

Patient Information

Patient Name: _____ Date: _____

Last First MI (Preferred Name)

Gender: _____ Family Status: _____

Social Security # _____ Birth Date: _____

Phone (Home): _____ (Cell): _____

(Work): _____ Ext: _____

Email Address: _____

Address: _____

Street

Apartment #

City

State

Zip Code

Reason for this visit: _____

Do you now, or have you ever had any of the following? Please check those that apply:

- | | | | |
|--|--|--|---|
| <input type="checkbox"/> AIDS/HIV | <input type="checkbox"/> Fainting | <input type="checkbox"/> Nervous Disorders | <input type="checkbox"/> Tooth Clenching/Grinding |
| <input type="checkbox"/> Allergies | <input type="checkbox"/> Headaches | <input type="checkbox"/> Pacemaker | <input type="checkbox"/> Women; Are you Currently pregnant? |
| <input type="checkbox"/> Anemia | <input type="checkbox"/> Head Injuries | <input type="checkbox"/> Premedication Needed | <input type="checkbox"/> Due date: _____ |
| <input type="checkbox"/> Arthritis | <input type="checkbox"/> Heart Concerns | <input type="checkbox"/> Radiation Treatment | OTHER: _____ |
| <input type="checkbox"/> Artificial Joints | <input type="checkbox"/> Heart Murmur | <input type="checkbox"/> Respiratory Problems | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Asthma | <input type="checkbox"/> Hepatitis | <input type="checkbox"/> Sinus Problems | |
| <input type="checkbox"/> Cancer/Chemo | <input type="checkbox"/> High Blood Pressure | <input type="checkbox"/> Smoking / Years _____ | |
| <input type="checkbox"/> Diabetes | <input type="checkbox"/> History of HPV | <input type="checkbox"/> Chewing tobacco / Years _____ | |
| <input type="checkbox"/> Dizziness | <input type="checkbox"/> Jaw Pain or Noise | <input type="checkbox"/> Snoring | |
| <input type="checkbox"/> Ear Pain/Congestion | <input type="checkbox"/> Limited Opening | <input type="checkbox"/> Substance Abuse | |
| <input type="checkbox"/> Epilepsy | <input type="checkbox"/> Mental Disorders | | |
| <input type="checkbox"/> Excessive Bleeding | <input type="checkbox"/> Mitral Valve Prolapse | | |

- Are you currently taking any medications? Yes No

If yes, please list: _____

- Are you allergic to any medications? Yes No

If yes, please list: _____

- Have you ever had any complications following dental treatment? Yes No

If yes, please explain: _____

- Do you have a general physician? Yes No

Name of Physician: _____ Phone: _____

To the best of my knowledge, all of the preceding answers and information provided are true and correct. If I ever have any change in my health, I will inform the doctors at the next appointment without fail.

Date: _____

Signature of patient, parent or guardian

Spouse or Responsible Party Information

The following is for: the patient's spouse the person responsible for payment

Name: _____

Male Female

Married Single Child Other _____

Social Security #: _____ Birth Date: _____

Phone (Home): _____ (Work): _____ Ext: _____ Best time to call: _____

Address: _____

Street

Apartment #

City

State

Zip Code

Employment Information

The following is for: the patient the person responsible for payment

Employer Name: _____ Occupation: _____

Consent for Services

As a condition of your treatment by this office, financial arrangements must be made in advance. The practice depends upon reimbursement from the patients for the costs incurred in their care and financial responsibility on the part of each patient must be determined before treatment.

All emergency dental services, or any dental services performed without previous financial arrangements, must be paid for in cash at the time services are performed.

Patients who carry dental insurance understand that all dental services furnished are charged directly to the patient and that he or she is personally responsible for payment of all dental services. This office will help prepare the patients insurance forms or assist in making collections from insurance companies and will credit any such collections to the patient's account. However, this dental office cannot render services on the assumption that our charges will be paid by an insurance company.

A service charge of 1½% per month (18% per annum) on the unpaid balance will be charged on all accounts exceeding 60 days, unless previously written financial arrangements are satisfied.

I understand that the fee estimate listed for this dental care can only be extended for a period of six months from the date of the patient examination.

In consideration for the professional services rendered to me, or at my request, by the Doctor, I agree to pay therefore the reasonable value of said services to said Doctor, or his assignee, at the time said services are rendered, or within five (5) days of billing if credit shall be extended. I further agree that the reasonable value of said services shall be as billed unless objected to, by me, in writing, within the time for payment thereof. I further agree that a waiver of any breach of any time or condition hereunder shall not constitute a waiver of any further term or condition and I further agree to pay all costs and reasonable attorney fees if suit be instituted hereunder.

I grant my permission to you or your assignee, to telephone me at home or at my work to discuss matters related to this form.

I have read the above conditions of treatment and payment and agree to their content.

Signature of patient, parent or guardian Date: _____ Relationship to Patient: _____

Signature of guarantor of payment/responsible party Date: _____ Relationship to Patient: _____

Please read & INITIAL each item below. Your understanding of these items allows us to make your dental care our priority and the business end of things easy for both of us. This document covers you and your dependent children.

_____ **Appointment Guidelines:** I agree to respect the appointment times reserved for me. I understand that this dental team asks for ***at least*** 48 business hours if I need to move or cancel an appointment since late cancellation or failure to show for an appointment causes 'schedule distress' to the dental office. I also understand that I *may* be charged a late cancellation fee, based on the reason, for a missed or failed appointment and that the dental team has the right to refuse to reschedule me if I late cancel too often or miss too many appointments.

_____ **Care to Minor Children:** I understand that the adult who brings a minor child to a dental appointment assumes the financial responsibility for care to that minor. I understand that this office will not get involved in custody, divorced/separation arrangements, etc. Per Nebraska law, a minor is a young person under the age of 19.

_____ **Minor Children in the office:** By law patients ***under*** the age of 19 are considered minors. We require a parent or guardian be with minor children at their dental appointments unless arrangements are made with the Business Manager prior to the appointment. A parent/guardian may be allowed in the exam room if the parent/guardian feels it will be beneficial to the minor child. However, sometimes children behave better without a parent/guardian present.

_____ **Photos/Videos:** I authorize members of this dental team to take photos and/or video of my face, jaws and teeth before, during and after treatment, and that my name or other identifying information will be kept confidential. I understand I will not be compensated for any photo or video taken or used. I understand that any photo or video taken can be used for marketing, dental records, dental education or research.



New Dental technology and trends make dental visits more comfortable and enjoyable. Select “YES” or “NO” enabling our oral health care team to be sensitive to your dental needs and concerns. Our goal is to provide a great dental experience for you.

Patient Name _____ Date of Birth _____

Whom may we thank for referring you to our practice? ___ Another patient, friend
___ Another Patient, relative ___ Valpak ___ Another Dental Office ___ Mobile Device
___ Facebook ___ Google Search ___ Insurance Website ___ Other
Name of Person or office referring you to our practice: _____

Brushing and Flossing

- Are you currently using only a manual toothbrush? YES NO
- Do you feel you could do a better job cleaning between your teeth? YES NO
- Are your teeth Sensitive? YES NO
- Do your gum tissues bleed? YES NO
- Is the prevention of gum disease periodontitis or gingivitis a concern? YES NO

Clenching and Grinding

1. Do you grind your teeth and do they show wear? YES NO
2. Are you bothered by persistent headaches or migraine attacks? YES NO

Whitening and cosmetic Improvements

1. Would you like to whiten or brighten your current tooth shade? YES NO
2. Have you used whitening products or procedures? YES NO
3. Have you considered improving your smile with cosmetic dentistry? YES NO

Invisible Braces

1. Would you like to know more about Invisalign? YES NO
2. Have you experienced minor teeth shifting after having worn braces? YES NO

Sedation Dentistry

1. What level of anxiety do you experience with dental visits?
None at all Some what anxious Highly anxious Extreme Anxiety

Do your fears of dentistry keep you from completing needed dental work? YES NO
Would you like to know more about the various levels of sedation dentistry? YES NO

Last but not least, if you could change something about your smile, what would that be?

THIS NOTICE DESCRIBES HOW HEALTH INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION.

PLEASE REVIEW IT CAREFULLY. THE PRIVACY OF YOUR HEALTH INFORMATION IS IMPORTANT TO US.

Our Legal Duty

We are required by applicable federal and state law to maintain the privacy of your protected health information. We are also required to give you this Notice about our privacy practices, our legal duties, and your rights concerning your protected health information. We must follow the privacy practices that are described in this Notice while it is in effect. This Notice takes effect 10/01/2006, and will remain in effect until we replace it.

We reserve the right to change our privacy practices and the terms of this Notice at any time, provided such changes are permitted by applicable law. We reserve the right to make the changes in our privacy practices and the new terms of our Notice effective for all health information that we maintain, including health information we created or received before we made the changes. Before we make a significant change in our privacy practices, we will change this Notice and provide the new Notice at our practice location, and we will distribute it upon request.

You may request a copy of our Notice at any time. For more information about our privacy practices, or for additional copies of this Notice, please contact us using the information listed at the end of this notice.

Your Authorization: In addition to our use of your health information for the following purposes, you may give us written authorization to use your health information or to disclose it to anyone for any purpose. If you give us an authorization, you may revoke it in writing at any time. Your revocation will not affect any use or disclosures permitted by your authorization while it was in effect. Unless you give us a written authorization, we cannot use or disclose your health information for any reason except those described in this Notice.

Uses and Disclosures of Health Information

We use and disclose health information about you without authorization for the following purposes.

Treatment: We may use or disclose your health information for your treatment. For example, we may disclose your health information to a physician or other healthcare provider providing treatment to you.

Payment: We may use and disclose your health information to obtain payment for services we provide to you. For example, we may send claims to your dental health plan containing certain health information.

Healthcare Operations: We may use and disclose your health information in connection with our healthcare operations. For example, healthcare operations include quality assessment and improvement activities, reviewing the competence or qualifications of healthcare professionals, evaluating practitioner and provider performance, conducting training programs, accreditation, certification, licensing or credentialing activities.

To You Or Your Personal Representative: We must disclose your health information to you, as described in the Patient Rights section of this Notice. We may disclose your health information to your personal representative, but only if you agree that we may do so.

Persons Involved In Care: We may use or disclose health information to notify, or assist in the notification of (including identifying or locating) a family member, your personal representative or another person responsible for your care, of your location, your general condition, or death. If you are present, then prior to use or disclosure of your health information, we will provide you with an opportunity to object to such uses or disclosures. In the event of your absence or incapacity or in emergency circumstances, we will disclose health information based on a

determination using our professional judgment disclosing only health information that is directly relevant to the person's involvement in your healthcare. We will also use our professional judgment and our experience with common practice to make reasonable inferences of your best interest in allowing a person to pick up filled prescriptions, medical supplies, x-rays, or other similar forms of health information.

Disaster Relief: We may use or disclose your health information to assist in disaster relief efforts.

Marketing Health-Related Services: We will not use your health information for marketing communications without your written authorization.

Required by Law: We may use or disclose your health information when we are required to do so by law.

Public Health and Public Benefit: We may use or disclose your health information to report abuse, neglect, or domestic violence; to report disease, injury, and vital statistics; to report certain information to the Food and Drug Administration (FDA); to alert someone who may be at risk of contracting or spreading a disease; for health oversight activities; for certain judicial and administrative proceedings; for certain law enforcement purposes; to avert a serious threat to health or safety; and to comply with workers' compensation or similar programs.

Decedents: We may disclose health information about a decedent as authorized or required by law.

National Security: We may disclose to military authorities the health information of Armed Forces personnel under certain circumstances. We may disclose to authorized federal officials health information required for lawful intelligence, counterintelligence, and other national security activities. We may disclose to correctional institution or law enforcement official having lawful custody the protected health information of an inmate or patient under certain circumstances.

Appointment Reminders: We may use or disclose your health information to provide you with appointment reminders (such as voicemail messages, postcards, or letters).

Access: You have the right to look at or get copies of your health information, with limited exceptions. You may request that we provide copies in a format other than photocopies. We will use the format you request unless we cannot practicably do so. You must make a request in writing to obtain access to your health information. You may obtain a form to request access by using the contact information listed at the end of this Notice. You may also request access by sending us a letter to the address at the end of this Notice. We will charge you a reasonable cost-based fee for the cost of supplies and labor of copying. If you request copies, we will charge you \$0.50 for each page, \$15.00 per hour for staff time to copy your health information, and postage if you want the copies mailed to you. If you request an alternative format, we will charge a cost-based fee for providing your health information in that format. If you prefer, we will prepare a summary or an explanation of your health information for a fee. Contact us using the information listed at the end of this Notice for a full explanation of our fee structure.

Disclosure Accounting: You have the right to receive a list of instances in which we or our business associates disclosed your health information for purposes other than treatment, payment, healthcare operations, and certain other activities, for the last 6 years, but not before April 14, 2003. If you request this accounting more than once in a 12-month period, we may charge you a reasonable, cost-based fee for responding to these additional requests.

Restriction: You have the right to request that we place additional restrictions on our use or disclosure of your health information. In most cases we are not required to agree to these additional restrictions, but if we do, we will abide by our agreement (except in certain circumstances where disclosure is required or permitted, such as an emergency, for public health activities, or when disclosure is required by law). We must comply with a request to restrict the disclosure of protected health information to a health plan for purposes of carrying out payment or

health care operations (as defined by HIPAA) if the protected health information pertains solely to a health care item or service for which we have been paid out of pocket in full.

Alternative Communication: You have the right to request that we communicate with you about your health information by alternative means or at alternative locations. (You must make your request in writing.) Your request must specify the alternative means or location, and provide satisfactory explanation of how payments will be handled under the alternative means or location you request.

Amendment: You have the right to request that we amend your health information. Your request must be in writing, and it must explain why the information should be amended. We may deny your request under certain circumstances.

Electronic Notice: You may receive a paper copy of this notice upon request, even if you have agreed to receive this notice electronically on our Web site or by electronic mail (e-mail).

Questions and Complaints

If you want more information about our privacy practices or have questions or concerns, please contact us.

If you are concerned that we may have violated your privacy rights, or you disagree with a decision we made about access to your health information or in response to a request you made to amend or restrict the use or disclosure of your health information or to have us communicate with you by alternative means or at alternative locations, you may complain to us using the contact information listed at the end of this Notice. You also may submit a written complaint to the U.S. Department of Health and Human Services. We will provide you with the address to file your complaint with the U.S. Department of Health and Human Services upon request.

We support your right to the privacy of your health information. We will not retaliate in any way if you choose to file a complaint with us or with the U.S. Department of Health and Human Services.

Contact Officer: Kim Stec

Telephone: 402-572-4180 Fax: 402-991-5874

E-mail: smile2@allcaredentalomaha.com

Address: 15672 West Maple Road Omaha, NE 68116



Patient HIPAA Consent Form and Notice of Privacy Practices

I understand that, under the Health Insurance Portability & Accountability Act of 1996 (HIPAA), I have certain right to privacy regarding my protected health information. I understand that this information can and will be used to:

- Conduct, plan and direct my treatment and follow-up among the multiple healthcare providers who may be involved in that treatment directly and indirectly.
- Obtain payment from third-party payers.
- Conduct normal healthcare operations such as quality assessments and physician certifications.

I have been informed by you of your *Notice of Privacy Practices* containing a more complete description of the uses and disclosures of my health information. I have been given the right to review such *Notice of Privacy Practices* prior to signing the consent. I understand that this organization has the right to change its *Notice of Privacy Practices* from time to time and that I may contact this organization at any time at the address above to obtain a current copy of the *Privacy Practices*.

I understand that I may request in writing that you restrict how my private information is used or disclosed to carry out treatment, payment, or health care operations. I also understand you are not required to agree to my requested restrictions, but if you do agree then you are bound to abide by such restrictions.

I understand that I may revoke this consent in writing at any time, except to the extent that you have taken action relying on this consent.

Patient Name: _____

Signature: _____

Relationship to Patient: _____

Date: _____

Staying within the “reasonable” guidelines of HIPAA, I give permission for All Care Dental to discuss my dental care and related issues with the following persons, in addition to myself. If none, please state so:

Name:

Relationship:
