

**NOTICE OF PRIVACY PRACTICE
NORTH RALEIGH ENDOCRINOLOGY
& THE DIABETES CENTER**

A DIVISION OF ALVI PRIME TIME CLINICS, LLC

PATIENT REGISTRATION FORM

Welcome to our practice. In order to help us meet your health care needs, please fill out this form completely and accurately in ink. If you have any questions or need assistance, please do not hesitate to ask us and we will be happy to assist you in any way we can.

Name _____ / _____ / _____ Nickname _____

Last First Middle

Maiden name: _____ Birth Date ____ / ____ / ____ Gender M / F SS# _____ / ____ / ____

Marital Status S M W D Drivers License # _____ Expires: _____ State _____

Phone (cell) _____ (home) _____ (work) _____

Address _____ Apt# _____ City _____ State _____ Zip _____

Email _____ Ycur Emplcyer _____

Emergency Contact: _____

Phone (1): _____ Phone(2): _____ ext: _____

Address _____ Apt# _____ City _____ State _____ Zip _____

Primary Insurance Card Holder _____ Patient _____ Spouse _____ Parent _____

Insurance Company _____ Address: _____

Guarantor (Main policy holder) Name _____ DOB ____ / ____ / ____

Employer _____ Group # _____ Policy # _____

For your privacy, please answer the following:

You may leave a message regarding my medical care/billing on my home phone Y / N

You may leave a message regarding my medical care/billing on my cell phone Y / N

You may send information regarding my medical care/billing to the email address provided Y / N

You may leave a message regarding my medical care / billing with:

Name _____ Relationship _____ Phone _____

I have read and understand the policies set forth on the back of this form and agree to adhere to your policies. I have also been provided an opportunity to review or have received the notice of privacy practices.

Patient Signature _____ / _____ / Date: _____

(Guardian signature for minor) (Relationship)

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PLEASE CAREFULLY READ OUR OFFICE POLICY
PLEASE ASK ANY QUESTIONS IF YOU NEED CLARIFICATION

Consent for Treatment: I hereby authorize consent to examination and treatment of the patient by the provider and clinical staff and to performance of any surgical and/or diagnostic procedure that is deemed necessary.

Authorization to Release Information: I hereby authorize North Raleigh Endocrinology to release any information, including the diagnosis and records of any treatment(s) or examination(s) rendered to me or my child, to my insurance company(s) or Worker's Compensation carrier necessary to process claims. I also authorize and request my insurance company(s) to make payment of any medical benefits directly to the physician or North Raleigh Medical Center. I also authorize North Raleigh Medical Center, to release any information including the diagnosis and records of any treatment(s) or examination(s) rendered to my child or me to specialty physicians when necessary to assist in my treatment or care.

Insurance: I acknowledge that it is my responsibility to be familiar with my particular insurance plan and that the provider will be basing recommendations for my health care on my health needs and not on insurance reimbursement. I understand that I am responsible for verifying that North Raleigh Endocrinology or its physicians are participating with my insurance plan prior to receiving services. If my insurance plan requires pre-authorization for any services or referrals, I am responsible for ensuring that the services have been pre-approved by my insurance plan. I acknowledge that I am responsible for payment in full of any charges not covered by my insurance plan. I also understand that if I do not present my insurance card at each visit, I will be responsible for payment in full for services rendered. I understand that payment for services rendered is ultimately my responsibility.

Financial Responsibility: I understand that I am responsible for payment at the time services are rendered including previous balances, copayments, coinsurance, deductibles or services not covered by my insurance plan. I acknowledge that I have provided current and accurate insurance information to enable timely reimbursement for medical services. If insurance information can not be verified or if I do not have health insurance coverage, I will pay in full at the time of service by credit card, cash or check. I understand that any balance after my insurance company has paid is due within 30 days of receipt of the billing statement. I understand that accounts not paid after 90 days from the date of service will be turned over to a collection agency and reported to the credit bureau.

Cancellation Policy: I understand that if I am not able to keep a scheduled appointment, I must notify the office at least 24 hours in advance of the appointment time. I am aware that I will be charged a \$25.00 cancellation fee if I do not provide 24 hours notification or do not show for a scheduled appointment.

Laboratory Tests: I understand that, if necessary, an outside laboratory may process blood and tissue specimens taken at the time of my visit. These services will be billed separately by the lab. It is my responsibility to contact the lab with any questions or concerns regarding their bill.

Minor Patients: I understand that as the adult accompanying the minor, I am responsible for any payment amount due for services rendered regardless of the responsible party or insurance policy holder. I will be provided with a receipt for my personal reimbursement.