

For 24/7 service please dial \* +504-2276-3960 (Service provided in Spanish)

Código: SPN-F.GSP-09

Policy No. \_\_\_\_\_ Certificate No. \_\_\_\_\_

Amount: \_\_\_\_\_ BPM: \_\_\_\_\_

**To be filled by insurance company**

**I. General Information**

- 1) Policyholder  Spouse  Child of primary subscriber
- 2) Full name \_\_\_\_\_ Female  Male
- 3) Phone number \_\_\_\_\_ Email \_\_\_\_\_
- 4) DOB \_\_\_\_\_ Employer \_\_\_\_\_ Id.# \_\_\_\_\_
- 5) Do you or your spouse have a secondary insurance? Yes  No  Name the insurance company \_\_\_\_\_
- 6) Since when have you been insured? \_\_\_\_\_

**II. Medical history / Outpatient consultation (To be filled by treating physician only)**

- 1) Since when have you been treating the patient? Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_
- 2) Cause of Condition:  
 Workplace accident  Other accidents  Common Disease  Pregnancy  Positive Test Result Date \_\_\_\_\_  
 Car Accident  Occupational Disease  HIV  \_\_\_\_\_  
 Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_
- 3) Describe full diagnosis, injuries found, medical complications and treatments received: (Use ICD-10 Codes) \_\_\_\_\_
- 4) Initial diagnosis date or date accident occurred? Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_
- 5) Has the patient previously been treated for the same or a different condition? Yes  No   
 If Yes, date of treatment \_\_\_\_\_ Treating physician \_\_\_\_\_
- 6) Tests, Procedure, Treatment or/and Surgery needed \_\_\_\_\_  
 Scheduled to happen on: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_
- 7) Medical Institution where medical treatment will be provided \_\_\_\_\_  
 Length of hospital stay required (do not use numbers) \_\_\_\_\_ Days
- 8) Total Procedure Fee (Please include all pre and post operatory related fees) \$ \_\_\_\_\_
- 9) CPT Code Percentage \_\_\_\_\_ Percentage \_\_\_\_\_ Amount \$ \_\_\_\_\_  
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- Can the treatment be done outpatient? Yes  No  Do you require assistance? Yes  No   
 Do you require an anesthesiologist? Yes  No  Do you require another physician's assistance? Yes  No
- If yes, briefly describe additional physician's involvement \_\_\_\_\_
- Is there a second medical opinion? Yes  No  If yes, provide date: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_
- Name and address of physician who provided second opinion \_\_\_\_\_
- Notes: \_\_\_\_\_

Physicians Name \_\_\_\_\_ Specialty \_\_\_\_\_ Signature and Stamp \_\_\_\_\_ Phone \_\_\_\_\_  
 Date and Place Signed \_\_\_\_\_

Hereby i certify the information and fees given. I authorize the physicians, hospital, or other medical entity and related individuals that provided any medical assistance to me or those related to me; to provide Ficohsa Insurance Company with all the medical records and billing documents.

\_\_\_\_\_  
Patient's signature

\_\_\_\_\_  
Company Name Company HR Rep Name

\_\_\_\_\_  
Rep. Signature and Stamp