

**REGISTRATION FORM:**

Have you been here before?    Yes    No

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

Address: \_\_\_\_\_ APT#: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home #: (\_\_\_\_) \_\_\_\_\_ Work #: (\_\_\_\_) \_\_\_\_\_ Mobile #: (\_\_\_\_) \_\_\_\_\_

Age: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ SS#: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Marital Status (Please check one):  Single  Married  Divorced  Widowed

How would you like to be addressed: \_\_\_\_\_ Pharmacy Phone #: (\_\_\_\_) \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Relationship: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

***Insurance Information***

Primary Insurance: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

ID #: \_\_\_\_\_

Guarantor/Policy Holder:  Self  If Other, Name: \_\_\_\_\_ Relation: \_\_\_\_\_

Social Security# of Policy Holder: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Secondary Insurance?  Yes  No    Name: \_\_\_\_\_ ID: \_\_\_\_\_

***Referral Information***

Were you referred by a physician? Yes  NO  If Yes, please fill out the following info:

Name: \_\_\_\_\_ Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Phone: \_\_\_\_\_

If not referred by physician, how did you find us?  Yellow Pages  HMO Directory  Website

Friend/Relative  Other (Please describe) \_\_\_\_\_

***Guarantee of Payment/Assignment of Benefits***

I hereby authorize assignment of my medical insurance payment(s) directly to Mindy Kwan, M.D./ Richard Lumiere, M.D./ Samuel Rafalin, M.D., F.A.C.O.G. for gynecological care. I understand that if for any reason, medical claims are rejected by my insurer or the insurance does not adequately cover the practice's standard fee, I shall pay the standard fees charged by Mindy Kwan, M.D./ Richard Lumiere, M.D./ Samuel Rafalin, M.D., F.A.C.O.G. I understand if for any reason my claims should go into collection status, I will be liable for any collections and/or legal fees incurred. I understand that CPS OB/GYN Associates uses third party laboratories for all diagnostic lab work and I will be held responsible for any fees incurred by third party laboratories. In addition, I am aware that CPS OB/GYN Associates has implemented a No Show/cancellation policy which requires a **24-hour notification** if I am not able to keep my scheduled appointment. I understand that if timely notice is not given, I will be subject to a \$100 administrative fee.

\_\_\_\_\_  
Sign

\_\_\_\_\_  
Date