ENDOCRINOLOGY CONSULTANTS, P.C.
ADULT & PEDIATRIC WELLNESS CENTER

www.endocrinewellness.com

229 Engle Street Englewood, NJ 07631
201.567.8999 • Fax: 201.567.5385

221 Engle Street Englewood, NJ 07631
201.567.8999 • Fax: 201.567.5385

199 Engle Street Englewood, NJ 07631
201.567.8008 • Fax: 201.567.3003

Endocrinology Consultants is pleased to take part in your medical care. Listed below are some phone numbers and information.

Appointment Date: _____ **Time**: _____

PLEASE BE HERE 15 MINUTES BEFORE YOUR APPOINTMENT TIME

Directions to the office:

From GEORGE WASHINGTON BRIDGE and NJ-4 WEST:

Merge on to **NJ-4 WEST** toward **PARAMUS**. Take **GRAND AVENUE** ramp toward **ENGLEWOOD**. Continue on **GRAND AVENUE / CR-501** for 1.4 miles. **GRAND AVENUE** becomes **ENGLE STREET**. End at **199 ENGLE STREET/229 ENGLE STREET** (199 ENGLE ST: Office building is located on the right side of the street. Small parking lot is located in back of the building. 229 ENGLE ST: Office building is located on the right side of the street. For parking turn right on Hamilton Ave).

From PATERSON area and NJ-4:

Merge onto **NJ-4EAST**. Take the ramp toward **GRAND AVENUE/ENGLEWOOD** (second Englewood exit). Turn RIGHT onto **ROCKWOOD PLACE** for 1 mile. Turn RIGHT onto **GRAND AVENUE / CR-501.** Continue to stay on **GRAND AVENUE** for 1.6 miles. **GRAND AVENUE** becomes **ENGLE STREET**. End at **199 ENGLE STREET/229 ENGLE STREET** (199 ENGLE ST: Office building is located on the right side of the street. Small parking lot is located in the back of the building. 229 ENGLE ST: Office building is located on the right side of the street. For parking turn right on Hamilton Ave).

Test Results:

New patients please bring any blood work or scans that have been done in the last 6 months for your initial visit. The test results will be reviewed with you at your visit. If you have missed your appointment, please be sure to reschedule.

Prescription Refills:

Call your pharmacy first. If you need a written prescription, contact our office at 201-567-8999.

Billing Questions:

For billing questions about your doctor's bills, please call the billing department at 1-201-567-8008. Please make sure if you require a referral it is valid for the day of your visit.

Patient's Personal Information **Sex**: [ ]Male [ ] Female

_____ _____ _____

(Last Name) (First Name) (Middle Initial)

Home Address: _____ Apt #: _____

City: _____ State : _____ Zip Code: _____

Home Phone: (_____) _____- _____ Cell Phone: (_____) _____- _____

Email Address: _____ Date of Birth: _____/_____/_____

Social Security#: _____ - _____ - _____

Employer Information

Occupation: _____

Employer Name: _____

Address: _____ Suite/Unit #:_____

City: _____ State: _____ Zip Code: _____

Work Phone: (_____)_____-_____

Patient's / Responsible Party Information **Relationship to Patient:** [] Self [] Parent [] Other: _____ Name:

_____ _____ _____

(Last Name) (First Name) (Middle Initial)

Date of Birth: _____/_____/_____ Social Security#: _____ - _____ - _____

Home Address: _____ Apt #: _____

City: _____ State: _____ Zip Code: _____

Home Phone: (_____)_____- _____ Work Phone: (_____)_____- _____ Cell Phone (_____)_____- _____

Patient's Insurance Information * Please present insurance cards to receptionist. *

Relationship to insured: [] Self [] Spouse [] Child [] Other: _____

PRIMARY Insurance Name: _____

Address: _____City: _____ State : _____ Zip Code: _____

Name of insured: _____ Date of Birth: _____/_____/_____

Policy #: _____ Group #: _____ Co-pay : $ _____

Relationship to insured : [] Self [] Spouse [] Child [] Other: _____

SECONDARY Insurance Name: _____

Address: _____City: _____ State : _____ Zip Code: _____

Name of insured: _____ Date of Birth: _____/_____/_____

Policy #: _____ Group #: _____ Co-pay : $ _____

Patient's Referral Information

Referred by**:** _____ Phone: (_____)_____- _____

Patient's Primary Medical Doctor

Name: _____ Phone: (_____)_____- _____

Patient's Other Medical Doctors

Name: _____ Specialty: _____

Name: _____ Specialty: _____

Name: _____ Specialty: _____

Name: _____ Specialty: _____

Pharmacy Information

Name: _____

Address: _____City: _____State : _____ Zip Code: _____

Phone: (_____)_____- _____ Fax: (_____)_____- _____

Emergency Contacts

Name: _____Relationship _____

Address: _____City: _____State : _____ Zip Code: _____

Home Phone: (_____)_____- _____ Work Phone: (_____)_____- _____ Cell Phone (_____)_____- _____

Name: _____Relationship _____

Address: _____City: _____State : _____ Zip Code: _____

Home Phone: (_____)_____- _____ Work Phone: (_____)_____- _____ Cell Phone (_____)_____- _____

Patient Name (print): _____ Signature of Patient (or Parent/Guardian):_____
Name of Parent/Guardian (if applicable)):_____ Relationship to Patient: _____ Date:_____

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Assignment of Benefits – Appointment as Authorized Representative

I hereby acknowledge and confirm that, by signing this Assignment of Benefits ("AOB"), I have requested medical treatment, diagnostics and/or other medical or healthcare services (the "Medical Services") from Endocrinology Consultants P.C. ("the Practice") on behalf of myself and/or my dependents. I hereby assign all applicable health insurance benefits and payment (each such payment or benefit, a "Benefit") and all rights and obligations that I and any of my dependents are entitled to (or have actually received), whether it be from a private insurance payor, government source (including, without limitation, Medicaid and/or Medicare) or any other third-party payor (any of the above payment and benefit sources, an "Insurance Payor"), in connection with the Medical Services to the Practice. This authorization fully applies to any and all fees regardless of whether the Practice is in-network or out-of-network with the Insurance Payor providing such Benefit. I hereby appoint the Practice as my authorized representative (my "Authorized Representative") with the power to:

- ✓ File and process medical claims with the Insurance Payor.
- ✓ File appeals and grievances with the Insurance Payor.
- ✓ Discuss or divulge any of my personal health information or that of my dependents with any third party, including the Insurance Payor.
- ✓ Institute and pursue on my behalf any claim, right or cause of action, including any necessary litigation and/or complaints against the Insurance Payor (even to name me as a plaintiff in such action).
- ✓ Act with respect to a benefit plan governed by the provisions of ERISA as provided in 29 C.F.R. §2560.5031(b)(4) with respect to any healthcare expense incurred as a result of the Medical Services I received from the Practice and, to the extent permissible under the law, to claim on my behalf, such benefits, claims, or reimbursement, and any other applicable remedy, including fines.

I am fully aware that having health insurance does not absolve me of my responsibility to ensure that my bills for professional services from the Practice are paid in full. I also understand that I am financially responsible for any and all fees and payments associated with any and all Medical services rendered to myself and/or to my dependents (the "Fees"), including without limitation, any co-pays, coinsurance and deductibles. I understand that no guarantees have been made by the Practice or any other party in respect of any Medical Services or whether the Fees associated with such Medical Services will be paid for by any Insurance Payor and that I have the right to receive care elsewhere. I understand that I am fully responsible for any Fees due to the Practice in connection with the Medical Services that have not been actually received by the Practice for any reason, including without limitation, due to a nonpayment or claim denial by any Insurance Payor. I agree to assist the practice in its efforts to obtain payment for any Medical Services from any Insurance Payor. However, I fully understand that it is ultimately my responsibility to pay any and all Fees and to obtain any and all required authorizations, referrals and/or precertification(s) for any and all Medical Services. If my insurance plan has a pre-existing conditions clause, or requires an authorization or referral and I do not obtain one for the Medical Services I receive, I understand that I am responsible for all Fees, even if the provisions of my plan stipulate I otherwise wouldn't be. I understand that this AOB incorporates and supersedes any prior and contemporaneous understandings or agreements between the parties with respect to the subject matter of this AOB.

Authorization

I authorize the use of my signature on all insurance submissions. I authorize a copy of this document to be used in place of the original. I have read and agreed to the above and certify that the information that I have provided is correct. This Assignment of Benefits shall remain in full force and effect until there are no Fees owed to the Practice in connection with the Medical Services. **I authorize the Practice to obtain the following governing plan documents for the purposes of applicability of compliance with PPACA: (1) Summary Plan Description (SPD); (2) 5500 Form (Plan Annual report); (3) Certified Copy of Certificate for PPACA Grandfathered Plan.**

Patient Name (print): _____ Signature of Patient (or Parent/Guardian):_____

Name of Parent/Guardian (if applicable)):_____ Relationship to Patient: _____ Date:_____

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ACKNOWLEDGMENT OF RECEIPT OF NOTICE OF PRIVACY PRACTICES

Endocrinology Consultants, P.C. (the "**Practice**"), and its staff and providers, may use and disclose my Protected health Information ("**PHI**") to carry out treatment, payment and healthcare operations ("**TPO**"). I understand and acknowledge that the Practice's Notice of Privacy Practices (the "**Notice**") has a more complete description of such uses and disclosures.

I permit the Practice to leave e-mail, telephone and text messages regarding my appointments, prescription renewals, lab results, and all other PHI on voicemail systems, or to provide such information to the person(s) who answer the phone, using the contact information provided.

- I agree that my PHI may be shared with my spouse (if applicable)
- I agree that my PHI may be shared with the following other people:

  _____ Relationship to Patient: _____

- I understand that I can change or revoke any of the foregoing agreements, at any time, by giving written notice to the Practice to the attention of the Privacy Officer. I understand and acknowledge that the Practice may decline to provide me with any services should I decline to sign this agreement, or should I later revoke this agreement.
- I agree that my PHI may be shared with my credit card vendor(s) if I contest any credit card charges, so that the practice can submit records to support its charges.
- I agree that the Practice may contact me at any phone numbers or email addresses provided by me regarding both PHI and non-PHI.

My signature below acknowledges that I agree with the above statements and have received the Practice's Notice and/or have been provided with an opportunity to review it.

_____ _____

Signature of Patient Date

_____

Print Name

SPOUSE/HEALTH CARE POA/LEGAL GUARDIAN
(Please circle one if signing on behalf of the patient)

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FINANCIAL POLICIES

Registration: Upon scheduling and registration with Endocrinology Consultants, P.C. (the "Practice"), we require you to provide your medical insurance card (if you are utilizing its coverage, it must be brought to every visit), all third-party payor coverage information, photo identification, address, date of birth and phone number. If you receive health benefits through a spouse, partner or parent, we require you to also provide that person's full address, date of birth, and phone number. For collection purposes, we also require social security numbers. Should you be unable to produce this documentation, you may pay in full at the time of service and submit the claim to your insurance plan for reimbursement. Please notify us of changes to your insurance coverage or contact information, otherwise you may be responsible for charges we were unable to recover.

Medicare: If you have coverage with Medicare (including both original Medicare and commercial Medicare Advantage plans), it is your responsibility to understand the provisions of your health insurance plan and coverage. Every original Medicare beneficiary is responsible for an annual deductible and coinsurance. Medicare Advantage beneficiaries may be responsible for an annual deductible, coinsurance and/or a copayment. Any portion of copayment, coinsurance and deductible which is not covered by a supplemental carrier will be your financial responsibility to pay. You are wholly responsible for your coverage limitation, regardless of whether you are aware of the details. If you have both Medicare coverage and also commercial insurance, you are responsible for providing the correct primary insurance at your visit. If you have supplemental insurance that does not cross over automatically, you will be billed for the deductible and coinsurance, and you may be given a receipt to submit yourself. By signing below, you specifically agree to these terms, and exempt yourself from any protections your insurance plan may offer you regarding these provisions.

Commercial Health Insurance Plans: Although we will advise you whether we believe we participate with your insurance plan, we are not responsible for any verbal assurances made to you regarding whether particular services rendered in this Practice are covered by your plan. You and you alone are responsible to understand the provisions of your insurance plan and coverage. We recommend contacting your plan prior to receiving services in order to verify your financial responsibilities. If your insurance plan, including Medicare, issues payment to you instead of to us, you are responsible to turn the entire payment over to us immediately upon receipt together with the complete explanation of benefits form. You may be responsible for an additional balance, depending on how your insurance plan adjudicates such a claim.

Referrals: You are responsible to obtain all necessary referrals prior to your appointment, if required by your health plan and assure it is presented at the time of your visit. If your plan requires a referral, precertification or authorization that you do not obtain, your appointment may have to be rescheduled. Otherwise, if as a result your health plan refuses to pay for any claim, you explicitly agree to be responsible for our charges for any affected visits, even if the provisions of your plan stipulate you otherwise wouldn't be (you are waiving that defense). Further, it is also your responsibility to keep track of the number of visits you have used on your referral and the expiration date of your referrals and obtain new ones as needed. We will do our best to ensure you have one if you need one, but the ultimate responsibility is yours.

Cancellation/No Show Policy: If a new patient consultation has to be cancelled or rescheduled, please call the Practice forty-eight hours in advance or there will be a $75 charge. If you miss two appointments there will be a $25 charge.

Copayments, Coinsurance and Deductible: If your plan has a copayment, co-insurance or deductible, it is your responsibility to pay it at the time of service, even if the amount is not printed on your insurance card. Please have your payment ready upon check-in. We are out-of network healthcare providers with some health plans, meaning we have no contract with some health plans to participate in their network of participating providers and in many instances, they do not pay our charges for medical services in full. As a result, we have an obligation to bill our out-of-network patients their ordinary co-insurance, deductibles and cost share amounts as per your insurance agreement. If you fail to pay your coinsurance, deductibles or cost share amounts upon receipt of our invoice, you may be subject to collection activity and may be further responsible for the interest on the balance owed the Practice. However, we recognize that not all of our patients will be able to afford their patient cost share amounts. As a result, we have created a financial hardship policy which legally permits us to reduce, and in some cases, waive your patient cost share responsibility, if you qualify for the waiver. If you believe you might qualify, you may ask our staff for a copy of our financial hardship policy. Accordingly, you agree by signing this document to be responsible for your patient cost share amount, unless you qualify for financial assistance under the Practice's financial hardship policy.

Non-Payment: Any fees that are due and payable for over thirty (30) days may accrue interest at the monthly rate of thirty percent (30%). I understand that if a balance is unpaid, my account may be referred to an external collection action.

I have read, fully understand and agree with all the above policies. I fully understand and accept my financial responsibility for the charges I, or my dependents, may incur at this office.

Patient Name (print): _____ Signature of Patient (or Parent/Guardian):_____

Name of Parent/Guardian (if applicable):_____ Relationship to Patient: _____ Date:_____

COMPREHENSIVE HISTORY AND PHYSICAL ENDOCRINOLOGY EVALUATION (FEMALE)

NAME_____, _____ _____DATE BORN_____/_____/_____Age_____
(Last) (First) (Initial)

On the two lines below, please describe the problem for which you are seeing the doctor:

_____

_____

History of the present illness (HPI)

(PLEASE DO NOT WRITE IN THIS BOX)

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

Prescription medications, antacids, aspirin, supplements, vitamins, health products, or laxatives your child is now taking**:**

Name of Medicine	Dose strength	When taken	To treat what	Year begun	Prescribed by

FAMILY HEALTH HISTORY:
(Such as heart disease, high blood pressure, stroke, cancer, diabetes, thyroid disease, mental illness)

Relationship to you	AGE IF STILL LIVING	IF NOT ALIVE, AGE PERSON DIED	DISEASES PERSON HAS OR HAD AND CAUSE OF DEATH IF DECEASED
Mother			
Father			
Brother			
Brother			
Brother			
Brother			
Sister			
Sister			
Sister			
Sister			
Maternal Grandmother			
Maternal Grandfather			
Paternal Grandmother			
Paternal Grandfather			
Maternal Aunt			
Maternal Uncle			
Paternal Aunt			
Paternal Uncle			
Cousins			

Birth history:
Where was your child born? _____
Full term _____ Preterm_____ # of weeks_____
Normal vaginal delivery ____ C-section_____
Birth weight____ Birth Length_____
Any concerns during pregnancy (like diabetes, hypothyroidism, hypertension etc)?_____
Was the mother taking any medication during the pregnancy?_____
Any complications during or after birth? _____
Was your child in the NICU after birth? If yes, for how long?_____

Menstrual history (in females):
Age at first period: ____
Are the periods ___ regular or ____ irregular
If irregular; explain how_____

Social history:
Lives with _____
Parents are __ married; ____divorced; ___separated; ____adopted/parental history unknown
Mother's age and height: _____
Father's age and height:_____
Mother's occupation _____
Father's occupation_____
# of siblings_____; their gender and age_____

School information:
Grade level_____
Any learning disability: _____
Does your child receive/ received any therapies: PT__; OT __; Speech therapy ____

Puberty:
Does your child have early puberty (before the age of 8 in girls and before the age of 9 in boys)? ____
If yes,
at what age did you notice axillary odor? ___
at what age did you notice axillary hair? ___
at what age did you notice Pubic hair ? ___
at what age did you notice breast development (in girl) and testicular/penile growth (in boys)? _____
at what age did the mother get her period? _____
at what age did the father start shaving? _____
Has your child had an X-ray of the left wrist (Bone age) or any other evaluation? ___. If yes, please bring a CD of the X-ray and any other medical records to the visit.

Is your child being referred for poor growth; obesity, prediabetes or diabetes? ____
If yes, Please provide us with information about your child's eating habits by bringing a 3 day record of what your child eats and drinks including snacks and nighttime bottles.

For patients with Diabetes:
Type of diabetes ____Type 1; ____Type 2
What medications are you currently taking? _____
If on insulin, are you using injections or a pump? _____
If using a Pump, what type of pump are you using? _____
Are you using a continuous glucose monitoring (CGM) device? _____
If yes, which one? _____
Last HbA1c: _____ Date: _____

PAST Medical History

Genetics	
Psychological	
Cardiology	
Allergy	
Other	

REVIEW OF THE SYSTEMS:

EYES, EARS, NOSE, THROAT (CHECK THOSE YOU HAVE)

Loss of hearing ____

Earache or drainage ____

Loss of balance or vertigo ____

Lightheadedness ____

Hoarseness ____

Loss of sense of smell ____

Sinus trouble ____

Constant or frequent nasal stuffiness ____

Loss of ability to taste food ____

Repeated nose bleeding ____

Chronic dryness of the mouth ____

Wear glasses or contacts ____

Blurred vision and glasses don't help____

Double vision ____

Glaucoma ____

Sense of something in the eyes all the time____

Year last saw dentist: _____ Name of dentist: Dr._____

Year last saw eye doctor: _____ Name of eye doctor: Dr. _____

LUNGS and HEART (CHECK THOSE YOU HAVE)

Short of breath even with little effort ____

Heart murmur ____

Wake up at night very short of breath ____

Exposed to tuberculosis____ Year _____ Treatment given? _____

Positive skin test for tuberculosis ____

Pain, discomfort, or tightness in chest ____

High blood pressure ____

Persistent cough ____

Cough up blood ____

Cough up phlegm or sputum ____

Asthma ____

Palpitations or racing of the pulse ____

Drenching night sweats ____

Severe pain in the calves while walking or running ____

STOMACH, INTESTINES & LIVER (CHECK THOSE YOU HAVE)

Frequent nausea ____

Have frequent or unexplained vomiting ____

Vomit blood ____

Stomach or abdominal pain ____

Bloody bowel movements ____

Loose bowels most of the time ____

Constipation most of the time ____

Rectal pain or bleeding ____

KIDNEYS & BLADDER (CHECK THOSE YOU HAVE)

Get up at night just to urinate____ How many times a night? ____

Unable to control bladder and have accidents ____

Weaker and slower urine stream ____

Blood in urine ____

Urinary, kidney or bladder infections ____

Burning or pain during urination ____

Constant feeling of a need to urinate ____

MUSCLES, JOINTS & SKELETON (CHECK THOSE YOU HAVE)

Had fractures of bones____

Severe or unusual muscle cramps ____

Stiff joints____

Painful muscles ____

Swollen joints ____

Pain or stiffness in spine ____

NERVOUS AND PSYCHIATRIC (CHECK THOSE YOU HAVE)

Psychiatric treatment ____ Treated by _____

Unusual weakness of muscles ____

Sick headaches ____

Numbness of part of body ____ Which part?_____

Pass out, fainting or loss of consciousness ____

Seizures or convulsions ____

Unusual shaking or trembling ____

Depressed ____

Easily annoyed or irritable____

ENDOCRINE (CHECK THOSE YOU HAVE)

Big problem with heat or hot weather ____

Big problem with cold or cold weather ____

Excessive perspiration ____

Trouble swallowing ___

Goiter or enlarged thyroid gland ____

Nodule on thyroid gland ___

Tender thyroid or pain in the front of your neck ____

Excessive appetite ____

Poor appetite ____

Exhaustion or fatigue most of the time ____

Breast discharge ____

Change in voice ____

Excessive body or facial hair ____

Problem with acne____