

**NEW ENGLAND PASTORAL INSTITUTE, INC.**

5 Summer Street  
Lynnfield, MA 01940  
603-890-6767

15 Ermer Road, Suite 215  
Salem, NH 03079  
603-890-6767  
FAX 603-893-6767

20 West Park Street, Suite 214  
Lebanon, NH 03766  
603-448-2414

The following information is needed to process your insurance claims for your services provided by NEPI. It is your responsibility to provide complete and accurate information so that claims can be submitted in a timely manner. Please print clearly.

**CLIENT INFORMATION:**

First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_ Last Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone \_\_\_\_\_ Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Work Phone \_\_\_\_\_ Birth Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Fax \_\_\_\_\_ Mobile Phone \_\_\_\_\_ Sex  Male  Female

Email \_\_\_\_\_ Other Phone \_\_\_\_\_

Patient Status  single  married  other Referring Physician \_\_\_\_\_

Employed  Full-Time Student  Part-Time Student

Is Patient's Condition Related to \_\_\_\_\_

Hospitalization Dates

Employment? From \_\_\_\_/\_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_/\_\_\_\_

Auto Accident? State \_\_\_\_\_

Other Accident?

**RESPONSIBLE PARTY: Check here if Responsible Party is same as Client**

First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_ Last Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone \_\_\_\_\_ Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Work Phone \_\_\_\_\_ Birth Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Fax \_\_\_\_\_ Mobile Phone \_\_\_\_\_ Sex  Male  Female

Email \_\_\_\_\_ Other Phone \_\_\_\_\_

**PRIMARY INSURANCE COMPANY:**

Medicaid  Group  HMO  PPO  Other \_\_\_\_\_

Insured's I.D. Number \_\_\_\_\_ Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Insurance Company \_\_\_\_\_

Claims Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_ Contact Person \_\_\_\_\_

Insured's Name (Last, First, Middle) \_\_\_\_\_

Client Relationship to Insured  Self  Spouse  Child  Other

Insured's Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone; Home \_\_\_\_\_ Work \_\_\_\_\_ FAX \_\_\_\_\_

Mobile \_\_\_\_\_ Email \_\_\_\_\_

Insured's Policy Group FECA Number \_\_\_\_\_

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Sex  Male  Female

Employer's or School's Name \_\_\_\_\_

Insurance Plan Name \_\_\_\_\_  Is there another health plan?

\_\_\_\_\_  
Client's Signature (Parent/Guardian if client is a minor) Date

\_\_\_\_\_  
Responsible Party's Signature Date

\_\_\_\_\_  
Insured's Signature Date