

## NEW PATIENT INFORMATION SHEET

Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_ Sex: \_\_\_ M \_\_\_ F  
Address: \_\_\_\_\_ ZIP: \_\_\_\_\_  
City/State: \_\_\_\_\_ SS# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Home Phone#: (\_\_\_\_) \_\_\_\_\_ Work Phone#: (\_\_\_\_) \_\_\_\_\_ Cell Phone#: (\_\_\_\_) \_\_\_\_\_  
**Appointment Reminder Call Contact # (please circle one):** Home Work Cell Other: (\_\_\_\_) \_\_\_\_\_

### IF PATIENT IS A MINOR:

Mother's Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_  
SS#: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Address: \_\_\_\_\_  
Phone #: (\_\_\_\_) \_\_\_\_\_ Employer: \_\_\_\_\_  
Employer's Address: \_\_\_\_\_  
Father's Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_  
SS#: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Address: \_\_\_\_\_  
Phone #: (\_\_\_\_) \_\_\_\_\_ Employer: \_\_\_\_\_  
Employer's Address: \_\_\_\_\_

### SUBSCRIBER INFORMATION:

Subscriber's Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_ Sex: \_\_\_ M \_\_\_ F  
Relationship to Patient: \_\_\_\_\_  
Address: \_\_\_\_\_  
Employer: \_\_\_\_\_ Work Phone #: (\_\_\_\_) \_\_\_\_\_  
Employer's Address: \_\_\_\_\_

### INSURANCE INFORMATION:

Insurance Company: \_\_\_\_\_  
Insurance ID #: \_\_\_\_\_ Account/Group #: \_\_\_\_\_  
Clinician patient is seeing today: \_\_\_\_\_ Effective Date: \_\_\_\_\_

### **THIRD PARTY CONSENT**

I authorize Broudy and Associates to communicate with my insurance company to coordinate treatment, to facilitate quality of treatment, and obtain reimbursement. By not signing consent, I am agreeing to full payment at the time of service. **Initial:** \_\_\_\_\_

***\* I understand and agree that, regardless of insurance status, I am responsible for the balance on this account for any professional services rendered. I certify the information provided is true and correct. I will notify Broudy and Associates of any changes in the above information, including insurance coverage, in a timely manner. Initial: \_\_\_\_\_***

### **PRIVACY PRACTICE**

I acknowledge that I have been provided access to Broudy & Associates Notice of Privacy Practices (NPP). I acknowledge that I can obtain a copy of the full NPP from the front office and/or Broudy & Associates website (broudyassoc.com). If I have any questions regarding the NPP, I will ask to speak with the privacy officer.

**Initial:** \_\_\_\_\_

**Print Name (parent if patient is a minor):** \_\_\_\_\_

**Signature (parent if patient is a minor):** \_\_\_\_\_ **Date:** \_\_\_\_\_

Norman Broudy, M.D. & Associates  
825 Washington Street  
Wilmington, Delaware 19801  
302-655-7110

**AUTHORIZATION TO DISCLOSE MEDICAL RECORD INFORMATION  
TO PRIMARY CARE PHYSICIAN**

**Patient's Name:** \_\_\_\_\_

**Patient's Date of Birth:** \_\_\_\_\_

I, \_\_\_\_\_ authorize Norman Broudy, M.D. and  
(Patient's name/ if minor Legal Guardian)

Associates to disclose the following information in order to coordinate treatment: Mental Health,  
including Alcohol and Substance Abuse to:

**Primary Care Physician,** \_\_\_\_\_

**Located at the following address:** \_\_\_\_\_

*I understand that I may revoke this consent at any time except to the extent that action has  
already been taken in reliance on it.*

\_\_\_\_\_  
(Signature of Patient/ if minor Legal Guardian)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Witness)

\_\_\_\_\_  
(Date)

**I DO NOT WISH TO AUTHORIZE RELEASE OF INFORMATION**

\_\_\_\_\_  
(Signature of Patient/ if minor Legal Guardian)

\_\_\_\_\_  
(Date)

The following prohibition may apply:

**PROHIBITION ON REDISCLOSURE:** This information has been disclosed to you from records where confidentiality is protected by Federal Law. Federal Regulations (42 CFR, part2) prohibits you from making any further disclosure of this information except with the specific written consent of the person to whom it pertains. A general authorization for the release of medical or other information if held by another party is not sufficient for this purpose. Federal regulations state that any person who violates any provision of this law shall be fined not more than \$500 in the case of the first offense, and not more than \$5000 in the case of each subsequent offense.

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

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

**NORMAN BROUDY, M.D. & ASSOCIATES**

**OFFICE POLICIES**

• Broudy & Associates requires 24 business hours (Monday-Friday) notice for appointment cancellations. Otherwise, the patient may be charged up to the full fee of the appointment. *For example: if the patient's appointment is on Monday at 9:00am Broudy and Associates must receive a call by 9:00am the previous Friday to have given proper 24 business hour notice.*

**Initial:** \_\_\_\_\_

• First appointments scheduled with a psychiatrist or a nurse practitioner require 48 business hours notice for appointment cancellation/rescheduling. If Broudy and Associates is *not* provided 48 business hours notice, the appointment may not be rescheduled.

**Initial:** \_\_\_\_\_

• It is the patient's responsibility to know the date and time of his/her appointment. Appointment reminder calls are a courtesy.

**Initial:** \_\_\_\_\_

• The office will verify the patient's mental health benefits; however, this is not a guarantee of payment. It is the patient's responsibility to know his/her benefits including deductibles, co-pays and visit limitations. In addition, it is the patient's responsibility to keep track of visits used during his/her benefit year.

**Initial:** \_\_\_\_\_

• Insurance companies require payment of co-pays/coinsurance at the time of service. Patient balances not received within 30 days of their visit will be billed and are subject to a \$10 processing fee per month.

**Initial:** \_\_\_\_\_

• Please notify Broudy & Associates in a timely manner of any changes, including: insurance coverage, address and telephone number. Delay in providing us with accurate insurance information may prevent insurance reimbursement, and the patient will be responsible for fees.

**Initial:** \_\_\_\_\_

• Broudy & Associates submits claims *only* to the insurance companies with whom we are contracted.

**Initial:** \_\_\_\_\_

• Broudy & Associates will not submit claims to secondary insurances with the exception of DPCI (Medicaid) and Medicare supplemental plans.

**Initial:** \_\_\_\_\_

• There will be a \$30 charge for any returned checks. If there is a history of 2 returned checks, our office will only accept cash or credit card payments.

**Initial:** \_\_\_\_\_

*As a client of Broudy and Associates, I have read and understand the operating procedures, and hereby give permission to the professional staff at the agency to provide diagnostic and/or therapeutic services.*

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

(Parent/Guardian if patient is a minor)