



Patient Registration
Palmetto Digestive & Endoscopy Center
2073 Charlie Hall Blvd., Charleston, SC 29414
Phone: (843) 571-0643 Fax: (843) 571-0311

Name _____

Today's Date: ____/____/____

Social Security # _____

Date of Birth: ____/____/____

Marital Status: ☐ Married ☐ Single ☐ Widowed ☐ Divorced **Gender:** ☐ Male ☐ Female

Home Address _____

City _____ **State** _____ **Zip** _____ **County of Residence** _____

Preferred Phone # () _____ **Cell Phone # ()** _____

Preferred method of communication: ☐ Home ☐ Cell **E-mail:** _____

Authorized Emergency Contact

Name _____ **Phone # ()** _____

Name _____ **Phone # ()** _____

Preferred Language _____ **Race** _____ **Ethnicity** _____

Referred to Palmetto Digestive Disease by _____

Primary Care Provider (First and Last name) _____

Pharmacy Name _____ **Location** _____

Mail Order Pharmacy Name _____ **Phone #** _____

Prescription Insurance Company _____

ID# _____ **Phone #** _____

Primary Insurance

Plan _____

ID # _____

Group # _____

Name of Insured _____

D.O.B. of Insured _____

Secondary Insurance

Plan _____

ID # _____

Group # _____

Name of Insured _____

D.O.B. of Insured _____



- ☐ James Schnell, MD
☐ Michael Sagatelian, MD
☐ Nabeel Koro, MD
☐ John Litchfield, DO

New Patient Questionnaire

Name: _____ DOB: _____ Date: _____

Referred By: _____ Primary Care Doctor: _____

Reason for Today's Visit: _____

List history of all medical conditions:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

List current medications with dosage and frequency:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

List all surgeries:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

7. _____
8. _____
9. _____

List all allergies with reactions:

1. _____
2. _____

Do you take a blood thinner? (Coumadin, Plavix, Eliquis, Effient, Xarelto, Pradaxa, Brilinta)? ☐ YES ☐ NO

Have you had a heart valve surgery? ☐ YES ☐ NO

Have you had coronary stents placed? ☐ YES ☐ NO

Do you have a pacemaker or defibrillator? ☐ YES ☐ NO

Have you had a previous endoscopy procedure? ☐ YES ☐ NO If yes, when and where? _____

Do you have coronary artery disease? ☐ YES ☐ NO

Do you have congestive heart failure? ☐ YES ☐ NO

Do you have sleep apnea? ☐ YES ☐ NO

Family History:

Has any of your immediate family (parents, siblings, uncles, aunts, children, and grandparents) had any of the following?
(Please circle)

Colon or rectal cancer (if yes, age at diagnosis _____ what relative _____)

Gastric Cancer (if yes, age at diagnosis _____ what relative _____)

Colon Polyps Crohn's Disease Ulcerative Colitis Liver Disease

Social History:

Do you Smoke? ☐ YES ☐ NO Packs per day _____

Do you drink? ☐ YES ☐ NO Amount _____

Married? ☐ YES ☐ NO Children? ☐ Yes ☐ NO

Occupation? _____



Patient Directed Agreement for Release of Health Information

Patient Name: _____

Date of Birth: _____

I agree and offer no objection to the release of protected health information by the above named provider to the persons indicated below:

Person/Entity	Relationship	Telephone Number

- I understand that this agreement will expire in 12 months from the date of signature.
- I understand that I may object to future disclosures of information by revoking this agreement I can revoke this agreement at any time by contacting the above named provider/practice either in writing or in person.
- Revocation will not apply to information that has already been disclosed.

Signature of Patient/Authorized Person

Date

Relationship

Reason if unable to sign

If the patient is not present or is unable to agree, object to the use and/or disclosure of protected health information because of incapacity or an emergency circumstances, the practitioner may use professional judgment to determine whether the disclosure is in the best interest of the individual and if so, disclose only protected health information that is directly relevant to the person's involvement with the individual's health care. The practitioner may also use professional judgement, experience with common practice and the best interest of the patient in also allowing the listed individuals to act on behalf of the patient to pick up filled prescription, medical supplies, x-rays, or the other forms of protected health information.



Financial Policy

Palmetto Digestive and Endoscopy Center has a responsibility to provide quality healthcare services to patients. In the interest of maintaining a good doctor-patient relationship and continue the delivery of quality healthcare, it is our hope that you will take responsibility for your financial obligation to our practice. Following are general policies we have established for our patients, which we believe allow flexibility that some patients need. We encourage you to discuss your account, and any payment arrangements you desire, with our financial counselor or billing specialist. Discussion of these issues early on in your treatment process will prevent most concerns and misunderstandings.

- ***Insurance:*** As a courtesy to our patients, we will file claims on all visits and procedures, whether they are delivered in our office, endoscopy center or hospital. When we file a claim on your behalf, it is with understanding that benefits will be assigned to Palmetto Digestive and Endoscopy Center. **You are responsible for payment of deductibles, co-pay, co-insurance and non-covered services. They will be collected at the time of service.** Please remember that your insurance coverage is a contract between you and the insurance company. The ultimate responsibility for understanding your insurance benefits and for payment to your doctor rests with you.
- ***Referrals:*** You are required to know whether or not your insurance company requires a referral from your primary care physician and obtain that referral before you are scheduled to see our physicians. Our office will be happy to assist you in determining the status of any one of our doctors on your insurance plan; however, this never a guarantee of coverage. You should take the time to call your insurance company to ask specifically about the doctor you wish to see and your covered benefits. Referrals typically have an expiration date and a limited number of visits so you should be careful to monitor dates and visits. Our office will not see a patient that does not have a valid referral.
- ***No Insurance:*** Patients who do not have insurance are expected to pay for services rendered. We will request a payment for outpatient procedures 48 hours in advance of having the procedure performed. We understand that individual situations may make it difficult to meet these financial expectations and are happy to discuss other payment arrangements if needed. Our office does offer a self-pay discount if services are paid in full at the time they are received.
- ***Returned Checks:*** Your account will be charged a \$35 fee for each returned check, in addition, you will be asked to bring cash for the returned check and the fee.
- ***Past Due Accounts:*** Patients who have not made an effort to make payment arrangements or have not expressed an interest in meeting their financial obligation to us may be turned over to a collection agency. Patients who have allowed their account to be turned over to a collection agency will be expected to satisfy the financial obligation (old balance), and pay for any future services in advance, before being seen by our physicians or having a procedure done. **Payment plans can be arranged and payments are made monthly.**

- **Out of Network Services:** Palmetto Digestive and Endoscopy Center cannot make any guarantees that lab work we order, pathology, or anesthesiology or other professional services are in-network with your insurance plan. Please note that you are responsible for any charges in conjunction with services you receive at our facility whether these are considered in or out of network with your insurance company.
- **Non-covered services:** We believe that your visit is relevant to evaluate, monitor and protect health. However, Medicare and certain other insurance companies will only pay for services that **they** determine to be “reasonable and necessary”, then they will deny payment for that service. Sometimes an insurance company will not cover an office visit prior to a procedure when the patient comes to the doctor with no symptoms and is requesting a screening procedure. Denial of payment by your insurance company does not mean that you do not need to visit the physician or physician assistant beforehand.

Patient Statement:

I have been informed of Palmetto Digestive and Endoscopy Center’s financial policy and agree to its terms. I have been advised that Medicare and other insurance companies may deny payment for my initial office visit for the reasons stated above. If Medicare or my insurance company denies payment, I agree to be personally and fully responsible for payment.

Patient Signature

Date

Printed Name

Date of birth



Authorization and HIPPA Acknowledgement

I authorize and request Palmetto Digestive and Endoscopy Center to render me reasonable and proper medical care based on today's standards for practice of medicine. I certify that all my demographic information on file is correct. I consent to be treated by staff and providers of Palmetto Digestive and Endoscopy Center and its affiliates, and authorize them to release any medical information necessary to process medical insurance claims. I understand that I am responsible for co-payments, deductibles, co-insurance and non-covered services. I have received notice of Palmetto Digestive and Endoscopy Center's privacy practices and my rights concerning my protected health information.

I further acknowledge the opportunity to read and I was given the opportunity to request a personal copy of the Palmetto Digestive and Endoscopy Center's HIPAA Notice of Privacy Practices.

Patient Signature: _____

Date: _____

Print Name: _____