

# Patient Registration

Today's Date \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_ Date of Birth \_\_\_\_\_ Age \_\_\_\_\_

Sex M or F Soc. Sec. # \_\_\_\_\_ Please Circle One: Single Married Separated Widow

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email \_\_\_\_\_ Home Phone (\_\_\_\_) \_\_\_\_\_ Cell Phone (\_\_\_\_) \_\_\_\_\_

Driver's License # \_\_\_\_\_ Employer \_\_\_\_\_

WorkPhone (\_\_\_\_) \_\_\_\_\_ Occupation \_\_\_\_\_

Are you a full time student? Yes or No If patient is a minor: Mother's DOB \_\_\_\_\_ Father's DOB \_\_\_\_\_

Name of Parent \_\_\_\_\_ Parent Soc. Sec. # \_\_\_\_\_

Parent Employer \_\_\_\_\_ Parent Phone (\_\_\_\_) \_\_\_\_\_

Person Responsible for Account \_\_\_\_\_ Relationship \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Relationship \_\_\_\_\_ Phone # (\_\_\_\_) \_\_\_\_\_

## If you are filling this form out on behalf of another person, what is your relationship to that person?

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

Reason for today's visit? \_\_\_\_\_

How did you hear about us?

In-home Mailer  Social Media  Insurance  Practice Website  Internet  Family/Friend/Coworker

Other \_\_\_\_\_ Who can we thank for your visit? \_\_\_\_\_

## Dental Insurance Information (Primary Carrier)

Insured's Name \_\_\_\_\_

Insured's Employer \_\_\_\_\_

Insured's DOB \_\_\_\_\_

Insurance Co \_\_\_\_\_

Insurance Co Address \_\_\_\_\_

Insurance Phone # \_\_\_\_\_

Group # \_\_\_\_\_ Local # \_\_\_\_\_

## Dental Insurance Information Secondary Coverage

Insured's Name \_\_\_\_\_

Insured's Employer \_\_\_\_\_

Insured's DOB \_\_\_\_\_

Insurance Co \_\_\_\_\_

Insurance Co Address \_\_\_\_\_

Insurance Phone # \_\_\_\_\_

Group # \_\_\_\_\_ Local # \_\_\_\_\_

## Dental History

On a scale of 1-10, with 10 being the highest rating:

How important is your dental health to you? 1 2 3 4 5 6 7 8 9 10

Where would you rate your current dental health? 1 2 3 4 5 6 7 8 9 10

Where do you want your dental health to be? 1 2 3 4 5 6 7 8 9 10

## What would you like to change about your smile?

Color  Bite  Chipped Teeth  Spaces  Crowding  Smile Makeover  Missing Teeth  Whiter Teeth

## Please share the following dates:

Your last cleaning \_\_\_\_/\_\_\_\_/\_\_\_\_ Your last oral cancer screening \_\_\_\_/\_\_\_\_/\_\_\_\_ Your last complete X-rays \_\_\_\_/\_\_\_\_/\_\_\_\_

What is the most important thing to you about your future smile and dental health? \_\_\_\_\_

What is the most important thing to you about your dental visit today? \_\_\_\_\_

Why did you leave your previous dentist? \_\_\_\_\_

Name of your previous dentist \_\_\_\_\_

**Dental History Cont.** - Please mark (x) any of the following conditions that apply to you

Patient Name (print) \_\_\_\_\_

**Appearance**

- Discolored teeth
- Worn teeth
- Misshaped teeth
- Crooked teeth
- Spaces
- Overbite
- Flat teeth

**Pain/Discomfort**

- Sensitivity (hot, cold, sweet)
- Pressure
- Broken teeth/fillings
- Worn teeth
- Dry Mouth

**Function**

- Grinding/Clenching
- Headaches
- Jaw Joint (TMJ) pain
- Jaw Joint (TMJ) clicking/popping
- Bad Bite
- Speech Impediment
- Mouth Breathing
- Sore Muscles (neck, shoulders)
- Difficulty Opening or Closing
- Difficulty Chewing on either side

**Periodontal (Gum) Health**

- Bleeding, Swollen, Irritated gums
- Bad breath
- Loose tipped, shifting teeth
- Previous perio/gum disease

**Habits**

- Thumb sucking
- Nail-biting
- Cheek/Lip biting
- Chewing on ice/foreign objects

**Sleep Pattern or Conditions**

- Sleep Apnea
- Snoring
- Daytime Drowsiness
- Bed wetting (for children)

**Social**

- Tobacco  
How much \_\_\_\_\_ How long \_\_\_\_\_
- Alcohol Frequency \_\_\_\_\_
- Drugs Frequency \_\_\_\_\_

**Previous Comfort Options**

- Nitrous Oxide
- Oral Sedation (Pill)
- IV Sedation

Please list family history of any conditions marked:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Medical History** - Please mark (x) to your response to indicate if you have or have had any of the following

**Cancer**

- Type \_\_\_\_\_
- Chemotherapy
- Radiation Therapy

**Cardiovascular**

- Angina (chest pain)
- Artificial Heart Valve
- Heart Conditions
- Heart Surgery
- High/Low Blood Pressure
- Mitral Valve Prolapse
- Pacemaker
- Rheumatic Fever
- Scarlet Fever
- Stroke

**Endocrinology**

- Diabetes
- Hepatitis A/B/C
- Jaundice
- Kidney Disease
- Liver Disease
- Thyroid Disease

**Gastrointestinal**

- Ulcers (Stomach)
- Gastrointestinal Disease
- Hematologic/Lymphatic**
- Anemia
- Blood Disorders
- Bruise Easily
- Excessive Bleeding

**Musculoskeletal**

- Arthritis
- Artificial Joints
- Jaw Joint Pain
- Rheumatoid Arthritis

**Neurological**

- Anxiety
- Depression
- Dizziness
- Drug/Alcohol Addiction
- Fainting
- Seizures
- Psychiatric Illness

**Respiratory**

- Asthma
- Emphysema
- Respiratory Problems
- Sinus Problems
- Sleep Apnea
- Tuberculosis

**Viral Infections**

- AIDS
- HIV Positive
- HPV

**Women**

- Currently Pregnant
- Nursing

**Medical Allergies**

- Antibiotics (Penicillin/Amoxicillin /Clindamycin)
- Opioids (Percocet, Oxycodone, Tylenol 3)
- Latex
- Local Anesthetics
- NSAIDs

**Other Allergies**

\_\_\_\_\_

**Additional Comments:**

\_\_\_\_\_

\_\_\_\_\_

Are you under the care of a physician? Y or N If yes, please explain \_\_\_\_\_

Physician Name \_\_\_\_\_ Address: \_\_\_\_\_ Phone(\_\_\_\_) \_\_\_\_\_

Have you had a serious illness, operation, or hospitalization in the past 5 years? Y or N, If yes please explain \_\_\_\_\_

Are you taking or have you recently taken any prescription or over the counter medicine(s)? Y or N If yes, please list all and why, including vitamins, natural or herbal supplements and/or dietary supplements \_\_\_\_\_

Have you ever in the past, or are you now currently taking any medications for Osteopenia/Osteoporosis or Bone Disease? If so, please list medications: \_\_\_\_\_

Have you ever had surgery? If so, what type: \_\_\_\_\_

**Consent:**

The undersigned hereby authorizes Doctor to take x-rays, study models, photographs, or any other diagnostic aids deemed appropriate by Doctor to make a thorough diagnosis of the patient's dental needs. I also authorize Doctor to perform any and all forms of treatment, medication and therapy that may be indicated. I also understand the use of anesthetic agents embodies a certain risk. I have read, understand and agree to the above terms and conditions.

\_\_\_\_\_  
Signature of Patient/Legal guardian

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dentist Signature

**For completion by dentist only | Additional Comments**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Financial Policy

Patient Name (print) \_\_\_\_\_

Thank you for choosing our office as your dental healthcare provider. We are committed to providing you with the highest quality lifetime dental care, so that you may attain optimum oral health. The following is a statement of our financial policy, which we require that you read, agree to, and sign prior to any treatment. Payment is due at the time service is provided. Our office accepts cash, personal checks, credit cards and outside patient financing.

Please check if you would like more information about financing options.

**Please Note: Returned checks will be subject to additional fees. In the case it becomes necessary for our office to enlist a collection service and/or legal assistance; you will be responsible for any collection and/or legal charges up to 35%.**

### Do You Have Insurance?

- We must emphasize that as your dental care provider, our relationship is with you, our patient, not with your insurance company. Your insurance policy is a contract between you, your employer, and your insurance company.
- As a courtesy to you we will help you process all your insurance claims. Please understand that we will provide an insurance estimate to you, however, it is not a guarantee that your insurance will pay exactly as estimated. Your insurance company and your plan benefits will determine the amount paid. We will, of course, do all we can to make sure your estimate is as accurate as possible. If your insurance company has not made payment within 60 days, we will ask that you contact your insurance company to make sure payment is expected. If payment is not received or your claim is denied, you will be responsible for paying the full amount at that time.
- We ask that you sign this form and/or any other necessary documents that may be required by your insurance company. This form instructs your insurance company to make payment directly to our office.
- We ask that you pay the deductible and co-payment, which is the estimated amount, not covered by your insurance company, by cash, check, credit card or Patient Financing at the time we provide the service to you.
- We will cooperate fully with the regulations and requests of your insurance company that may assist in the claim being paid. Our office will not, however, enter into a dispute with your insurance company over any claim.

***We thank you for the opportunity to serve your dental health care needs and welcome any question you may have concerning your care or our financial policy.***

### Consent:

I have read, understand and agree to the above terms and conditions. I authorize my insurance company to pay my dental benefits directly to my dental office. I understand that responsibility for payment for Dental Services provided in this office for myself or my dependents is mine, due and payable at the time services are rendered unless financial arrangements have been made. I further understand that a finance, rebilling, collection charge and/or attorney fee will be added to any overdue balance. By signing below, you are authorizing us to call you at any number you provide including calls to mobile/cellular or similar devices for any lawful purpose. You agree to any fees or charges that you may incur for an incoming call from us, and/or outgoing calls to us, to or from any such number, without reimbursement from us.

\_\_\_\_\_  
Patient Signature (Parent if child)

\_\_\_\_\_  
Date

## NOTICE OF PRIVACY PRACTICES – HIPAA & 42 CFR PART 2

This Notice of Privacy Practices ("Notice") describes how medical information about you may be used and disclosed and how you can get access to this information. Please review it carefully. Protected health information (PHI) includes information that identifies you and relates to your past, present, or future physical or mental health or condition, the healthcare services you receive, or payment for those services. Some types of health information, including records related to Substance Use Disorder (SUD), receive additional protections under federal law, including regulations found at 42 CFR Part 2, in addition to HIPAA. These enhanced protections are explained later in this Notice.

**OUR PLEDGE REGARDING YOUR HEALTH INFORMATION** - We understand that your health information is personal and confidential. We are committed to protecting the privacy and security of your protected health information (PHI). We are required by law to:

- Maintain the privacy of your PHI
- Provide you with this Notice of our legal duties and privacy practices
- Follow the terms of this Notice
- Notify you if a breach occurs that may have compromised the privacy or security of your information

### HOW WE MAY USE AND DISCLOSE YOUR PHI :

Treatment – We may use and disclose your PHI to provide, coordinate, or manage your dental care and related services.

Payment – We may use and disclose your PHI to obtain payment for services provided to you.

Healthcare Operations – We may use and disclose your PHI for practice operations, including quality assessment, staff training, legal compliance, auditing, and business planning.

Appointment Reminders – We may use or disclose your PHI to contact you about appointments, reminders, or treatment alternatives.

Required by Law – We may use or disclose your PHI when required by federal, state, or local law.

Emergencies – We may use or disclose your PHI in emergency situations as necessary to protect your health or safety.

Public Health Activities – We may disclose PHI for public health purposes, including disease prevention and reporting.

Military, National Security, and Protective Services – We may disclose PHI as required for military activities, national security, and protective services.

Research – We may use or disclose your PHI for research purposes when approved by law and with appropriate safeguards.

Legal Proceedings – We may only disclose PHI in response to a valid court order or other lawful process or by your written consent.

Marketing – We will not use your PHI for marketing purposes without your written authorization.

Personal Representatives – We may only disclose your PHI to a personal representative authorized by you in writing.

Business Associates – We may share your PHI with business associates who perform services on our behalf. These business associates are required by law to safeguard your information.

Workers' Compensation – We may disclose PHI for workers' compensation or similar programs that provide benefits for work-related injuries or illness.

### SPECIAL PROTECTIONS FOR SUBSTANCE USE DISORDER (SUD) RECORDS

Some health information is considered especially sensitive and receives enhanced protection under federal law, including information related to Substance Use Disorder (SUD). Even if this practice is not a substance use treatment provider, these protections may apply if we receive, maintain, or transmit SUD-related information as part of your health record.

#### How SUD Information May Be Used

SUD-related records may be used and disclosed for treatment, payment, and healthcare operations, as permitted by law, unless you request additional restrictions. Prohibition on Legal Use - SUD-related records may not be used against you in criminal, civil, or administrative proceedings without your written consent or a specific court order. Rediscovery Limitations - SUD-related information may not be redisclosed unless permitted by law. Additional restrictions may apply beyond standard HIPAA rules. Fundraising Restrictions - Your SUD-related information will not be used for fundraising purposes without your consent. You have the right to opt out of fundraising communications.

### YOUR RIGHTS REGARDING YOUR HEALTH INFORMATION

#### You have the right to:

- **Access** – Obtain a copy of your PHI
- **Amendment** – Request corrections to your PHI
- **Accounting of Disclosures** – Receive a list of certain disclosures of your PHI
- **Restrictions** – Request limitations on how we use or disclose your PHI
- **Confidential Communications** – Request communications in a specific manner/location
- **Fundraising Opt-Out** – Opt out of fundraising communications
- **Breach Notification** – Be notified of breaches of unsecured PHI
- **Complaints** – File a complaint with the OCR without retaliation

**CHANGES TO THIS NOTICE** - We reserve the right to change this Notice. Any changes will apply to all PHI we maintain. The updated Notice will be available upon request, in our office, and on our website.

**NOTICE OF PRIVACY PRACTICES  
PATIENT ACKNOWLEDGMENT**

**CONTACT INFORMATION**

If you have questions, would like additional information, or wish to exercise your rights, please contact:

Practice Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email (optional): \_\_\_\_\_

**PATIENT ACKNOWLEDGMENT OF NOTICE**

By signing below, you acknowledge that you have received a copy of this Notice of Privacy Practices and understand your rights under HIPAA and applicable federal confidentiality laws, including special protections related to Substance Use Disorder (SUD) information.

- I acknowledge receipt of this Notice of Privacy Practices.
- I understand that SUD-related information may have additional protections.
- I understand my right to opt out of fundraising communications.
- I understand that certain disclosures may require my written authorization.
- Their SUD-related information cannot be used for fundraising without consent.

Patient Name (Print): \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

If the patient is unable or unwilling to sign, staff should document the reason here.

Staff Initials: \_\_\_\_\_ Date: \_\_\_\_\_

If you believe your privacy rights have been violated, you may file a complaint with us or with OCR. You will not be penalized for filing a complaint.

Practice Privacy Officer: \_\_\_\_\_  
Practice Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email (Optional): \_\_\_\_\_