

Patient name: \_\_\_\_\_

Gender: Male or Female      Birthdate:      Race:

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

Street	City	State	Zip Code
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Primary Telephone (\_\_\_\_) \_\_\_\_\_ Secondary Telephone (\_\_\_\_) \_\_\_\_\_

Name of Emergency Contact: \_\_\_\_\_ Relationship to patient: \_\_\_\_\_  
(other than Mother or Father)

Telephone ( )

## Mother/Father/Foster Parent/Guardian

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

DOB: \_\_\_\_\_

Email: \_\_\_\_\_

Employer: \_\_\_\_\_

Work Telephone ( ) \_\_\_\_\_

## Mother/Father/Foster Parent/Guardian

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

DOB: \_\_\_\_\_

Email: \_\_\_\_\_

Employer: \_\_\_\_\_

Work Telephone ( ) \_\_\_\_\_

Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Name: \_\_\_\_\_ DOB: \_\_\_\_\_

If divorced or separated, what are the legal custody arrangements for the child?

Physical custody:

Name: \_\_\_\_\_ Relationship to patient: \_\_\_\_\_

Name(s) \_\_\_\_\_ Relationship to patient: \_\_\_\_\_

## BILLING

Primary Insurance \_\_\_\_\_ Policy Number \_\_\_\_\_

Secondary Insurance \_\_\_\_\_ Policy Number \_\_\_\_\_

Policy Holder's Name \_\_\_\_\_

Policy Holder's DOB \_\_\_\_\_ SSN \_\_\_\_\_

Relationship to patient \_\_\_\_\_

How did you hear about our office? \_\_\_\_\_

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## OFFICE POLICY

**NO-SHOW Policy:** Please call for any changes/cancellations to be made at least a day before the scheduled appointment. Otherwise, a scheduled appointment may not be available to you after two missed appointments. We will then ask you to walk in for your next appointment.

**Late arrival:** If you are late, you may be asked to re-schedule your appointment unless the physician's schedule can still accommodate you.

### FINANCIAL AGREEMENT/RESPONSIBLE PARTY *(Read before signing)*

I understand that fees are payable when service is rendered unless Pan and Hsu Pediatrics' physicians are contracted with my insurance company and my insurance company will pay all fees at 100%. I understand that I am responsible for all non-covered services, co-insurance fees, deductibles, and co-payments.

I understand that if my account is turned over to a collection agency, I will be subjected to a \$20 processing fee. In the event that my account is turned over to a collection agency twice, I understand that my child/children will no longer be treated by the physicians at Pan and Hsu Pediatrics.

I understand that if my health insurance company denies payment for any reasons, I will be fully responsible for payment.

I have read and understand Pan and Hsu Pediatrics' policies and financial agreement.

Name \_\_\_\_\_

Relationship to Patient \_\_\_\_\_

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