

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Social Security # \_\_\_\_\_

Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

E-mail \_\_\_\_\_ Cell # \_\_\_\_\_ Home # \_\_\_\_\_

Work #/Other # \_\_\_\_\_ Emergency Contact \_\_\_\_\_ Emergency # \_\_\_\_\_

For Minors Only: Parent/Guardian Full Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

**Dental Insurance** \_\_\_\_\_ ID # \_\_\_\_\_ Group Name/# \_\_\_\_\_

Subscriber Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Relationship \_\_\_\_\_

**Dental Information** (Please mark and X to indicate if you have or ever had any of the following)

Bleeding Gums     Bad Breath/Halitosis     Blisters/Ulcers/Sores     Dry Mouth  
 Orthodontics     Partials/Dentures     Periodontal Disease     Wisdom Teeth Removal  
 Sensitivity     TMJ Problems     Toothaches     Root Canal Treatments  
 Grinding/Clenching     Crown/Bridge Work     Difficulty Eating     Surgery of Mouth/Jaw

**Date of last cleaning/x-rays/examination:** \_\_\_\_\_ **Previous Dentist:** \_\_\_\_\_

**Allergic Reactions** (Please mark and X to indicate if you have or ever had any of the following)

Aspirin     Barbiturates/Sleeping Pills     Iodine     Local Anesthetics     Penicillin     Codeine/ Other Narcotics  
 Sulfa     Clindamycin     Latex     Epinephrine     Metals     Other: \_\_\_\_\_

**Medical Information** (Please mark and X to indicate if you have or ever had any of the following)

Current Medications: \_\_\_\_\_ (Provide list if applicable)

Physician Name \_\_\_\_\_ Phone # \_\_\_\_\_ Pharmacy \_\_\_\_\_ Phone # \_\_\_\_\_

Have you been hospitalized or had surgery (within the past two years): Yes \_\_\_ No \_\_\_ , if yes: \_\_\_\_\_

Has a doctor ever told you that you need to **PREMEDICATE** before dental treatment? Yes \_\_\_ No \_\_\_ If yes, what type: \_\_\_\_\_

Have you ever taken bisphosphonates (i.e. Fosamax, Zometa, Reclast)? Yes \_\_\_ No \_\_\_

Do you do any of the following: Smoking \_\_\_ Alcohol Use \_\_\_ Drug Use \_\_\_

**Women only:** Pregnant \_\_\_ Weeks: \_\_\_\_\_ Nursing \_\_\_ Birth control/ Hormone Replacement \_\_\_

**Cancer**

Type: \_\_\_\_\_  
 Radiation/Chemotherapy

**Cardiovascular**

Angina/Heart Disease  
 Artificial Heart Valve  
 Mitral Valve Prolapse  
 High Blood Pressure  
 Low Blood Pressure  
 Heart Prosthetic/ Bypass  
 Heart Murmur  
 Heart Attack  
 Stroke  
 Heart Lesions/Congenital  
 Endocarditis  
 Rheumatic Fever

**Endocrinology**

Jaundice  
 Kidney Disease  
 Liver Disease  
 Thyroid Disease  
 Diabetes I  
 Diabetes II  
 Hepatitis  
**Gastrointestinal**  
 Ulcers (Stomach)  
 Gastrointestinal Disease  
 GERD/Heartburn  
 Colitis  
 Gall Bladder Issues

**Respiratory**

Emphysema

**Respiratory Cont.**

Respiratory Problems  
 Sinus Problems  
 Sleep Apnea  
 Tuberculosis  
 Shortness of Breath  
 Lung Disease  
 Asthma  
**Hematologic/Lymphatic**  
 Blood Disorders  
 Excessive Bleeding  
 Blood Transfusion  
 Blood Clotting Problems  
 Anemia

**Viral Infections**

HIV

**Viral Infections Cont.**

AIDS  
 Fever Blisters/Herpes  
 STD

**Musculoskeletal**

Arthritis  
 Rheumatoid Arthritis  
 Joint Replacement

Type: \_\_\_\_\_

Bisphosphonate Use

**Neurological**

Psychiatric Care  
 Dizziness/Fainting  
 Addiction  
 Seizures  
 Neurologic Disorder

**Other** (Please Specify)

## **HIPAA—Privacy Practices**

“I understand that I have certain rights to privacy regarding my protected health information. These rights are given to me under the Health Insurance Portability and Accountability Act of 1996 (HIPAA). I understand that by signing this consent I authorize you to use and disclose my protected health information to carry out: 1. Treatment (including direct and indirect treatment by other health practitioners involved in my treatment); 2. Obtaining payment from third party payers (e.g. my insurance company); 3. The day-to-day healthcare operations of your practice.

I have also been informed and given the right to review and secure a copy of your Notice of Privacy Practices, which contains a more complete description of the uses and disclosures of my protected health information and my right under HIPAA. I understand you reserve the right to change the description of the uses and disclosures of my protected health information and that I may contact you at any time to obtain the most current copy of this notice.

I understand that I have the right to request restrictions on how my protected health information is used and disclosed to carry out treatment, payment and health care operations, but that you are not required to agree to these requested restrictions. However, if you do agree, you are then bound to comply with this restriction. I understand that I may revoke this consent, in writing, at any time. However, any use or disclosure that occurred prior to the date I revoked this consent is not affected.”

## **Appointment Policy**

It is my responsibility to keep the appointments that I schedule and arrive on time.

24-hour notice is required for cancellations. Patients that arrive more than 15 minutes late without notifying the office will be rescheduled to a later date.

3 cancellations or no-show/late appointments without proper notice may result in a missed appointment fee of \$25.00 or termination from the practice.

I understand failure to keep multiple appointments may require future appointments to have a down payment that will not be refunded in the event I fail to keep the appointment. The fee can be up to 50% of my expected copayment.

## **Insurance/Payment Policy**

Payment is due at the time of service unless other arrangements are made.

Insurance estimates are not a guarantee of payment. Estimates are due at the time of service. Patients are responsible for knowing and understanding their insurance. We are not responsible for keeping track of insurance benefits or maximums. Patients are responsible for any services not paid by insurance. If insurance does not pay after 60 days, we may send a bill for the full balance.

A fee of 1.5% may be added to the balance for any late payments after the third billing cycle and will incur every month the account is delinquent.

A collection cost of 35% will be added to the balance if the account is sent to collections for non-payment.

If you are unable to provide proof of insurance you will be required to pay for services rendered at each visit.

If you choose to pay by credit card, a fee may be attached to your total payment.

Payment is accepted in the form of cash/check/money order. Major credit cards are accepted but may incur a 3% convenience fee. A \$30.00 fee will be assessed to my account to cover the non-sufficient fund fee charged to Polish Crown Dental for failure of a check payment to clear the bank.

“I hereby assign insurance benefits to be paid directly to Polish Crown Dental LLC. I hereby agree to directly forward any insurance payments to Polish Crown Dental LLC that are mailed directly to me within 30 days. I hereby authorize the use of my signature on all insurance submissions.”

## **Patient Disclosure**

My signature below affirms that I understand and accept the HIPAA, Appointment, and Insurance/Payment Policies as listed on this form. I certify that I have read and understand the attached information and the information I have provided is accurate. I understand the importance of a truthful health history and that my dentist and his/her staff will rely on this information for treating me. I will not hold my dentist, or any other member of his/her staff responsible for any action they take or do not take because of errors or omission that I may have made in the completion of this form.

Signature of Patient/Legal Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

If Legal Guardian, please print: \_\_\_\_\_