



Office Policies

1. At Surgical Associates of La Jolla, Inc, our goal is to provide excellence in surgery with the individualized and personalized approach of private practice. Surgical Associates of La Jolla is deeply committed to your health and well-being. The following policies have been adopted to try to avoid any patient care confusion and minimize billing questions.

PLEASE READ CAREFULLY THROUGH ITEMS #2 - #12. WHEN YOU HAVE NO FURTHER QUESTIONS, PLEASE SIGN AT THE BOTTOM OF THE PAGE. THANK YOU.

2. **Consent to Medical Treatment:** I consent to any medical treatment or physical examination required for myself or for the minor for whom I am legally responsible.
3. **Contracted Insurance Plans:** It is my responsibility to supply the appropriate billing information. This includes current insurance identification, billing address, and any additional information required by my insurance carrier for payment of claim. I will be required to pay any co-payment, deductible, and/or non-covered services that are considered “non-covered benefits” by my insurer. If my insurance plan does not pay my account, I will be responsible for payment of charges for my medical services, including any denied disputed claims.
4. **Non-Contracted / Foreign Insurance Plans:** Surgical Associates of La Jolla will bill my insurance as a courtesy. Payment in full is expected at the time of service for international carriers. Upon request, I will be given a copy of my bill that includes the information necessary to bill my insurance carrier. Unpaid accounts will accrue interest at the rate of 1.5% monthly for balances over 60 days.
5. **Private/Self Pay:** Payment is expected at the time of service. We accept payment in the form of cash, check, or all forms of credit cards. If I am unable to pay at the time of service, I must make arrangements in advance.
6. **Returned Checks:** If my check is returned, I will be liable for \$25.00 plus face value of the check. I may be asked to pay cash for returned checks.
7. **Films / Outside Records:** When arriving to my appointment it is my responsibility to try to ensure that I have a disc containing any images/scans that have been performed. I will make every effort to be sure that I have paper copies of the reports for those images.
8. **High Deductible:** If Surgical Associates of La Jolla discovers that my deductible has not been satisfied I will pay the contracted rate allowed by my health plan prior to checking out at my appointment. If I have more than \$750.00 remaining on my deductible Surgical Associates of La Jolla will call prior to my surgery being scheduled to pre-collect payment for my upcoming operation/ procedure.
9. **Copying of Charts:** When requesting a copy of my records. The first 10 pages will be at no cost with additional pages charged at a rate of 10 cents per page plus the cost of postage.
10. **Release of Medical Information:** All records released will need to be accompanied with a signed medical records release. This document can be found on our website under the “Your Visit” section.
11. **Disability Paperwork :** We understand the importance and urgency of this documentation. We will make reasonable efforts to have submitted forms completed within 2-3 days of receipt. Documentation will not be completed the same day that it is submitted.
12. **Patient Forms:** EDD forms will be completed at no charge to the patient. Any other forms submitted to the office will incur a fee. Payment must be received prior to the forms being completed.
 - 1-2 Forms: \$25.00 Fee
 - 3 or more: Additional \$25.00 Fee (Fee not to exceed \$50.00 for all forms submitted)

Notice to Patients: Medical doctors are licensed and regulated by the Medical Board of California. I can find more information at (800) 633-2322 or www.mbc.ca.gov.

Signature: _____

Date: _____

Patient Name: _____



- Paul V.B. Hyde, MD
- Mark J. Sherman, MD
- Cheryl L. Olson, MD

PATIENT INFORMATION			
Patient's Last Name:	First Name:	Middle Initial:	
Mailing Address:	City:	State:	Zip:
E-mail Address:			
Home Phone:	Mobile Phone:	Work Phone and Extension:	
Patient DOB:	Age:	Sex:	
Ethnicity: <input type="checkbox"/> Hispanic / Latin <input type="checkbox"/> Not Hispanic or Latin <input type="checkbox"/> Decline to State	Race: <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Native Hawaiian / Other Pacific <input type="checkbox"/> Black or African American <input type="checkbox"/> White <input type="checkbox"/> Hispanic <input type="checkbox"/> Other Race <input type="checkbox"/> Decline to State		
Preferred Language: <input type="checkbox"/> English <input type="checkbox"/> Other: _____		Social Security Number:	
Primary Care Physician:		Primary Care Physician Phone:	
How Did You Hear About Our Office?		Next of Kin:	
IN CASE OF EMERGENCY			
Name of Emergency Contact Person:	Relationship to Patient:	Home Phone:	Cell Phone:
RESPONSIBLE PARTY (GUARANTOR) <i>(if patient is spouse, dependent, or student)</i>			
Guarantor's Last Name:	Guarantor's First Name:	Guarantor's Middle Name:	
Mailing Address:	City:	State:	Zip:
PRIMARY INSURANCE <i>(please present new insurance card to our office staff)</i>			
<input type="checkbox"/> Self-Pay / No Insurance <input type="checkbox"/> Patient is the Insured Subscriber	Policy Subscriber's Name <i>(if not patient)</i> :		Policy Subscriber's DOB <i>(if not patient)</i> :
Name of Primary Insurance:	Primary Insurance Address:	Policy Subscriber's Phone:	
Patient's Relation to Subscriber: <input type="checkbox"/> Self <input type="checkbox"/> Spouse <input type="checkbox"/> Child <input type="checkbox"/> Other, please specify:		Policy Subscriber's Social Security #:	
Subscriber Number:	Group Number:	Specialist Co-Pay: \$	
SECONDARY INSURANCE <i>(please present new insurance card to our office staff)</i>			
<input type="checkbox"/> Self-Pay / No Insurance <input type="checkbox"/> Patient is the Insured Subscriber	Policy Subscriber's Name <i>(if not patient)</i> :		Policy Subscriber's DOB <i>(if not patient)</i> :
Name of Primary Insurance:	Primary Insurance Address:	Policy Subscriber's Phone:	
Patient's Relation to Subscriber: <input type="checkbox"/> Self <input type="checkbox"/> Spouse <input type="checkbox"/> Child <input type="checkbox"/> Other, please specify:		Policy Subscriber's Social Security #:	
Subscriber Number:	Group Number:	Specialist Co-Pay: \$	



**Surgical Associates of La Jolla
Personal History**

CHIEF COMPLAINT - Please describe the reason for your visit today:				
MEDICATIONS - Please list the name, strength, and number of times taken daily:				
Do you take Aspirin every day?				
ALLERGIES - Include all allergies:				
Do you have any allergies to medications? Yes No	If so, please list:			
Other:	Iodine?	Shellfish?		
SURGICAL HISTORY - Please list any prior surgeries chronologically (include year):				
1.	4.	7.		
2.	5.	8.		
3.	6.	9.		
MEDICAL HISTORY - Have you ever had any of the following? When?				
Asthma Yes No	Diabetes Yes No	Heart attack Yes No	High blood pressure Yes No	Pneumonia Yes No
Rheumatic fever Yes No	Seizures Yes No	Strokes Yes No	Tuberculosis Yes No	Thyroid disorder Yes No
Cancer Yes If yes, what type? No				
Please list any other illness or hospitalizations:				

***** (Please see reverse to complete additional information) *****

PERSONAL HABITS:				
Do you currently smoke? Yes No		If yes, for how long? _____ packs/day _____		
Did you smoke in the past? Yes No	If yes, when did you discontinue?	If yes, for how long? _____ packs/day _____		
Do you drink alcohol? Yes No		Drinks per week? _____		
Do you use drugs? Yes No		If yes, what type? _____		
Do you consume caffeine in the following?				
Coffee? Yes No		If yes, cups per day _____		
Tea? Yes No		If yes, cups per day _____		
Soda? Yes No		If yes, cups per day _____		
Chocolate? Yes No				
FAMILY HISTORY:				
Relation		Age	Age at death	State of health / Cause of death
Mother:				
Father:				
Siblings (Please specify gender):				
M	F			
M	F			
M	F			
M	F			
Children:				
M	F			
M	F			
M	F			
M	F			

Patient Signature: _____ **Date:** _____

Doctor Signature: _____ **Date:** _____