



Date: \_\_\_\_\_

PATIENT REGISTRATION INFORMATION

PLEASE PRINT

Mr.  Mrs.  Miss  Ms.  Dr. \_\_\_\_\_ Previous Name: \_\_\_\_\_  
CHOOSE ONE! LAST NAME FIRST NAME MI (E.G., MAIDEN NAME)

Address: \_\_\_\_\_  
STREET ADDRESS CITY STATE ZIP

Phone - Home \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_ ext \_\_\_\_\_

Ethnicity: \_\_\_\_\_ Race: \_\_\_\_\_

Primary Care Provider: \_\_\_\_\_ Referring Provider \_\_\_\_\_  
NAME AND CITY (if different than PCP) NAME AND CITY

Patient date of birth: \_\_\_\_\_  M  F  Single  Married  Widowed  Divorced  Separated SS #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Patient employed by: \_\_\_\_\_

Business Address: \_\_\_\_\_  
 Full time  Part time  Not employed  Self employed  Retired  Active Military Duty  Full time student  Part time student

Responsible Party: \_\_\_\_\_ Phone: \_\_\_\_\_  
(STATEMENTS WILL BE ADDRESSED TO RESPONSIBLE PARTY) LAST NAME FIRST NAME MI

Address of Responsible Party: \_\_\_\_\_ Relationship: \_\_\_\_\_  
STREET ADDRESS CITY STATE ZIP

Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_  
LAST NAME FIRST NAME MI

Address of Emerg. Contact: \_\_\_\_\_ Relationship: \_\_\_\_\_  
STREET ADDRESS CITY STATE ZIP

Name of Primary Insurance \_\_\_\_\_ Subscriber ID # \_\_\_\_\_

Name of Insured: \_\_\_\_\_ Relationship: \_\_\_\_\_ Group #: \_\_\_\_\_

Policy Holder DOB: \_\_\_\_\_

Name of Secondary Insurance (if any) \_\_\_\_\_ Subscriber ID # \_\_\_\_\_

Name of Insured: \_\_\_\_\_ Relationship: \_\_\_\_\_ Group #: \_\_\_\_\_

Patient's e-mail address: \_\_\_\_\_

Your local pharmacy name: \_\_\_\_\_ City: \_\_\_\_\_ Phone \_\_\_\_\_

Mail Order pharmacy name: \_\_\_\_\_ City/State: \_\_\_\_\_ Phone \_\_\_\_\_

Preferred Language: \_\_\_\_\_ Translator Required?  Y  N

**RELEASE OF PERSONAL INFORMATION TO THE PATIENT'S DESIGNEES**

I authorize medical staff members of this practice to discuss my medical history, diagnosis, treatment and prognosis with those listed below.

Name	Phone Number	Relationship
_____	_____	_____
_____	_____	_____

Patient's home phone:  OK to leave message with detailed information  Do not leave details; leave message with callback number only

How did you learn of this practice? \_\_\_\_\_

**ASSIGNMENT OF INSURANCE BENEFITS**

The undersigned hereby authorizes the release of any information relating to all claims for benefits submitted on behalf of myself and/or dependants. I further expressly agree and acknowledge that my signature on this document authorizes my physician to submit claims for benefits, for services rendered or for services to be rendered, without obtaining my signature on each and every claim to be submitted for myself and/or my dependants and that I will be bound by this signature as though the undersigned had personally signed the particular claim.

I, \_\_\_\_\_ (name of insured) herby authorize \_\_\_\_\_ (name of insurance company) to pay and hereby assign directly to *Practice Name* all benefits, if any, otherwise payable to me for the services as described on the attached forms. I understand that I am financially responsible for all charges incurred. I further acknowledge that any insurance benefits, when received by and paid to *Practice Name*, PA will be credited to my account, in accordance with the above said

\_\_\_\_\_  
(authorized signature of subscriber)

\_\_\_\_\_  
(date)





**PATIENT RESPONSIBILITY  
FOR FOLLOW-UP CARE PLEDGE**

I, \_\_\_\_\_ (print last name), \_\_\_\_\_ (print first name), hereby acknowledge and understand that even with the best training, skill and experience, a medically trained professional is not always capable of solving my medical problems. Therefore, I understand it is important that any and all recommendations by doctors are followed completely in order to increase the likelihood of a positive and healthy treatment/outcome. I acknowledge and understand that if any physician in this office prescribes medicine to me that the proper taking of any such medicine shall be my sole responsibility (or my guardian who has attended this consultation). I agree to properly follow the prescribed dosage and frequency amounts of these medicines as recommended by my doctor.

I understand that if a doctor in this office refers me to see another doctor or receive another test including, but not limited to, a blood test, an MRI, or CT scan, this timely recommendation is important and essential the ultimate success of my treatment/outcome. I understand that it is not possible for any person in this office to constantly follow-up to ensure that I have followed these recommendations. Therefore, I understand that if I fail to see that specialist or obtain the test for which I was referred immediately, this can risk my current health or increase future health risks.

I understand that it is solely my responsibility to follow any of the medical advice given by any medical person in this office and any bad health outcome from my failure to follow the advice of my doctors should be expected.

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



**N101**  
**Gastroenterology Associates of New Jersey**  
**Notice of Privacy Practices**

Patient Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

*The Notice of Privacy Practices describes how Protected Health Information about you may be used and disclosed and how you can get access to this information. Please review it carefully.*

GANJ is required by law to protect the privacy of health information that may reveal your identity, and to provide you with a copy of this notice, which describes the health information privacy practices of our practice, its medical staff, and affiliated health care providers that jointly perform payment activities and business operations with our Practice. "Protected Health Information" is information about you, including demographic information, that may identify you and genetic information, and that relates to your past, present or future physical or mental health or condition and related health care services.

I hereby acknowledge that I have received from Gastroenterology Associates of New Jersey, LLC ("GANJ") a copy of the Notice of Privacy Practices of GANJ. I understand that the Notice of Privacy Practices sets forth my rights relating to the use and disclosure of my personal health information and explains how GANJ can use and disclose my personal health information both with and without my authorization. I further understand that I may contact GANJ's Privacy Officer if I have any questions regarding the contents of this Notice or to file a complaint.

\_\_\_\_\_  
Signature of Patient/ Health Care Agent/ Guardian/ Relative  
(This signature indicates having received a copy of the Notice of Privacy Practices.)

- Patient is unable to sign due to medical reasons
- Patient refuses to sign
- Other (Please Explain)

This Acknowledgement Form will become part of your permanent medical record.

**OFFICE FINANCIAL POLICY**

All Patients must complete our Patient Information Sheet before seeing the doctor.

**REGARDING MANAGED CARE INSURANCE WE PARTICIPATE WITH:**

You are responsible to supply our staff with your identification cards and all referrals  
And / or authorization forms PRIOR to seeing the doctor (if applicable). THERE WILL BE NO  
EXCEPTIONS.

If you do not have proper forms, I.D. cards or applicable co-pays as described in your insurance  
handbook, YOU MUST EITHER RESCHEDULE OR PAY FOR THE SERVICES IN FULL.

**REGARDING NON-PARTICIPATING INSURANCE:**

It is your responsibility to understand which insurance plans your doctor is participating with. The bill  
is your responsibility and is due at the time of service. Your insurance policy is a contract between  
you and your insurance company. Our office is not part of that contract.

**REGARDING NON-PARTICIPATING INSURANCE'S "USUAL AND CUSTOMARY RATES":**

Our practice is committed to providing the highest quality of treatment to our patients, and we charge  
what is usual and customary for our areas. You are responsible for payment regardless of any insurance  
company's arbitrary determination of usual and customary rates.

**REGARDING SECONDARY INSURANCE:**

We are not responsible for submitting balances to your secondary insurance companies. We will gladly  
provide you the information you need to collect from your secondary insurance carrier.

**RETURNED CHECK FEE: \$50.00**

Thank you for understanding our office financial policy. Please feel free to let our billing office know  
if you have any questions or concerns or if you need to discuss payment arrangements.

I have read the above office financial policy, I agree and understand its terms.

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Signature of patient or responsible party

Date

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Signature of co-responsible party

Date



**CONSENT TO NAME AN AUTHORIZED REPRESENTATIVE TO PURSUE AN APPEAL OF AN  
ADVERSE BENEFITS DETERMINATION INVOLVING MEDICAL JUDGEMENT &**

**AUTHORIZATION TO RELEASE INFORMATION RELATING TO THE  
APPEAL**

I, \_\_\_\_\_, by signing below, agree to representation by the following authorized representative, Gastroenterology Associates of New Jersey (GANJ), to act on my behalf in an appeal of an adverse benefits determination involving medical judgement as allowed by the Patient Protection and Affordable Care Act (PPACA) Public Law 111-148, and Section 2719 of the Public Health Services Act (PHS Act) which PPACA has incorporated into the Employment Retirement Income Security Act (ERISA) and the Internal Revenue Code (the Code), making those provisions applicable to group health plans and health insurance issuers providing health insurance coverage in connection with group health plans. I also agree to the release of my personal health information to my appointed authorized representative named herein, to \_\_\_\_\_ and its independently contracted Independent Review Organization (IRO) that will review my appeal. My consent to this appointment of this authorized representative and my authorization of release of my personal health information expires in 24 months, but I may revoke both sooner.

Signature: \_\_\_\_\_ Ins.ID# \_\_\_\_\_

Date: \_\_\_\_\_

Relationship to Patient: [ ] I am the patient [ ] I am a personal Representative