

CHANGE OF INSURANCE FORM

Today's Date: _____

Patient Name: _____ Date of Birth: _____

Names of family members that are **also patients in our office** who are affected by this insurance change:

_____ Date of Birth: _____

_____ Date of Birth: _____

_____ Date of Birth: _____

_____ Date of Birth: _____

Previous insurance company: _____ Termination Date: _____

New insurance company: _____ Effective Date: _____

****Primary Insurance Company**

Name of subscriber: _____ **Subscriber ID #:** _____

Name of insurance company: _____

Policy/Group number of new insurance: _____

Date of birth of subscriber: _____ SS # of subscriber: _____

Address of subscriber: _____

City: _____ State _____ Zip Code: _____

Home Telephone # (____) _____

Subscriber's employer: _____ Subscriber's Work phone: _____

Relationship to the patient: _____

****Secondary Insurance Company:** _____ Effective date: _____

Name of subscriber: _____ **Subscriber ID #:** _____

Name of insurance company: _____

Policy/Group number of secondary insurance: _____

Date of birth of subscriber: _____ SS # of subscriber: _____

Address of subscriber: _____

City: _____ State _____ Zip Code: _____

Home Telephone # (____) _____

Subscriber's employer: _____ Subscriber's Work phone: _____

Relationship to the patient: _____

** Please submit a front and back copy of insurance card along with this form**

FOR OFFICE USE ONLY

CHECKLIST - INFORMATION ROUTED TO:

Previous insurance filer: _____ Acct # _____

(Include patient account # on form).

Change information in computer and on chart. _____

Serum room notified: _____

Shot room notified: _____

New insurance filer: _____

Form to be filed in chart.