



**YOASH R. ENZER, MD, FACS**

*Cosmetic, Laser, and Oculofacial Plastic Surgery*

**ASHLEY L. WRIGHT, FNP**

*Aesthetic Nurse Practitioner*

120 Dudley Street, Suite 104 | Providence, RI 02905

Tel (401) 274-4464 | Fax: (401) 831-0710 | [www.doctorenzer.com](http://www.doctorenzer.com)

## Patient Registration Form

### PATIENT DEMOGRAPHICS

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

Nickname: \_\_\_\_\_

Address: \_\_\_\_\_

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

E-Mail Address: \_\_\_\_\_

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

Mobile Phone: \_\_\_\_\_

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

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

Social Security #: \_\_\_\_\_

Marital Status: \_\_\_\_\_

Occupation: \_\_\_\_\_

### EMERGENCY CONTACT

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

Relationship to Patient: \_\_\_\_\_

Phone #: \_\_\_\_\_

Check if we may disclose information protected by HIPPA to this contact person.

### POWER OF ATTORNEY

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

Relationship to Patient: \_\_\_\_\_

Phone #: \_\_\_\_\_

### SOCIAL HISTORY

Do you currently smoke?    \_\_\_YES    \_\_\_NO

If yes, quantity smoked per day: \_\_\_\_\_

Smoked a total of \_\_\_\_\_ years.

Average weekly alcoholic beverage consumption:

\_\_\_\_\_

Whom do you currently live with?

\_\_\_\_\_

\_\_\_\_\_

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

### HEALTH INSURANCE INFORMATION

#### Primary Insurance:

Member ID: \_\_\_\_\_

Subscriber's Name: \_\_\_\_\_

#### Secondary Insurance:

Member ID: \_\_\_\_\_

Subscriber's Name: \_\_\_\_\_

### PERSONAL PHYSICIANS

Eye Doctor: \_\_\_\_\_

City, State: \_\_\_\_\_

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

Medical Doctor: \_\_\_\_\_

City, State: \_\_\_\_\_

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

Cardiology Doctor: \_\_\_\_\_

City, State: \_\_\_\_\_

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

Skin Doctor: \_\_\_\_\_

City, State: \_\_\_\_\_

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

### PHARMACY INFORMATION

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

Address: \_\_\_\_\_

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

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

### REFFERAL

How did you hear about us? (If physician/friend, please list their name.)

\_\_\_\_\_

\_\_\_\_\_

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

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

**PERSONAL & FAMILY MEDICAL HISTORY**

Place a check if you or a family member have been treated for:

	You	Family
Diabetes	<input type="checkbox"/>	<input type="checkbox"/>
High blood pressure	<input type="checkbox"/>	<input type="checkbox"/>
Thyroid problems	<input type="checkbox"/>	<input type="checkbox"/>
Heart attack/irregular beats	<input type="checkbox"/>	<input type="checkbox"/>
Emphysema/COPD/asthma	<input type="checkbox"/>	<input type="checkbox"/>
Poor clotting/bruise easily	<input type="checkbox"/>	<input type="checkbox"/>
Poor circulation	<input type="checkbox"/>	<input type="checkbox"/>
Stroke/ TIA/seizure	<input type="checkbox"/>	<input type="checkbox"/>
Cancer	<input type="checkbox"/>	<input type="checkbox"/>
Eye problems	<input type="checkbox"/>	<input type="checkbox"/>
Other significant condition	<input type="checkbox"/>	<input type="checkbox"/>

Please elaborate below:

**HAVE YOU EVER BEEN DIAGNOSED WITH:**

	Yes	No
Hepatitis?	<input type="checkbox"/>	<input type="checkbox"/>
HIV?	<input type="checkbox"/>	<input type="checkbox"/>
MRSA? ( <i>methicillin resistant Staphylococcus aureus</i> ) If so, when? _____	<input type="checkbox"/>	<input type="checkbox"/>
VRE? ( <i>Vancomycin resistant Enterococcus</i> ) If so, when? _____	<input type="checkbox"/>	<input type="checkbox"/>
Have you been in the hospital or any other overnight facility in the last six months? If so, when? _____	<input type="checkbox"/>	<input type="checkbox"/>
Sleep apnea?	<input type="checkbox"/>	<input type="checkbox"/>
Do you use a machine to breathe at night?	<input type="checkbox"/>	<input type="checkbox"/>

**MEDICATIONS**

List all your current prescription medications, including dosages (use the back of the page if necessary):

List all of your **herbal and over-the-counter medications** including dosages (use the back of the page if necessary):

	Yes	No
Do you take Aspirin?	<input type="checkbox"/>	<input type="checkbox"/>
Do you take non-steroidal anti-inflammatory medication (Advil, Aleve, Motrin, ibuprofen, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>

**ALLERGIES**

	Yes	No
Have you or a family member ever had a reaction to anesthesia?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Are you allergic to any medications?</b> If you answered <b>YES</b> , please give the name of the medication(s) and the reaction(s):	<input type="checkbox"/>	<input type="checkbox"/>

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

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

**OCULOPLASTIC REVIEW OF SYSTEMS**

Place a check if you have any of the following problems:

- Dry eyes
- Foreign body sensation
- Red eyes
- Itchy eyes
- Sticking/crusted lashes
- Stye or chalazion
- Pus around the eye
- Wet eyes
- Eye(s) that bulge/sink
- Eye pressure
- Drooping eyelid
- Eyelid retraction
- Thyroid eye disease
- Eyelid growth
- Lid/Face Spasms
- Facial pain/numbness
- Facial weakness/palsy
- Eye/eyelid/facial injury
- Decreased/poor vision
- Loss of vision
- Double vision
- Eye that turns in/out
- Runny nose
- Sinus problems
- Eye/lid/facial surgery
- Other (please elaborate below)

**SYSTEMIC REVIEW OF SYSTEMS**

Place a check if you have any problems in the following areas, and give details in the space below or on the back of the page.

- Constitutional (recent change in weight, energy level, temperature, etc.)
- Neurologic (brain, spinal cord, etc.)
- Head, ears, nose, throat, and sinuses
- Dermatologic (skin, hair, nails)
- Heart / Circulation (including blood vessels)
- Respiratory (lungs and breathing passages)
- Gastrointestinal (stomach, intestines, rectum)
- Genitourinary (genitals, kidneys, bladder, prostate)
- Hematologic (blood, clotting, and lymph glands)
- Endocrine (thyroid, diabetes, pancreas, etc)
- Rheumatologic (joints, autoimmune conditions)
- Allergy
- Psychiatric

**SKIN REVIEW OF SYSTEMS**

- Vitiligo (loss of pigment)
- Herpes/cold sores
- Eczema
- Seborrhea
- Psoriasis
- Keloids (excessive scarring)
- Other: \_\_\_\_\_

**SURGICAL HISTORY**

List all surgeries and their dates (use the back of the page if necessary):

**COSMETIC HISTORY**

1. Are you currently using or have ever used Tretinoin (Retin-A, Accutane)?  YES  NO
2. Do you regularly sunbathe, go to tanning booths, or use tanning creams?  YES  NO
3. Are you currently trying to conceive, pregnant, or breast feeding?  YES  NO
4. Of what ancestry are you? (English, Russian, etc.):  
\_\_\_\_\_  
\_\_\_\_\_
5. Have you ever received any cosmetic treatment or surgery in the past?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. Have you ever experienced any problems after cosmetic surgery or treatment?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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**RELEASE OF INFORMATION AND ASSIGNMENT OF BENEFITS**

**All Patients:** I authorize the release of any medical information necessary to process this claim. I also authorize payment of medical benefits or cosmetic services directly to Enzer & Associates, P.C. In the event you are required to proceed with any collection proceedings, **I agree to be responsible for all reasonable billing fees associated with the collection of my debt, including but not limited to 1.5% per month interest on the outstanding balance, plus attorney and/or collections fees (up to 33.3%).** I agree that I will be responsible to pay Dr. Enzer for all services rendered, including those not covered, co-insurance balances, or denied for payment by my insurance company.

**Medicare Patients:** I request that payment of authorized Medicare benefits be made to Enzer & Associates, P.C. for any and all services furnished to me by said medical company. I authorize any holder of medical or other information about me to release to the Health Care Financing Administration and its agents any information needed to determine these benefits payable for related services.

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

**MISSED APPOINTMENT POLICY**

Any appointment missed, cancelled, or rescheduled less than one (1) business day will be subject to the following fees. Appointment fees may be charged to a credit card. Should you wish to be billed, there will be an additional \$25.00 fee from our billing company. All appointment fees must be paid in full prior to booking another appointment. **Leaving a message with our answering service the night before a scheduled appointment does not constitute one (1) business day notice.** I have read and agree to the terms of the appointment policy as stated above.

**Dr. Enzer Missed Appointment Fees**

Follow-up = \$50.00      New Patient = \$100.00  
20 minute visit = \$100.00      30+ minute visit = \$150.00

**Nurse Provider/Licensed Esthetician Fees**

One half of treatment cost

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

**PATIENT PHOTOGRAPHY CONSENT**

Enzer & Associates, P.C. may need to photograph you to document a medical condition, help with the diagnosis and/or treatment of a condition, submit for insurance billing requirements, and/or to help plan details of surgery. Photographs taken for these clinical reasons do not require your written permission. Your provider **does** need your written permission to use your photographs and details regarding medical services for the non-clinical reasons below. I hereby authorize Enzer & Associates, P.C. to photograph me for the following purposes:

- |   | YES                      | NO                       |
|---|--------------------------|--------------------------|
| • For non-profit educational purposes outside Enzer & Associates, P.C., including teaching, lectures, medical publications, and presentations at professional conferences.  | <input type="checkbox"/> | <input type="checkbox"/> |
| • To show current or future patients for the purpose of education and consultation. This may include, but is not limited to, printed patient education materials, social media, and/or website photos. <b>Our policy is to not post any patient photo to social media or our website Photo Gallery without your written approval.</b> | <input type="checkbox"/> | <input type="checkbox"/> |

Enzer & Associates, P.C. will take all safeguards to protect my privacy and confidentiality in the use of these photographs. I consent to release any photo other than a full face frontal or side (“identifying”) photo for the uses above without inspection or approval on my part of the finished product or specific use to which these photographs may be applied. I understand that although my name will not be used, it may be possible to identify me from a photo. Copies of the photos may be released to me if I ask for them. I may revoke my authorization at any time by written request.

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



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**HIPAA ACKNOWLEDGEMENT AND PRIVACY PREFERENCES**

I, \_\_\_\_\_, understand that, under the Health Insurance Portability & Accountability Act of 1996 (HIPAA), I have certain rights to privacy regarding my protected health information. I understand that this information can and will be used to:

- Conduct, plan, and direct my treatment and follow-up among the multiple healthcare providers who may be involved in that treatment directly and indirectly.
- Obtain payment from third-party payers.
- Conduct normal healthcare operations such as quality assessments and physician certifications.

I have had the opportunity to read and understand your Notice of Privacy Practices regarding the uses and disclosures of my health information (a hard copy is not been enclosed; please ask receptionist if you wish to read the full text or receive a hard copy). I understand that this organization has the right to change its Notice of Privacy Practices from time to time and that I may contact this organization at any time at the address above to obtain a current copy of the Notice of Privacy Practices. I may also request in writing that you restrict how my private information is used or disclosed to carry out treatment, payment or health care operations. I also understand you are not required to agree to my requested restrictions, but if you do agree then you are bound to abide by such restrictions.

<input type="checkbox"/> <b>I give my permission to be contacted by the following option(s):</b>  <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Home phone</td> <td style="width: 10%; text-align: center;">Y</td> <td style="width: 20%; text-align: center;">N</td> </tr> <tr> <td>May we leave a message?</td> <td style="text-align: center;">Y</td> <td style="text-align: center;">N</td> </tr> <tr> <td> </td> <td></td> <td></td> </tr> <tr> <td>Cell phone</td> <td style="text-align: center;">Y</td> <td style="text-align: center;">N</td> </tr> <tr> <td>May we leave a message?</td> <td style="text-align: center;">Y</td> <td style="text-align: center;">N</td> </tr> <tr> <td> </td> <td></td> <td></td> </tr> <tr> <td>Work phone</td> <td style="text-align: center;">Y</td> <td style="text-align: center;">N</td> </tr> <tr> <td>May we leave a message?</td> <td style="text-align: center;">Y</td> <td style="text-align: center;">N</td> </tr> <tr> <td> </td> <td></td> <td></td> </tr> <tr> <td>Mail</td> <td style="text-align: center;">Y</td> <td style="text-align: center;">N</td> </tr> <tr> <td> </td> <td></td> <td></td> </tr> <tr> <td>Email</td> <td style="text-align: center;">Y</td> <td style="text-align: center;">N</td> </tr> </table>	Home phone	Y	N	May we leave a message?	Y	N	 			Cell phone	Y	N	May we leave a message?	Y	N	 			Work phone	Y	N	May we leave a message?	Y	N	 			Mail	Y	N	 			Email	Y	N	<input type="checkbox"/> <b>I do NOT give my permission to be contacted by Enzer &amp; Associates, PC.</b> I assume full financial responsibility for any and all missed appointments.  <div style="text-align: center;">  </div>
Home phone	Y	N																																			
May we leave a message?	Y	N																																			
Cell phone	Y	N																																			
May we leave a message?	Y	N																																			
Work phone	Y	N																																			
May we leave a message?	Y	N																																			
Mail	Y	N																																			
Email	Y	N																																			

**Permitted Uses & Disclosures covered by HIPAA:** I hereby authorize Enzer & Associates, PC to disclose the following information to the named person(s) below:

\_\_\_ Appointment date/times      \_\_\_ Financial/Insurance      \_\_\_ Medical (diagnosis/lab results)      \_\_\_ Care Plan

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone #: \_\_\_\_\_

Signature: _____	Date: _____
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## *Directions/Policies*

### Directions to Southside Medical Center at 120 Dudley Street

**Driving North on I-95:** Take exit 18 for Thurbers Ave. Bear left onto Thurbers Ave. and turn right at the first light onto Eddy St. After .08 mi. turn left onto Dudley St. Free parking is in gated lot on left, directly across from Women & Infants Hospital. We are on the first floor in Suite 104.

**Driving South on I-95:** Take exit 19 for Eddy Street immediately after the split for I-195. Bear left on the exit towards Eddy St. Merge right onto Eddy St., and then turn right at the 1st light onto Dudley St. Continue 1/4 mi. on Dudley St. Free parking is in gated lot on left, directly across from Women & Infants Hospital. We are on the first floor in Suite 104.

**Driving West on I-195:** Merge onto I-95 South and take exit 1B (the first exit on the right) for Eddy St. At the light turn right onto Eddy St. At the next light take a left onto Dudley St. Continue Dudley St. for 1/4 mi. Free parking is in gated lot on left, directly across from Women & Infants Hospital. We are on the first floor in Suite 104.

### Office Information & Policies

**Office Hours:** Our normal hours are 9:00 a.m. to 5:00 p.m. Monday through Friday. All emergencies calls are advised to call the office, your message will be relayed to Dr. Enzer or the covering provider immediately.

**Appointments:** All visits are scheduled by appointment. It is our policy to book ample time for your visit with our Providers, and we do our best to minimize patient waiting time. **If you should need to cancel or reschedule an appointment, we require minimum – 24 business hours advance notice;** otherwise you will be responsible for the visit fee and any other necessary billing or collection fees.

**Registration Materials:** In order to provide optimum care, our Providers request that you complete a medical history questionnaire prior to your visit. You may do this by downloading the registration forms from [www.doctorenzer.com](http://www.doctorenzer.com), requesting them by mail, or e-mail, or coming into the office 15 minutes early to fill out the forms. **Please bring a complete medication list (including over the counter/herbal supplements), photo ID, and insurance card(s) (if applicable)** to your visits. If you wear contact lenses, bring a case for them, as well as your glasses.

**Insurance Coverage:** For our medical patients, Dr. Enzer participates with the major area plans. Many plans require that the patient obtain permission to see Dr. Enzer for the initial and each follow-up visit. This is your responsibility. Please bring your insurance card (s) to the office so we can obtain accurate billing information. **If your insurance plan decides not to cover Dr. Enzer's services, you will be responsible for payment of the bill.** To contain costs, all payments are required at the time of service. We accept cash, checks, and all major credit cards. There is a billing fee for any unpaid balances. By minimizing our expenses, we help keep our fees competitive.

**Reconstructive Procedures:** Many reconstructive procedures will be covered by insurance plans. Our staff will help obtain this information in advance if possible. We make no representation or guarantee regarding what costs an insurance company will cover. All non-covered services will be the responsibility of the patient.

**Cosmetic Surgery Costs:** The cost of cosmetic surgery is not covered by insurance plans, and thus is the full responsibility of the patient. For more information regarding cosmetic surgery policies and fees, please go to the Office Policies section on our website at [www.doctorenzer.com](http://www.doctorenzer.com).