

## Welcome to Our Practice

*Please fill in these forms to the best of your ability*

Patient Name \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Age \_\_\_\_\_ Date \_\_\_\_\_

SSN# \_\_\_\_\_ Male \_\_\_ Female \_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Email Address \_\_\_\_\_

Work Phone \_\_\_\_\_ Alternate Phone \_\_\_\_\_

Primary Insurance Type: \_\_\_\_\_ ID: \_\_\_\_\_ Group: \_\_\_\_\_

Secondary Insurance Type: \_\_\_\_\_ ID: \_\_\_\_\_ Group: \_\_\_\_\_

Check Appropriate Employment Status: Full time  Part time  Self  Retired  Active Military  Not Employed

Patient's or Parent's Employer \_\_\_\_\_

Business Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

If patient is a student, name of school/college \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Please Check Appropriate Status: Minor  Single  Married  Divorced  Widowed  Separated

Spouse or Parent's Name \_\_\_\_\_ Employer \_\_\_\_\_ Work Phone \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

Whom may we thank for referring you? \_\_\_\_\_ Receive Key Hearing newsletter (circle)? Y / N

Who is the referring physician? \_\_\_\_\_ Phone \_\_\_\_\_  
(If different from above)

Who is your primary care physician? \_\_\_\_\_ Phone \_\_\_\_\_  
(If you would like a copy of your results forwarded to your physician, please sign the release below)

***The following must be signed so we can file your insurance claim for you:***  
I authorize the release of any medical and/or other information necessary to process my medical claim. I also request that payment of government benefits, either to myself or to the party who accepts assignment. Further, I authorize payment of medical benefits to be made directly to Key Hearing, PLLC/Leah Keylard, Au.D, CCC-A for services rendered. This authorization shall remain in effect until otherwise stated, in writing, by myself.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Patient/Parent/Guardian Signature Date

***Release of Medical Information***

I, \_\_\_\_\_, hereby authorize Key Hearing to release any and all medical information in the course of my (or my child's) treatment to the primary care physician listed above.  
I would also like to have this information forwarded to: \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Patient/Parent/Guardian Signature Date

### Child Case History

Name \_\_\_\_\_

Date \_\_\_\_\_

Age \_\_\_\_\_

For what reason was this hearing test arranged?

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

Is your Child on any medications?

YES

NO

If so, what and what for? \_\_\_\_\_

\_\_\_\_\_

Has your child ever had a hearing test before?

YES

NO

If so, when and where? \_\_\_\_\_

Do you have any concern about your child's hearing?

YES

NO

Does your child seem to hear better on some days than others?

YES

NO

Does anyone in your family have problems with hearing?

YES

NO

Were any of the following present after your child's birth or during the first two months?

\_\_ Prematurity

\_\_ Appeared Yellow

\_\_ Poor weight gain

\_\_ Stayed in Hospital after mother went home

\_\_ Was in incubator

\_\_ Infections at birth

\_\_ Did not pass hearing screening at birth

\_\_ Physical deformities

\_\_ Difficulty breathing

\_\_ High fever

\_\_ Birth weight less than 5 lbs

Does your child turn toward sound? \_\_ Yes \_\_ No

Has your child had ear infections? \_\_ Yes \_\_ No How Many? \_\_\_\_\_

## ASSIGNMENT RELEASE AND FINANCIAL AGREEMENT

It is very important for you to know your insurance deductible and percent patient responsibility. You should review your insurance coverage or call your insurance company to review this information.

Problems related to your hearing and balance requires special attention. Diagnostic studies are performed through our office and these include VNG (ENG) and hearing tests. Additionally, we may perform procedures such as ear cleaning.

When you receive a statement from your insurance company describing a procedure/diagnostic study, please be advised that this refers to an "in office" procedure or diagnostic study performed during your **office visit**. Depending on your insurance plan, these charges may be applied to your deductible. (It is important for you to know your insurance deductible and percentage responsibility.)

### *Assignment Release and Financial Agreement*

I hereby authorize treatment and agree to pay all fees for such treatment. I hereby authorize my insurance benefits to be paid directly to the provider of services and I am financially responsible for non-covered services. I authorize the medical provider to release any information requested. I understand that my insurance may deny payment for any reason including, but not limited to the following services: services not provided by my primary care provider and services not authorized or covered by my insurance company. If the primary care physician does not provide the referral in cases where it's required, then the specialist visit may not be covered.

I acknowledge that failure to meet my financial obligations may result in referral of my account to a collection agency.

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



## NOTICE OF PRIVACY PRACTICES —ACKNOWLEDGEMENT

We keep a record of the health care services we provide you. You may ask to see and copy that record. You may also ask to correct that record. We will not disclose your record to others unless you direct us to do so or unless the law authorizes or compels us to do so. You may see your record or get more information about it by contacting Leah Keylard.

Our Notice of Privacy Practices describes in more detail how your health information may be used and disclosed, and how you can access your information.

By my signature below I acknowledge receipt of the Notice of Privacy Practices.

\_\_\_\_\_  
Patient or legally authorized individual signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name if signed on behalf of the patient  
(parent, legal guardian, personal representative)

\_\_\_\_\_  
Relationship

This form will be retained in your medical record.

Last Update: 12/17/2013