

Dr. Arnold Toback  
October 14, 2014

Please be advised that all patients will be asked to leave credit card information on file (Visa, Mastercard, or Discover preferred). This information will be stored at a secure site and will not be kept in the office. If you do not have insurance or if we do not participate with your insurance, we will bill your credit card, unless you choose to pay by cash or check at the time of your visit. If we do participate with your insurance plan, we will submit your bill as always, but any deductible or uncovered charges will be billed to your credit card. We have been forced to make this change in our policy due to the enormous number of plans that now have large deductibles. It is regrettable that the reality of continuing to offer quality care as a solo private practice makes this policy necessary.

Thank you for your understanding in this matter.

Lydia M. Evans MD

Arnold Toback MD

Dr. Lydia M. Evans  
Dr. Arnold C. Toback

Please print all information clearly.

Patient: \_\_\_\_\_  
Last Name First Name Middle Name

Home Tel. # \_\_\_\_\_ Cell #: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zipcode

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Male \_\_\_\_ Female \_\_\_\_ Other \_\_\_\_ Soc. Sec. # \_\_\_\_\_

Primary Insurance: \_\_\_\_\_ Policy# \_\_\_\_\_

Name of Policy Holder: \_\_\_\_\_

DOB of Policy Holder: \_\_\_\_\_ Relationship to pt: \_\_\_\_\_

Secondary Insurance \_\_\_\_\_ Policy # \_\_\_\_\_

Name of Policy Holder: \_\_\_\_\_

DOB of Policy Holder: \_\_\_\_\_ Relationship to pt: \_\_\_\_\_

Emergency contact: (If patient is a child, please list both parents/guardians)

Name: \_\_\_\_\_ Telephone#: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone#: \_\_\_\_\_ Relationship: \_\_\_\_\_

Please indicate your email address if you would like to receive periodic information about new products and services.

\_\_\_\_\_ I authorize the release of any medical/other information necessary to process claims. I authorize payment of benefits directly to Dr. Lydia M. Evans for services. I understand that I am financially responsible for any balance not covered by my insurance plan. I also understand that if a referral is required and I did not supply one, that I am responsible for payment. I have been given the opportunity to read the Privacy Practices (HIPA) posted in the office.

\_\_\_\_\_  
Signature of Insured, Parent or Guardian

\_\_\_\_\_  
Today's Date

\_\_\_\_\_  
Printed Name of Patient

\_\_\_\_\_  
Today's Date

## Medical History

**Current medications:**

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**Allergies to medications:**

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**Are you pregnant or nursing?**

Yes \_\_\_\_\_ No \_\_\_\_\_

**Do you have a family history of: (circle if Yes)**

**Eczema      Psoriasis      Acne      Cancer**

If you have ever had a skin cancer, please describe when, what type of cancer, where was it on your body, and how it was treated:

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Have you ever been diagnosed with any of the following (please circle if yes):

Diseases of the heart, heart valve or irregular heart beat  
High blood pressure  
Diabetes, thyroid or other endocrine disease  
Lung disease  
Gastrointestinal disease (esophagus, stomach, liver, colon, etc)  
Kidney or bladder disease  
Hematologic disease  
Neurologic disease or stroke  
Psychiatric or emotional disorder  
Severe infection  
Cancer (please specify type)

Please list previous surgeries:

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Do you take antibiotic prophylaxis prior to dental work?      Yes \_\_\_\_\_ No \_\_\_\_\_

Signature:

Date:

Print Name

Date:

Lydia M. Evans, MD  
Arnold Toback, MD  
229 King St  
Chappaqua, N.Y. 10514  
914 238-1500

Patient Preferred Method of Communication

To All of our Patients

In an effort to communicate with our patients effectively, it is our policy to leave a message confirming appointments. It is our office policy NOT to leave any medical information or results in a telephone message, without your permission. We do this in order to comply with medical confidentiality regulations.

Please indicate below whether we have your permission to speak with a family member or to leave a message on your answering machine/voicemail.

I hereby give permission for Dr. Lydia Evans to:

- A) Give information regarding test results, medical history, medications or billing

To (name) \_\_\_\_\_ Phone# \_\_\_\_\_ Relationship \_\_\_\_\_

- B) Leave test results on my Answering Machine/Voicemail: circle one: Yes    No

- C) Emergency Contact Name: \_\_\_\_\_ Phone# \_\_\_\_\_

This person will only be contacted if you had urgent test results and we are unable to contact you.

Signature of Patient \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Patient Date of Birth \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

**Dr. Lydia M. Evans Dr. Arnold C. Toback**  
**Office Policy & Financial Agreement**

We are committed to providing you with the best possible care and are pleased to discuss our professional fees with you at any time. Your clear understanding of our office policy and financial policy are important to our professional relationship. Please ask us if you have questions about our fees, financial policy or your financial responsibility.

Patients must fill out patient information forms prior to seeing the doctor. We will need a copy of your insurance cards for our files. If you do not have it at the time of visit you will be responsible for payment at the visit. This is due to the short time frame most insurance companies have for filing a claim.

**Co-Payments:** By insurance policy rules we **MUST** collect your co-payment at the time of the visit (check, credit card or cash only). Should you not pay at the time of service, you will receive a statement from our billing company, and an administrative fee of \$10.00 will be charged to you.

**Self-Pay Patients:** Payment is expected at the time of service unless other arrangements have been made prior to your visit. Should you not pay at the time of service, you will receive a statement from our billing company, and an administrative fee of \$10.00 will be charged to you.

**Medicare:** We will submit claims. You are responsible for deductibles and co-insurance balances.

**Secondary Insurances:** If we participate with your secondary insurance company we will send a claim to them.

**However**, if we do not participate with your secondary insurance, we will not bill them for any balances, the patient will be responsible for payment to us. If the insurance company sends the check directly to us in error and you have paid the balance, we will reimburse you within a timely fashion.

**Please be aware that separate laboratory charges will be incurred if biopsies or blood work are performed.**

**Appointments:** **24 hour** notice would be appreciated for any cancellations.

**Return Checks:** There is a \$35.00 fee for all checks returned to us.

**Referrals:** The insurance companies which utilize referrals have become strict about their use. Referrals are being processed electronically and cannot be backdated. **This means that you must have the referral at the time of your visit or sign a waiver that you will be responsible for payment.**

**Please be aware that most insurance companies have a 45-90 day filing period for claims. If we are not notified of any changes at the time of service (e.g., new insurance company, subscriber ID numbers, group numbers, etc.), and the time limit has past for filing of your claim, you will be responsible for all balances not paid by your insurance company. There is a \$.75 cents per page charge for copies of medical records.**

You are responsible for this timely payment of balances. Should it become necessary for us to use an outside agency to collect payment from you, you will be responsible for any additional charges that may occur. Also, it is your responsibility to notify us as soon as possible of any insurance plan changes or home address information, etc.

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

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

**Lydia M Evans, M.D.**  
**Arnold C. Toback, M.D.**

Effective 3/1/2012

**Office Policy on Insurances and Payments**

As a courtesy service to you, our office employs a billing service and participates with several insurance carriers. Please familiarize yourself with your insurance practices and policies.

1. If your insurance carrier requires you to pay a portion of your healthcare visits (i.e. copayment, deductible, co-insurance), we are legally required to collect these. You are required to pay your co-payment at the time of your visit.

2. If your insurance carrier requires you to have a referral to be seen in our office, you must provide a referral at time of visit, or you cannot be seen.

3. If your insurance requires you to meet an annual deductible before your healthcare is covered, you will be billed for the services rendered if you have not met your deductible.

4. You will be asked to leave a credit card number (Visa, MasterCard or HSA card) at the time of check-in. This will be held in a secured system off site until your insurances have paid their portion and notified us of your share. At that time, any remaining balance owed by you will be charged to your credit card and a copy of the charge will be mailed to you. Your credit card information will not be kept in this office or in your chart (except for the last 4 digits of your card for identification purposes only). Please note that this will not compromise your ability to dispute a charge or your insurance company's determination of payment.

I, \_\_\_\_\_ (print name clearly) authorize Lydia M. Evans M.D. / Arnold C. Toback M.D. to charge any outstanding balances to my credit card on file.

I have read the above and acknowledge these terms. I hereby assume all responsibility for any outstanding balances and understand that these charges will be applied to the credit card I have provided.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Today's Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Today's Date

Lydia M. Evans, M.D.  
Arnold C . Toback, M.D.  
229 King Street  
Chappaqua, NY 10514  
914-238-1500

**Credit Card Authorization Form**

I, (Cardholder) \_\_\_\_\_ (please print clearly) authorize you to charge any balances due on my account after my insurance pays. I understand this charge is my responsibility.

Name as it appears on credit card: \_\_\_\_\_

Card Number: \_\_\_\_\_

Circle one:    Visa    Mastercard                      CVV: \_\_\_\_\_

Exp. Date: \_\_\_\_\_

Cardholder Billing Address: \_\_\_\_\_  
\_\_\_\_\_

I have read and understand the terms listed above.

Signature

Date

Print Name

Date

**Dr. Lydia M. Evans**  
**Dr. Arnold C. Toback**

229 King St. Chappaqua, N.Y. 10514

914-238-1500

I, \_\_\_\_\_ (please print clearly) request that payment of authorized Medicare benefits be made on my behalf to Dr. Lydia M. Evans / Dr. Arnold C. Toback for services furnished to me by the provider. I authorize any holder of medical information about me to release to the Centers for Medicare and Medicaid Services and its agents any information needed to determine these benefits or the benefits payable for related services.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Today's Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Today's Date