

# DEPARTMENT OF OTORHINOLARYNGOLOGY

**WEILL  
CORNELL  
PHYSICIANS**

Appointments Information				
Doctor's Name Erich P. Voigt, M.D.	Provider # 6013	Appt Date	Appt Time	Appt #

## REGISTRATION FORM

*Instructions: Fill in the blanks. Replace any wrong or outdated information by crossing it out and noting the change.*

Patient Information										
First Name, MI			Last Name			Sex	Marital	DOB		SSN
Address					City		State		Zip	
Home Phone	Home Fax#	Cell Phone		Email Address		NYH Chart #		IDX MRN		
Mother's Name		Mother's DOB (Peds Pts Only)		Father's Name		Father's DOB (Peds Pts Only)		Patient's Birthplace		
Employer Name		Employer Address			City, State		Zip	Work Phone	Work Fax#	
Reason for visit										
PERSON TO CONTACT IN CASE OF AN EMERGENCY										
Emergency Contact's Name				Relationship		Home Phone		Work Phone		

Your Physicians					
<b>Referring Physician's Name</b>					
Address		City	State	Zip	Phone
<b>Primary Care Physician Name</b>					
Address		City	State	Zip	Phone
<b>OB/GYN Name (female patients)</b>					
Address		City	State	Zip	Phone

Your Insurance Information					
<b>PRIMARY Insurance Name</b>		Certificate/Policy #		Group #	Phone
Address		City		State	Zip
Insured's Name		Relation to Insured	Insured's DOB	Effective Date	Expiration Date
<b>SECONDARY Insurance Name</b>		Certificate/Policy #		Group #	Phone
Address		City		State	Zip
Insured's Name		Relation to Insured	Insured's DOB	Effective Date	Expiration Date

### ASSIGNMENT OF BENEFITS AND AUTHORIZATION TO RELEASE MEDICAL INFORMATION

I certify that all information above is true and correct. I authorize and direct Weill Cornell Physicians, having treated me, to release to governmental agencies, insurance carriers or others who are financially liable for my medical care, all information needed to substantiate payment for such medical care and permit representatives thereof to examine and make copies of all records relating to such care and treatment. I hereby assign, transfer and set over to Weill Cornell Physicians sufficient monies and or benefits to which I may be entitled from governmental agencies, insurance carriers or others who are financially liable for my medical care to cover the costs of the care and treatment rendered to myself or my dependents. I request that payment of authorized benefits be made on my behalf, and I understand I am responsible for charges not covered by policy or plan.

{ } (Medicare) I certify that the information given by me in applying for payment under title XVIII of the Social Security Act is correct. I authorize any holder of medical or other information about me to release to the SS Administration and HCFA or its intermediaries or carriers any information needed for this or a related Medicare claim. I request that payment of authorized benefits be made on my behalf. I assign the benefits payable for physician services to the physician furnishing the services or authorize such physician to submit a claim to Medicare for payment to me.

\_\_\_\_\_  
Signature of Patient or Authorized Guardian

\_\_\_\_\_  
Date

**MEDICAL INFORMATION FORM**

Patient's Name: \_\_\_\_\_ Date of Visit: \_\_\_\_\_  
 Date of Birth : \_\_\_\_\_ Age : \_\_\_\_\_ Weight: \_\_\_\_\_ Height : \_\_\_\_\_  
 Primary Care Physician / Referring Physician \_\_\_\_\_ Telephone: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Reason for the visit: \_\_\_\_\_  
 Children's Names & Birthdates : \_\_\_\_\_

Pharmacy Name : \_\_\_\_\_ Telephone / Fax: \_\_\_\_\_  
 Address: \_\_\_\_\_

Please list all your current medications (include over-the-counter, vitamins, aspirin, herbal medications or birth control):

Please list all prior major illnesses / surgeries (with years) :

Operations 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_  
 Hospitalizations 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_  
 Illnesses/Injuries 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Please list any allergies to medications, Latex or Foods :

Past or current Medical Conditions (circle Y for yes, N for no):

<i>Constitutional</i>		<i>Cardiovascular</i>		<i>Genitourinary</i>	
weight gain/loss (>15 lbs)	Y N	heart attack	Y N	frequent urination	Y N
constant night sweats	Y N	high blood pressure	Y N	prostate problems	Y N
<b>Eyes</b>		heart murmur	Y N	<b>Skin</b>	
double vision	Y N	<b>Gastrointestinal</b>		past skin cancer	Y N
glaucoma	Y N	chronic diarrhea	Y N	past radiation therapy	Y N
<b>Ear/Nose/Throat</b>		heartburn	Y N	<b>Musculoskeletal</b>	
hearing loss	Y N	<b>Endocrine</b>		arthritis	Y N
ear pain	Y N	diabetes	Y N	chronic back pain	Y N
ringing in ear	Y N	thyroid disease	Y N	<b>Respiratory</b>	
balance problems	Y N	autoimmune disease	Y N	asthma/emphysema	Y N
hearing aid	Y N	<b>Neurologic</b>		chronic cough	Y N
difficulty breathing	Y N	headaches	Y N	tuberculosis	Y N
nosebleeds	Y N	seizures	Y N	<b>Psychiatric</b>	
nasal drainage	Y N	stroke	Y N	anxiety	Y N
sinus problems	Y N	<b>Hematology</b>		depression	Y N
snoring	Y N	bruise easily	Y N	sleep problems	Y N
voice changes	Y N	anemia	Y N		

If Yes to any of the above, please explain: \_\_\_\_\_

Family Health/Social History (check)?  Heart Disease  Diabetes  Cancer  Other \_\_\_\_\_  
 Which family member? \_\_\_\_\_

Do you drink alcohol? \_\_\_ No, never \_\_\_ No, but I used to \_\_\_ Yes How many drinks? \_\_\_ / day or wk  
 Do you smoke? \_\_\_ No, never \_\_\_ No, but I used to (quit in yr. \_\_\_ ) Packs per day? \_\_\_ x \_\_\_ years  
 Do you use illicit drugs? \_\_\_ No, never \_\_\_ No, but I used to \_\_\_ Yes Which? \_\_\_\_\_

Reviewed by : \_\_\_\_\_  
 Erich P. Voigt, M.D.



Weill Cornell Medical College

NewYork-Presbyterian Hospital  
Weill Cornell Medical Center

Department of Otolaryngology- Head and Neck Surgery  
New York Presbyterian Hospital  
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New York, NY 10021

**Financial Policy**

*Welcome to the Department of Otorhinolaryngology. The following is a statement of our financial policy. We hope this gives you a better understanding of how our billing works.*

Patients have many different types of insurance and payment options for services rendered. Also, not all physicians in the practice accept the same type of insurance. The three most common scenarios are outlined below. Please read the following and if you have questions or concerns please call the office of the physician you are seeing.

**Participating Plans**

In this scenario the physician you will see participates with your insurance plan. It is your responsibility to ensure your physician is in fact currently a provider in that plan. At the time of service you will be responsible for all co-payments as outlined by your plan coverage. The co-payment is typically listed on your insurance card. The Medical College will then forward a bill to your insurance carrier who will inform the College if any deductible or percentage of payment is due from you. You will receive written notification of such decision and may ultimately be responsible for such payments as determined by your insurance company. If your plan requires a referral, please present the referral at the time you check-in. If you do not have a referral you may have to reschedule your appointment.

**Non-Participating Plans**

In this scenario the physician you will see does not participate in your insurance plan. Payment for services is due at the time of the visit. We can submit the claim directly to your carrier or a claim can be mailed directly to you.

**Medicare**

Drs. Brown, Cohen, Kacker, Kuhel, Kutler, Levinger, McCarn, Pearlman, Prasad, Reisacher, Selesnick, Stewart, Sulica, and Voigt accept Medicare assignment, as do our Audiologists and our Speech/Voice Pathologists, Joseph Montano, Thomas Murry, Lisa Marie Bizzarro, Christine Estes, Meredith Fetch, Elaine Henry, Marjorie Klaskin, Yvonne Knapp, Michelle Kraskin, Ellen Lettrich, Gayle Morris, Ann Weisenberg, Allison Shapiro and Hannah Shonfield. For their services, Medicare will be billed directly. Medicare will send payment directly to the physician. You will be responsible for any deductible or co-insurance.

Some of the ENT physicians and Audiologists in the practice do not accept Medicare assignment. If the provider is not listed above you will be responsible for payment at the time of service. Your claim will then be forwarded to Medicare and reimbursed directly to you.

**Usual and Customary Rates**

Your insurance policy is a contract between you and your insurance company. Our practice is committed to providing the best treatment for our patients and we charge what is usual and customary for our area. You are responsible for payment regardless of any insurance company's arbitrary determination of usual and customary rates.

**Payment**

Cash, Check, Mastercard, Visa, Discover, American Express and NYCE cards are recognized forms of payment.

*We hope this information is helpful; Again, if you have any questions or concerns, please contact your physician's office.*

X \_\_\_\_\_  
Signature of the patient or responsible Party

X \_\_\_\_\_  
Date



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October 6, 2011

Dear Patient:

According to new Federal guidelines, patients should have their blood pressure checked on a periodic basis by each of their medical providers.

While we need to comply with these guidelines, please realize that blood pressure management is not in the purview of our practice.

If you feel that your blood pressure today is not consistent with your usual blood pressure, please convey this to your general practitioner or cardiologist.

Sincerely,

The Department of Otolaryngology/Head and Neck Surgery