

Welcome, thank you for selecting our dental team!

To help us better serve you, please fill out the following 4 forms for us.



## **Patient Information:**

Patient: \_\_\_\_\_ Today's Date: \_\_\_\_\_

SSN: \_\_\_\_\_ Driver's License # \_\_\_\_\_

Gender: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_

Marital Status: \_\_\_ Minor \_\_\_ Single \_\_\_ Married/Partnership (Spouse's Name: \_\_\_\_\_)

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Work#: \_\_\_\_\_ Email: \_\_\_\_\_

Which number is best for communication with you? \_\_\_\_\_

Occupation: \_\_\_\_\_

In case of emergency who should be notified?

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship: \_\_\_\_\_

Whom may we thank for referring you? \_\_\_\_\_

## **Dental History and Information:**

What has brought you to our office today? \_\_\_\_\_

Previous Dentist? \_\_\_\_\_

Last Dental Visit? \_\_\_\_\_ Last Full Mouth X-rays? \_\_\_\_\_

How many times a day do you brush? \_\_\_\_\_ Floss \_\_\_\_\_

Do your gums bleed when brushing? \_\_\_\_\_ Are you in any type of dental pain? \_\_\_\_\_

Are any of your teeth sensitive? \_\_\_\_\_ Do you grind/clench your teeth? \_\_\_\_\_

Do you use tobacco products? \_\_\_\_\_ If so, describe: \_\_\_\_\_

Have you ever had gum disease therapy or deep cleaning? \_\_\_\_\_

If so, describe: \_\_\_\_\_

Would you be interested in cosmetically replacing older dark fillings with new tooth colored restorations? \_\_\_\_\_

Would you like your teeth to be whiter? \_\_\_\_\_

Are you deeply concerned about the finances required to return your mouth to excellent dental health? \_\_\_\_\_ If so, please ask our office assistant for a brochure on dental financing. She can help you and answer any questions that you may have.

# **MEDICAL HISTORY AND INFORMATION:**

Patient Name: \_\_\_\_\_

Date: \_\_\_\_\_

Physician's Name: \_\_\_\_\_ Physician's Phone # \_\_\_\_\_

Do you have any Drug Allergies or have you ever had an adverse reaction to any medication? \_\_\_\_Yes \_\_\_\_No

Please List: \_\_\_\_\_

Has a physician directed you to take antibiotics prior to having dental treatment? \_\_\_\_Yes \_\_\_\_No

Have you had a joint replacement or heart valve replacement within the last year? \_\_\_\_Yes \_\_\_\_No

If yes, please take your Pre-Med antibiotic as prescribed by your physician prior to your appointment.

**\*\*Please check if you have any of the following:**

_____ Abnormal Bleeding	_____ Fever Blisters	_____ PRE-MED
_____ Anemia	_____ Frequent Headaches	_____ Pace Maker
_____ Angina Pectoris	_____ Glaucoma	_____ Pneumocystis
_____ Arthritis	_____ HIV + / AIDS	_____ Psychiatric Problems
_____ Artificial Joints	_____ Hay Fever	_____ Radiation Therapy
_____ Artificial Valve	_____ Heart Attack	_____ Rheumatic Fever
_____ Asthma	_____ Heart Disease	_____ Seizures
_____ Blood Transfusion	_____ Heart Murmur	_____ Shingles
_____ Cancer - Chemotherapy	_____ Heart Surgery	_____ Sickle Cell Disease
_____ Congenital Heart Defect	_____ Hemophilia	_____ Sinus Problems
_____ Cosmetic Surgery	_____ Hepatitis Type ____	_____ Stroke
_____ Diabetes	_____ High Blood Pressure	_____ Thyroid Problems
_____ Difficulty Breathing	_____ Kidney Problems	_____ Tuberculosis
_____ Drug Abuse	_____ Liver disease	_____ Ulcers
_____ Emphysema	_____ Low Blood Pressure	_____ Venereal Disease
_____ Epilepsy	_____ Mitral Valve Prolapse	_____ Yellow Jaundice
_____ Fainting Spells	_____ Osteoporosis	Other _____

Are you under the care of a physician at this time? \_\_\_\_Yes \_\_\_\_No

If so, what conditions? \_\_\_\_\_

Have you ever responded adversely to medical or dental treatment? \_\_\_\_Yes \_\_\_\_No

Are you currently taking any medication? Yes or No      If yes, please list:

For Women:

Are you or do you suspect you are pregnant? Yes or No      Are you nursing? Yes or No

*To the best of my knowledge, the information given is accurate and complete. I understand that in order to provide the best dental care, it is my responsibility to inform this office of any changes in my patient information or medical information.*

**Patient (or Guardian) Signature:** \_\_\_\_\_

Date: \_\_\_\_\_

# Insurance Information

\*Patient Name \_\_\_\_\_ Date: \_\_\_\_\_

\*Policy holder's full name \_\_\_\_\_

\*Policy holder's SSN \_\_\_\_\_ \*Date of Birth \_\_\_\_\_

\*Insurance company \_\_\_\_\_

\*Insurance company mailing address \_\_\_\_\_

\*Insurance company toll free # \_\_\_\_\_

\*Policy holder's employer \_\_\_\_\_

\*Policy holder's insurance ID# \_\_\_\_\_

\*Group or Policy Number \_\_\_\_\_

\*List family members on policy \_\_\_\_\_ Date of Birth \_\_\_\_\_ Relationship \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are any of these insured members covered by another dental insurance policy? \_\_\_\_\_

**PLEASE READ: Once your plan has been verified, we will submit claims to your insurance company for payment. Most plans only cover a portion of dental fees. You will be expected to pay any deductibles and unpaid portion at time of dental service.**

**Your signature serves as an assignment of benefits for any insurance coverage and as a release of information to your dental insurance company. I understand and agree that I will be responsible for any balance not covered by insurance, to be paid in full within 30 days. In the event that my account is turned over to collection agency, I understand and agree I will be responsible for collection fees, attorney fees, court costs, etc. Any returned checks will be assessed a \$25.00 fee.**

**\*If there is no dental insurance, payment is due in full at the time services are rendered. \_\_\_\_\_**

**\*I HAVE READ, UNDERSTAND AND AGREE TO THE OFFICE POLICES/FINANCIAL POLICIES STATED ABOVE.**

**X \_\_\_\_\_ Date: \_\_\_\_\_**

HIPAA OMNIBUS RULE

PATIENT ACKNOWLEDGEMENT FORM FOR RECEIPT OF NOTICE OF PRIVACY PRACTICES  
CONSENT/LIMITED AUTHORIZATION & RELEASE FORM

You may refuse to sign this acknowledgement & authorization. In refusing we may not be allowed to process your insurance claims.

Date: \_\_\_\_\_ Patient Name: \_\_\_\_\_

HOW DO YOU WANT TO BE ADDRESSED WHEN SUMMONED FROM RECEPTION AREA:

- First Name Only  Proper Surname  Other \_\_\_\_\_

PLEASE LIST ANY OTHER PARTIES WHO ARE ACTIVELY INVOLVED IN YOUR HEALTH CARE AND WHO CAN HAVE ACCESS TO YOUR HEALTH INFORMATION: (This includes step parents, grandparents and any care takers who can have access to this patient's records):

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

I AUTHORIZE CONTACT FROM THIS OFFICE TO **CONFIRM MY APPOINTMENTS, TREATMENT & BILLING INFORMATION** VIA:

- Cell Phone Confirmation
- Text Message to my Cell Phone
- Home Phone Confirmation
- Email Confirmation
- Work Phone Confirmation
- Any of the Above**

I AUTHORIZE **INFORMATION ABOUT MY HEALTH** BE CONVEYED VIA:

- Cell Phone Confirmation
- Text Message to my Cell Phone
- Home Phone Confirmation
- Email Confirmation
- Work Phone Confirmation
- Any of the Above**

I APPROVE BEING CONTACTED ABOUT **SPECIAL SERVICES, EVENTS, FUND RAISING EFFORTS** or **NEW HEALTH INFO** on behalf of this Healthcare Facility via:

- Phone Message
- Text Message
- Email
- Any of the Above**
- None of the Above** (opt out)

In signing this HIPAA Patient Acknowledgement Form, you acknowledge and authorize, that this office may recommend products or services to promote your improved health. This office may or may not receive third party remuneration from these affiliated companies. We, under current HIPAA Omnibus Rule, provide you this information with your knowledge and consent.

The undersigned acknowledges receipt of a copy of the currently effective Notice of Privacy Practices for this healthcare facility. A copy of this signed, dated document shall be as effective as the original.

**MY SIGNATURE WILL ALSO SERVE AS A PHI DOCUMENT RELEASE SHOULD I REQUEST TREATMENT OR RADIOGRAPHS BE SENT TO OTHER ATTENDING DOCTOR / FACILITIES IN THE FUTURE.**

\_\_\_\_\_  
Please *print* name of Patient Please *sign* Patient / Guardian of Patient

\_\_\_\_\_  
Legal Representative / Guardian Relationship of Legal Representative / Guardian

**Office Use Only**

As Privacy Officer, I attempted to obtain the patient's (or representatives) signature on this Acknowledgement but did not because:

- It was emergency treatment
- I could not communicate with the patient
- The patient refused to sign
- The patient was unable to sign because
- Other (please describe) \_\_\_\_\_

**Signature of Privacy Officer** \_\_\_\_\_