



**SIMON'S**  
— AGENCY, INC. —

**FILE PLACEMENT FORM**

*Please provide as much information as possible. Leave blank if unknown. We do not need copies of the statements or records, although we may ask for a copy at a later date.*

FROM

YOUR PATIENT #

MOST RECENT DATE OF SVC

TOTAL OWED

**RESPONSIBLE PARTY**

**PATIENT**

SSN

DOB

SSN

DOB

LAST KNOWN ADDRESS

LAST KNOWN ADDRESS

HOME PHONE

HOME PHONE

CELL OR OTHER PHONE

CELL OR OTHER PHONE

WORK PHONE

WORK PHONE

LAST KNOWN EMPLOYER

LAST KNOWN EMPLOYER

HAS INSURANCE BEEN APPLIED TO ACCOUNT?

YES

NO

PRIMARY

SECONDARY

HAS MEDICAID/MEDICARE BEEN APPLIED TO ACCOUNT?

YES

NO

COMMENTS / NOTES