

Adult Registration

Client Name: _____ Married: Y ___ N ___ SSN _____ M ___ F ___ DOB: ___ / ___ / ___
Home Address: _____ City: _____ State: _____ Zip: _____
Home Phone: _____ Cell Phone: _____ Referred by: _____ Age: _____
Client/Parent Email Address _____ Client's Physician: _____
Person to Contact in Emergency: _____ Relationship _____ Phone: _____

PRIMARY INSURANCE INFORMATION

BPA/EAP/RBH? EAP Provider _____
(Circle one)

Please complete this section regardless of coverage.

Full Name of Insured: _____ Relationship _____ DOB: ___ / ___ / ___ SSN _____
Home Address: _____ Phone: _____ Employer _____
Primary Ins. Co.: _____ ID#: _____ Group #: _____

SECONDARY INSURANCE INFORMATION

Full Name of Insured: _____ Relationship _____ DOB: ___ / ___ / ___ SSN _____
Home Address: _____ Phone: _____ Employer: _____
Secondary Ins. Co.: _____ ID#: _____ Group #: _____

OFFICE BILLING AND INSURANCE POLICY

1. I authorize use of this form on all of my insurance submissions and release of information to my ins. co.
2. I authorize the release of information between my primary physician and this agency.
3. I understand that I am responsible for the full amount of my bill including deductible, co-pay and unpaid insurance costs.
4. I authorize direct payment to my service provider.
5. I hereby permit a copy of this to be used in place of an original.
6. There will be a **\$40.00** service charge on all returned checks and for appointments that are not cancelled within 24 hours.

PRIVACY PRACTICES

We understand that health information about you and your health is personal. We are committed to protecting health information about you. We encourage you to review our Notice of Privacy Practices carefully. It provides more details on how we may use and disclose your information. In signing this form, I grant my consent to the practitioner's use and disclosure of my protected health information for the purpose of treatment, staffing, medical supervision, payment, and health care operations. You acknowledge that you had an opportunity to review our Notice of Privacy Practices prior to signing this consent. If you feel that your privacy rights have been violated, you may file a complaint with us. All complaints must be in writing.

By signing this form you are acknowledging that you have read the Notice of Privacy Practices and that a longer version is available upon request.

Signature: _____
Client Signature

Date

