authorized, there is a fee of \$150.00 assessed. If you fail to make an audio appointment or allergy testing appointment after it has been scheduled and without 48 hours advance notice, there will be a \$75.00 fee assessed. These charges are because the audiologists and nurses who perform these procedures charge an hourly rate to the practice which we as the physicians are responsible for.

PROCESSING / RECORD REQUEST FEE: There will be an administrative processing fee of \$20 per page for any disability paperwork requested. There is also a fee of \$15-25 when a copy of your records is requested, depending on the amount of paperwork in your file. Payment is due at the time of service.

We accept cash, personal checks, American Express, MasterCard and Visa. When insurance applies, we will collect any deductible and estimated co-payments at the time of the visit, as required by law. Furthermore we may require a deposit before surgery to guarantee payment postoperatively and to reserve your surgical appointment.

SERVICE CHARGES:

- MONTHLY BILLING / CREDIT CARD POLICY:** Even though an insurance claim has been filed, you will still receive a statement each month from our billing service which will provide you with the outstanding balance due on your account, since you, not the insurance company are ultimately responsible for payment of your account. A 1.625% will be applied every month to accounts with balances outstanding 90 days or longer, regardless of outstanding insurance.
- RETURNED CHECKS:** There is a \$25.00 fee for returned checks. The check must be picked up personally, and credit card or cash must be used to cover the check and the fee. No checks accepted from then on.
- COLLECTION FEES:** Fees incurred to enforce payment required by this agreement will be charged to the patient whose failure to pay, required these fees to be incurred. Interest will continue to accrue on any and all balances until paid in full.

Signature _____
Patient/ Parent or Guardian if patient is a minor

Date _____

C/V ENT
SURGICAL GROUP



ALLEN N. COHEN, M.D., F.A.C.S., F.A.R.S.
BOB B. ARMIN, M.D.
MATT D. HERSHCOVITCH, M.D.
MICHAEL S. REDER, M.D.
VERA D. CECILIO, M.D.

*ENT / Head and Neck Surgery
Nose and Sinus Surgery
Thyroid and Parathyroid Surgery
Facial Plastic and Reconstructive Surgery*

7345 Medical Center Drive
Suite 510
West Hills, CA 91307
T: 818-888-7878
F: 818-888-5200

16500 Ventura Boulevard
Suite 420
Encino, CA 91436
T: 818-986-1200
F: 818-986-3011

IN-OFFICE PROCEDURE POLICY

This letter is simply to inform you that during your initial or during any follow-up visits, your ENT specialist may recommend various in-office procedures. These are separate procedures to help in the diagnosis and treatment of your specific condition and are NOT part of the routine ENT exam or consultation. They are, however, a necessary part of the exam or treatment according to your specialist. We want to make you fully aware that your insurance company also considers these procedures as separate from the consultation and will recognize them as a "SURGICAL PROCEDURE." These procedures include NOSE/SINUS ENDOSCOPY, FLEXIBLE/RIGID LARYNGOSCOPY WITH OR WITHOUT STROBOSCOPY, FLEXIBLE NASOPHARYNGOSCOPY, NOSE CAUTERIZATION FOR TREATMENT OF NOSEBLEEDS, FOREIGN BODY REMOVAL, EAR WAX REMOVAL, HEARING TESTS/AUDIOGRAMS, CT SCANS, HEARING TESTS/AUDIOGRAMS, CT SCANS, BIOPSIES OF LESIONS OF THE SKIN OR MUCOSA, ETC.

As such certain insurance companies have different deductible and copay amounts for these procedures per your individual policy and you may have all or a certain portion of this billed procedure applied to your deductible or copay, which you will be responsible for.

Please sign below to confirm you understand our in-office procedure policy and provide your informed consent.

Patient / Guardian Signature

Printed Patient / Guardian Name

Date



ASSIGNMENT OF BENEFITS

INSURANCE PAYMENT AUTHORIZATION:

I authorize payment of medical benefits to C/V ENT Surgical Group for any professional services rendered. If by chance I'm paid directly by the insurance company for services provided by C/V ENT Surgical Group, then I will forward that check on my behalf to C/V ENT Surgical Group for processing.

PATIENT'S NAME

SIGNATURE

DATE

MEDICARE PAYMENT AUTHORIZATION:

I request that payment of authorized Medicare benefits be made to C/V ENT Surgical Group for any professional services rendered by any providers in the group. I authorize any holder of my medical information to release to the health care financing administration and its agents any information needed to determine these benefits or these benefits payable to related services.

PATIENT'S NAME

SIGNATURE

DATE



Head and Neck Surgery
Pediatric and Adult ENT and Allergy
Facial Plastic and Reconstructive Surgery
Thyroid and Parathyroid Surgery

7345 Medical Center Dr. #510
West Hills, California 91307
Tel. 818-888-7878
Fax 818-888-5200

NOTICE OF PRIVACY PRACTICES ACKNOWLEDGEMENT FORM

THE NOTICE OF PRIVACY PRACTICES DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

I acknowledge that I have access to the office Notice of Privacy Practices. I further acknowledge that the office Notice of Privacy Practices is available for review at the front desk upon request.

Date: _____

Who may we share medical information with?

Spouse: _____

Phone: _____

Parent: _____

Phone: _____

Other: (please specify) _____

Phone: _____

Where may we leave medical information?

Home Answering Machine.....Phone: _____

Office Voicemail.....Phone: _____

Cell Phone.....Phone: _____

Other (please specify).....Phone: _____

Patient Name: _____

Patient Signature: _____

If not signed by member, please indicate relationship _____

Sleep Assessment

Your physician is requesting that you complete this Sleep Assessment Form.
Quality Sleep is an important part of your overall health and well being.

Date _____ Name: _____ Phone Number : _____

Home Address: _____

Physician Name: _____

- | | | | | |
|--|-----|-----|----|-----|
| 1. Have you been told that you snore? | Yes | ___ | No | ___ |
| 2. Do you wake up tired in the morning? | Yes | ___ | No | ___ |
| 3. Do you wake up with headaches in the morning ? | Yes | ___ | No | ___ |
| 4. Do you wake up with dry mouth in the morning ? | Yes | ___ | No | ___ |
| 5. Have you ever been told that you stop breathing at night? | Yes | ___ | No | ___ |
| 6. Do you feel the need for a nap in the afternoon? | Yes | ___ | No | ___ |
| 7. Do you awaken from sleep with shortness of breath or rapid heartbeat? | Yes | ___ | No | ___ |
| 8. Do you take medication for high blood pressure? | Yes | ___ | No | ___ |
| 9. Do you have Diabetes or have you been told you are Pre - Diabetic? | Yes | ___ | No | ___ |
| 10. Are you having trouble losing weight ? | Yes | ___ | No | ___ |
| 11. Do you suffer from Gastric reflux (Gerd) ? | Yes | ___ | No | ___ |
| 12. Does your family have a history of death in sleep? | Yes | ___ | No | ___ |
| 13. Is your neck size larger than 15.5 (female) or 17.0 (male) | Yes | ___ | No | ___ |
| 14. Have you ever been diagnosed with Obstructive Sleep Apnea? | Yes | ___ | No | ___ |
| 15. Are you currently being treated for sleep apnea? | Yes | ___ | No | ___ |
| 13a. If yes, are you using your apparatus every night, all night ? | Yes | ___ | No | ___ |

Epworth Sleepiness Scale

How likely you are to doze off are while doing the following activities? Please use the following scale: 0 = never, 1 = slight, 2 = moderate, 3 = high. Circle one of the following numbers

- | | | | | |
|---|---|---|---|---|
| 1. Being a passenger in a motor vehicle for an hour or more | 0 | 1 | 2 | 3 |
| 2. Sitting and talking to someone..... | 0 | 1 | 2 | 3 |
| 3. Sitting and reading..... | 0 | 1 | 2 | 3 |
| 4. Watching TV..... | 0 | 1 | 2 | 3 |
| 5. Sitting inactive in a public place..... | 0 | 1 | 2 | 3 |
| 6. Lying down to rest in the afternoon..... | 0 | 1 | 2 | 3 |
| 7. Sitting quietly after lunch without alcohol..... | 0 | 1 | 2 | 3 |
| 8. In a car, while stopped for a few minutes in traffic... | 0 | 1 | 2 | 3 |
| Total score _____ | | | | |

Physician Signature: _____

Date: _____

