



UPDATE

CHANGE OF ADDRESS

NAME CHANGE

NEW PATIENT

TODAYS DATE: \_\_\_\_\_

**PATIENT INFORMATION**

LAST NAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_ MI: \_\_\_\_\_

I PREFER TO BE CALLED : \_\_\_\_\_ PRIMARY LANGUAGE: \_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_ MALE/FEMALE

MAILING ADDRESS: \_\_\_\_\_  
ADDRESS CITY STATE ZIP

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

HOME PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

WORK PHONE: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

EMERGENCY CONTACT : \_\_\_\_\_  
NAME PHONE NUMBER

WHO REFERRED YOU TO OUR OFFICE? \_\_\_\_\_

**PERSON RESPONSIBLE FOR PATIENT**

NAME: \_\_\_\_\_ DOB: \_\_\_\_\_ SSN: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHONE #: \_\_\_\_\_ CELL #: \_\_\_\_\_

RELATIONSHIP TO THE PATIENT: \_\_\_\_\_

**PATIENT INSURANCE INFORMATION**

PRIMARY INS. CO. NAME: \_\_\_\_\_ SECONDARY INS. CO. NAME: \_\_\_\_\_

**INSURANCE CARDS ARE REQUIRED AT TIME OF VISIT**

**PLEASE READ "LIFETIME SIGNATURE ON FILE, ASSIGNMENT OF BENEFITS, FINANCIAL AGREEMENT" LOCATED ON THE REVERSE SIDE OF THIS DOCUMENT AND SIGN BELOW.**

**It is understood that the undersigned and/or the patient are primarily responsible for the payment of my bill regardless of insurance coverage.**

DATE: \_\_\_\_\_

\_\_\_\_\_  
Beneficiary or Authorized/Responsible Party Signature

## Lifetime Signature on File, Assignment of Benefits, Financial Agreement

We are committed to providing you with the highest level of service and quality care.

We expect, in turn, that you have the same commitment to your financial responsibility to us.

- MEDICARE:** I request that payment of authorized Medicare benefits be made on my behalf to **EYE AND LASER CENTER OF FORT COLLINS OR EYE AND LASER CENTER OPTICAL (collectively referred to as ELCFC)** for services furnished me by ELCFC. I understand my signature requests that payment be made and authorizes release of medical information necessary to pay the claim. Coinsurance and deductible are based upon the final determination of the Medicare Carrier and are my responsibility.  
**MEDICARE ADVANTAGE PLANS:** I agree to provide appropriate information regarding my Medicare Advantage Plan to ELCFC as this may affect coverage for services provided. If I fail to provide accurate and timely information to ELCFC, I agree to be fully responsible for payment.
- SUPPLEMENTAL INSURANCE:** With current information, ELCFC will file my supplemental insurance claim on my behalf. My signature below authorizes release of the information to the insurance company. I request that payment of authorized secondary insurance benefits be made on my behalf to ELCFC. If my supplemental insurance plan pays me directly, I agree to remit said payment immediately to ELCFC.
- RELEASE OF INFORMATION:** ELCFC may disclose all or any part of my medical record and/or financial ledger to any person or corporation which is or may be liable or under contract to ELCFC for reimbursement for services rendered, and to any health care provider for continued patient care. A copy of this authorization may be used in place of the original.
- OTHER INSURANCE:** ELCFC participates with most major insurance plans and will make a reasonable effort to notify me if ELCFC has no contract, expressed or implied, with my particular insurance plan. Notification may be verbal or by signage. However, it is ultimately my responsibility to understand my insurance plan's coverage, benefits and limitations. I agree to be responsible for all items or services rendered by ELCFC regardless of insurance coverage, and I accept full financial responsibility if incorrect or untimely insurance information is given by me to ELCFC.
- NON-COVERED SERVICES:** I understand that ELCFC's contracts with insurance plans relate only to items and services which are covered by the insurance plans, and that ELCFC does not determine what defines a covered benefit of my insurance company and cannot make any guarantees about coverage. That determination is made only by my insurance plan after the claim is received. Accordingly, the undersigned accepts full financial responsibility for all items or services which are determined by the health care service plans to be non-covered. Examples of non-covered items may include services considered to be routine, cosmetic, preexisting or experimental, and treatment or tests not recognized by the health care service plan.
- FINANCIAL AGREEMENT:** I agree that in return for the services provided to the patient by ELCFC, I will pay my account at the time service is rendered or will make financial arrangements satisfactory to ELCFC for payment. Copays not paid at time of service are subject to a \$10.00 billing fee. Repeat statements are subject to a \$10.00 billing fee. **MINOR CHILDREN:** ELCFC is not party to any divorce or custody arrangement, therefore the parent accompanying the minor child is responsible for payment. **COLLECTIONS:** If an account is sent to an agency for collection, I agree to pay all collection expenses and reasonable attorney's fees as established by the court. I understand and agree that if my account is placed for collection, I will be charged a delinquent account fee based on my account balance as follows: for balances up to \$100.00, the fee added is \$25.00. From \$101.00 to \$500.00, the fee added is \$50.00. From \$501.00 to \$1000.00, the fee added is \$75.00. For balances over \$1001.00, the fee added is \$100.00. Delinquent account fees are not negotiable. Non-payment of accounts may result in termination from the practice. Account disputes must be received within 60 days of first statement date. If copayments and/or deductibles are designated by my insurance company or health plan, I agree to pay them to ELCFC.
- APPOINTMENT CANCELLATION POLICY:** The Eye and Laser Center of Fort Collins is committed to providing all of our patients with exceptional care. When a patient cancels without giving enough notice, they prevent another patient from being seen.  
**Please call us at 970.224.2020 by 2:00 p.m. on the day prior to your scheduled appointment** to notify us of any changes or cancellations. **To cancel a Monday appointment, please call our office by 2:00 p.m. on Friday.** If prior notification is not given, you will be charged \$50.00 for a missed clinic appointment and \$200.00 for a missed surgical appointment. Patients who repeatedly do not keep appointments or cancel without sufficient notice are subject to discharge from the practice.