Logo, company name

Description automatically generated

**Today’s Date (mm/dd/yy)**

\_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_

**REGISTRATION FORM**

(Please fill in and check the boxes 🗹 that apply)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **PATIENT INFORMATION** | | | | | | | |
| **Last Name** | | **Birth Date** (mm/dd/yy)  \_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_ | | **Sex**  □ Female  □ Male | | **Marital Status**  □ Single □ Married  □ Divorced □ Widow | |
| **First Name** (and middle name if applicable) | | **Social Security Number**  \_\_\_\_\_\_\_\_\_ - \_\_\_\_\_\_ - \_\_\_\_\_\_\_\_\_\_\_\_ | |
| **Race** (select one)  □ White □ Black or African American □ American Indian or Alaska Native □ Asian  □ Native Hawaiian or Other Pacific Islander □ Other Race □ Multiracial | | | **Ethnicity** (select one)  □ Hispanic  □ Non-Hispanic | | | **Primary Language**  □ English  □ Spanish  □ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **Street Address** | | **City** | | | **State** | | **ZIP Code** |
| **Phone**  ( \_\_\_\_\_\_\_\_\_ ) \_\_\_\_\_\_\_\_\_ - \_\_\_\_\_\_\_\_\_\_\_\_ | **Email** | | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **INSURANCE INFORMATION** | | | | |
| **Primary Insurance**  □ Medicare □ Medicaid □ Tricare □ United Healthcare □ BCBS of TX □ Ambetter □ Humana □ Care Improvement Plus  □ Wellcare □ Aetna □ Molina □ HealthSpring □ Oscar □ Superior □ Cigna □ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| **Group Number** | **Policy Number** | | | **Co-Payment**  $ \_\_\_\_\_\_\_\_\_ |
| **Secondary Insurance** (if applicable)  □ Medicare □ Medicaid □ Tricare □ United Healthcare □ BCBS of TX □ Ambetter □ Humana □ Care Improvement Plus  □ Wellcare □ Aetna □ Molina □ HealthSpring □ Oscar □ Superior □ Cigna □ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| **Secondary Insurance Group Number** (if applicable) | **Secondary Insurance Policy Number** (if applicable) | | | **Co-Payment**  $ \_\_\_\_\_\_\_\_\_ |
| ***If the patient is not the insurance subscriber, please provide the subscriber’s information below. If the patient is the subscriber, skip this section.*** | | | | |
| **Subscriber’s Last Name** | | **Subscriber’s Birth Date** (mm/dd/yy)  \_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_ | **Patient’s Relationship to Subscriber**  □ Spouse  □ Child  □ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **Subscriber’s First Name** (and middle name if applicable) | | **Subscriber’s Social Security Number**  \_\_\_\_\_\_\_\_\_ - \_\_\_\_\_\_ - \_\_\_\_\_\_\_\_\_\_\_\_ |

|  |  |  |
| --- | --- | --- |
| **EMERGENCY CONTACT** | | |
| **Name of local friend or relative in case of an emergency** | **Relationship to Patient** | **Phone**  ( \_\_\_\_\_\_\_\_\_ ) \_\_\_\_\_\_\_\_\_ - \_\_\_\_\_\_\_\_\_\_\_\_ |

|  |
| --- |
| **REFERRAL** |
| **How did you hear about this clinic?**  □ Insurance plan □ Internet search □ Social media □ Family □ Friend □ Outside sign □ Flyer □ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |
| --- |
| **RELEASE OF MEDICAL INFORMATION CONSENT** |
| □ I do not wish to give permission to release information regarding my health or results of any kind to anyone other than myself or my legal personal representative. |
| □ I give permission to RGV Health Medical Clinic, PLLC to release to the person(s) listed below my medical information regarding appointments, diagnostic test results, etc. The only exceptions to this permission are the results pertaining to sexually transmitted diseases or HIV, as these require my additional consent.  Name(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relation to patient: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Logo, company name

Description automatically generated

**HEALTH INFORMATION**

(Please fill in and check the boxes 🗹 that apply)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **FAMILY HEALTH HISTORY** | | | | | | | |
|  | **Self** | **Father** | **Mother** |  | **Self** | **Father** | **Mother** |
| **Heart Disease** | □ | □ | □ | **Asthma** | □ | □ | □ |
| **High Blood Pressure** | □ | □ | □ | **Rheumatoid Arthritis** | □ | □ | □ |
| **Stroke** | □ | □ | □ | **Gout** | □ | □ | □ |
| **Cancer** | □ | □ | □ | **High Cholesterol** | □ | □ | □ |
| **Diabetes** | □ | □ | □ | **COPD** | □ | □ | □ |
| **Allergies** | □ | □ | □ | **Depression** | □ | □ | □ |
| **Other** (please specify) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Other** (please specify) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |  |  |
| --- | --- | --- |
| **WOMEN ONLY** | | |
| **Are you pregnant or breastfeeding?** □ Yes □ No | **Number of pregnancies:** \_\_\_\_\_\_ | **Number of live births:** \_\_\_\_\_\_ |
| **If you are 40 years or older, have you had a mammogram done?** □ Yes □ No  If yes, what year was the test done: \_\_\_\_\_\_\_\_\_\_\_\_ □ Result normal □ Result abnormal, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| **Have you had a Pap smear done?** □ Yes □ No  If yes, what year was the test done: \_\_\_\_\_\_\_\_\_\_\_\_ □ Result normal □ Result abnormal, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **HEALTH HABITS AND PERSONAL SAFETY** | | | |
| **Do you exercise?**  □ No  □ Once or twice a week  □ More than twice a week | **Do you consume alcohol?**  □ No  □ One or two drinks/beers a week  □ More than two drinks/beers a week | | **Do you consume street drugs?**  □ No  □ Occasionally  □ Once a week or more |
| **Do you smoke tobacco?**  □ No, never have  □ Not currently, but I used to smoke for about \_\_\_\_\_\_ years the equivalent to \_\_\_\_\_\_ packs per day  □ Yes, I have been smoking for about \_\_\_\_\_\_ years the equivalent to \_\_\_\_\_\_ packs per day | | | **Have you had any falls within the last year?**  □ No  □ Yes, how many? \_\_\_\_\_\_ |
| **If you are 45 years or older, have you had a colonoscopy done?** □ Yes □ No  If yes, what year was the test done: \_\_\_\_\_\_\_\_\_\_\_\_ □ Result normal □ Result abnormal, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| **Do you have advance directives?** □ Yes □ No | | | |
| Advance directives are legal documents that allow you to spell out your decisions about end-of-life care ahead of time. A durable power of attorney for health care is a document that names your health care proxy. Your proxy is someone you trust to make health decisions for you if you are unable to do so. It may include the following: | | | |
| * whether to accept or refuse medical care if dying or permanently unconscious * the use of dialysis and breathing machines * a statement on whether you want to be resuscitated | | * what to do if your breathing or heartbeat stops * whether to accept tube feeding * your willingness to donate organs or tissue | |

|  |  |
| --- | --- |
| **PHARMACY** | |
| **Pharmacy Name and Location** | |
| **List below all prescribed and over-the-counter drugs you take regularly, including vitamins and inhalers. If you need additional space, please use the back of this page.** | |
| 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **List below allergies to medications with the names and reactions you had.** | |
| 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Logo, company name

Description automatically generated

**OFFICE POLICIES**

**AUTHORIZATION TO TREAT**

By signing below, I give full authorization to Dr. Rafael Otero and his staff to treat my medical conditions and illnesses.

**MEDICATION ACKNOWLEDGMENT**

I consent to all laboratory exams and office procedures my medical provider may consider necessary for my treatment. I also agree to read all package inserts of any medication prescribed to me and ask all the questions before taking such medications. If any samples are provided to me, I further agree to ask for the package inserts of the samples to read them and ask all the questions before taking the samples. I also agree to comply with the medical recommendations and follow up appointments given to me. Failure to do so may seriously affect my health and my life. I also agree if I miss two appointments in a consecutive basis, I may be dismissed from the practice for failure to follow up.

**PAYMENT POLICIES**

Our office verifies all insurances prior to your first appointment. The information obtained from your insurance carrier is not a guarantee of payment. It is only a review of the patient’s benefits.

I authorize payments be made directly to RGV Health Medical Clinic, PLLC or Rafael Otero, MD for the medical benefits, if any, otherwise payable to me for their services, realizing that I am responsible to pay non-covered services and co-payments as required by my insurance. I understand that my co-pay / co-insurance / deductible must be collected before services are rendered.

Payment is required at the time services are rendered unless other arrangements have been made in advance. This includes applicable co-insurance and co-payments. Our office accepts cash, check, debit card, Visa, and MasterCard. There is a service charge of $25.00 for returned checks. Co-payments are collected at the time of registration. If

a patient is unable to pay the copayment, we will need to reschedule the appointment.

Patients with deductibles will be required to pay a deposit of $100.00 for the first time visit and $80.00 for each follow up visit until the deductible is met. Payment must be done at check in. Patient credits will be applied to the next visit or refunded if no other appointment is necessary.

Patients with an outstanding balance need to communicate with our billing and collection staff so that they may assist you to create a financial plan. After the second attempt to collect payment, your account will be reported to a collection agency.

**MEDICARE SUPPLEMENTAL INSURANCE**

We are a participating provider with the Medicare Part B program. As such, we are obligated to write off the difference between what Medicare pays us for the services rendered to you (the “allowed amount”) and our usual and customary charge. Medicare pays 80% of the “allowed amount” to us directly. The remaining 20% co-pay and your annual deductible are the patient’s responsibility by federal law.

**TRAVELERS INSURANCE FOR INTERNATIONAL PATIENTS**

Any international patient who has Canadian or any other foreign health care insurance or traveler’s insurance, automatically become self-pay patients. It is the patient’s responsibility to file their claim with the insurance company.

**REFILL OF MEDICATIONS**

Medications must be refilled during your doctor’s visit. If you call to request a refill of medications, allow us 48 hours to process your request. No refills will be authorized if patient has not been seen by the doctor for more than 3 months or the time recommended by the doctor. I have been advised, understand, and agree that RGV Health Medical Clinic has the right to do a medication history check from the pharmacies.

**MEDICAL RECORDS REQUEST**

Patients requesting copies of their medical records must first sign a release form. The charge is $1.00 per page for the first 25 pages and $0.50 cents for each additional page thereafter. Records can be picked up with a photo ID. They cannot be mailed. This is to ensure patient confidentiality.

**NO-SHOW TO AN APPOINTMENT**

Patients failing to cancel or reschedule an appointment with at least 24-hour notice will be subject to a $25.00 failed appointment fee.

**RELEASE OF MEDICAL RECORDS**

I hereby also authorize my primary care provider to release any information acquired in the course of my treatment necessary to process insurance claims and to any consulting physician I may be referred to. If my insurance is an HMO or PPO, it is my responsibility to ensure my doctor is listed as my primary care physician.

**FMLA CERTIFICATION FORMS**

The following certification forms by the healthcare provider for a serious health condition (Family and Medical Leave Act, FMLA) requested by the patient have a cost of $25, payable at the time of completion by the doctor.

* Form WH-380-E  (employee’s serious health condition - use when a leave request is due to the medical condition of the employee.
* Form WH-380-F (family member’s serious health condition) -use when a leave request is due to the medical condition of the employee’s family member.

**AGREEMENT**

I certify that all the information I provided is true and correct to the best of my knowledge. I will notify Dr. Rafael Otero and his staff of any changes in the status of the above information. I permit a copy of this authorization to be used in place of the original. The authorization is in force until it is either canceled or changed by me and so noted in writing.

**By signing below, I agree that I have carefully read the above statements and agree with all provisions and authorizations set forth in said statements.**

**Patient signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date (mm/dd/yy):** \_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_

Logo, company name

Description automatically generated

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **AUTHORIZATION TO RELEASE HEALTHCARE INFORMATION**  (Please fill in and check the boxes 🗹 that apply) | | | | |
| **Patient’s Name**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | **Birth Date** (mm/dd/yy)  \_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_ |
| **Previous/Maiden Name** (if applicable)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | **Social Security Number**  \_\_\_\_\_\_\_\_\_ - \_\_\_\_\_\_ - \_\_\_\_\_\_\_\_\_\_\_\_ |
| **I request and authorize the following healthcare providers to release my healthcare information to:**  RGV Health Medical Clinic, PLLC  832 Ridgewood St. Suite B, Brownsville, Texas 78520  Phone: (956) 667-5298  Fax: (956) 667-5299 | | | | |
| 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| 3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | 4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| 5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | 6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| **This request and authorization apply to the following:** | | | | |
| □ Last consult | □ Last colonoscopy and FOBT | | □ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| □ Last labs | □ Last mammogram | | □ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| □ Last radiology report | □ Last Pap smear | | □ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |

**Patient signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date (mm/dd/yy):** \_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_