

# Patient Information Form

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

Patient Name: First \_\_\_\_\_ MI \_\_\_\_\_ Last \_\_\_\_\_ Nickname \_\_\_\_\_

Address: Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: Home \_\_\_\_\_ Work \_\_\_\_\_ Mobile \_\_\_\_\_

E-mail address \_\_\_\_\_

By Providing your e-mail address you agree to receive (check one or both) ☐ Appointment Reminders ☐ Practice Newsletter

What is your preferred method of contact? ☐ Home Phone ☐ Work Phone ☐ Mobile Phone ☐ E-Mail

Social Security Number \_\_\_\_\_ Date of Birth \_\_\_\_\_

Drivers License # \_\_\_\_\_ State \_\_\_\_\_

Patient Employed By \_\_\_\_\_ Occupation \_\_\_\_\_ Phone \_\_\_\_\_

Address: Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Sex ☐ Male ☐ Female Marital Status ☐ Married ☐ Single ☐ Divorced ☐ Separated ☐ Widowed

In case of emergency, who should be notified? \_\_\_\_\_

Relationship to Patient \_\_\_\_\_ Home Phone \_\_\_\_\_ Mobile Phone \_\_\_\_\_

Is the patient a Minor? ☐ Yes ☐ No Full-time Student ☐ Yes ☐ No Name of School \_\_\_\_\_

Name of Responsible Party: First \_\_\_\_\_ Last \_\_\_\_\_

Date of Birth \_\_\_\_\_ Relationship to Patient ☐ Self ☐ Spouse ☐ Parent ☐ Other \_\_\_\_\_

If patient is a Minor, primary residency ☐ Both Parents ☐ Mom ☐ Dad ☐ Step Parent ☐ Shared Custody ☐ Guardian

Address: (if different from patient) Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: Home \_\_\_\_\_ Work \_\_\_\_\_ Mobile \_\_\_\_\_

Employer (if different from above) \_\_\_\_\_ Occupation \_\_\_\_\_ Phone \_\_\_\_\_

Address: Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

## Dental Benefit Plan Information

Primary Dental Plan Name \_\_\_\_\_ Phone \_\_\_\_\_

Address: Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Name of Insured \_\_\_\_\_ Date of Birth \_\_\_\_\_ ID Number \_\_\_\_\_

Policy Number \_\_\_\_\_ Patient Relationship to Insured \_\_\_\_\_

Secondary Dental Plan Name \_\_\_\_\_ Phone \_\_\_\_\_

Address: Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Name of Insured \_\_\_\_\_ Date of Birth \_\_\_\_\_ ID Number \_\_\_\_\_

Policy Number \_\_\_\_\_ Patient Relationship to Insured \_\_\_\_\_

## Medical Plan Information

Page 2 of 2

Plan Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address: Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Name of Insured \_\_\_\_\_ Date of Birth \_\_\_\_\_ ID Number \_\_\_\_\_  
Policy Number \_\_\_\_\_ Patient Relationship to Insured \_\_\_\_\_ Deductible Amount \_\_\_\_\_

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### Whom may we thank for referring you?

☐ One of our valued patients (*name of patient*) \_\_\_\_\_  
☐ Advertisement \_\_\_\_\_ ☐ Local Dental Society \_\_\_\_\_  
☐ Our Web site ☐ Other \_\_\_\_\_

### Please list other members of your immediate family who are patients in our practice

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

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**Patient Responsibilities:** We are committed to providing you with the best possible care and helping you achieve your optimum oral health. Toward these goals, we would like to explain your financial and scheduling responsibilities with our practice.

**Payment:** Payment is due at the time services are rendered. Financial arrangements are discussed during the initial visit and a financial agreement is completed in advance of performing any treatment with our practice. We accept the following forms of payment **Cash, Visa, MC, AMEX, and Discover** \_\_\_\_\_  
\* Please note: If you elect to apply for third-party financing, administered through our practice, we are required by law to provide you with a Credit for Dental Services Notice.

**Dental Benefit Plans:** Your dental benefit is a contract between you or your employer and the dental benefit plan. Benefits and payments received are based on the terms of the contract negotiated between you or your employer and the plan. We are happy to help our patients with dental benefit plans to understand and maximize their coverage.

Our practice IS / IS NOT (circle one) a contracted provider with your dental benefit plan.

**If we are a contracted provider with your plan,** you are responsible only for your portion of the approved fee as determined by your plan. We are required to collect the patient's portion (deductible, co-insurance, co-pay, or any amount not covered by the dental benefit plan) in full at time of service. If our estimate of your portion is less than the amount determined by your plan, the amount billed to you will be adjusted to reflect this.

**If we are not a contracted provider with your dental benefit plan,** it is the patient's responsibility to verify with the plan whether the plan allows patients to receive reimbursement for services from out-of-network providers. If your plan allows reimbursement for services from out-of-network providers, our practice can file the claim with your plan and receive reimbursement directly from the plan if you "assign benefits" to us. In this circumstance, you are responsible and will be billed for any unpaid balance for services rendered upon receipt of payment from the plan to our practice, even if that amount is different than our estimated patient portion of the bill. If you choose to not "assign benefits" to our practice, you are responsible for filing claims and obtaining reimbursement directly from your dental benefit plan and will be responsible for payment to our practice before or at the time of service.

**Scheduling of Appointments:** We reserve the doctor and hygienist's time on the schedule for each patient procedure and are diligent about being on-time. Because of this courtesy, when a patient cancels an appointment, it impacts the overall quality of service we are able to provide. To maintain the utmost service and care, we do require 48-hour notice to reschedule an appointment. With less than 48-hour notice, a fee of \$ 25.00 or deposit to reserve the appointment time again, may be required. To serve all of our patients in a timely manner, we may need to reschedule an appointment if a patient is fifteen minutes late or more arriving to our practice. To reschedule an appointment due to late arrival, a fee of \$ 25.00 or deposit to reserve the appointment time again, may be required.

**Authorizations:** I understand that the information I have given today is correct to the best of my knowledge. I authorize this dental team to perform any necessary dental services that I may need and have consented to during diagnosis and treatment. \_\_\_\_\_ (initial)

I have read the above and agree to the financial and scheduling terms. \_\_\_\_\_ (initial)

I authorize the release of information necessary to process my dental benefit claims. I hereby authorize payment directly to this doctor otherwise payable to me. YES / NO (Circle One) \_\_\_\_\_ (initial)

I hereby acknowledge that a copy of this practice's Notice of Privacy Practices has been made available to me. I have been given the opportunity to ask any questions I may have regarding this Notice. \_\_\_\_\_ (initial)

I hereby acknowledge that a copy of this practice's Dental Materials Fact Sheet has been made available to me. I have been given the opportunity to ask any questions I may have regarding this Fact Sheet. \_\_\_\_\_ (initial)

Signature \_\_\_\_\_ Date \_\_\_\_\_

# Child Health/Dental History Form



American Dental Association  
www.ada.org

Patient's Name LAST FIRST INITIAL			Nickname		Date of Birth																																					
Parent's/Guardian's Name			Relationship to Patient																																							
Address PO OR MAILING ADDRESS CITY STATE ZIP CODE																																										
Phone Home Work			Sex M <input type="checkbox"/> F <input type="checkbox"/>																																							
Have you (the parent/guardian) or the patient had any of the following diseases or problems? ..... <input type="checkbox"/> Yes <input type="checkbox"/> No 1. Active Tuberculosis, 2. Persistent cough greater than a three-week duration, 3. Cough that produces blood? <b>If you answer yes to any of the three items above, please stop and return this form to the receptionist.</b>																																										
<b>Has the child had any history of, or conditions related to, any of the following:</b> <table border="0"> <tr> <td><input type="checkbox"/> Anemia</td> <td><input type="checkbox"/> Cancer</td> <td><input type="checkbox"/> Epilepsy</td> <td><input type="checkbox"/> HIV +/- AIDS</td> <td><input type="checkbox"/> Mononucleosis</td> <td><input type="checkbox"/> Thyroid</td> </tr> <tr> <td><input type="checkbox"/> Arthritis</td> <td><input type="checkbox"/> Cerebral Palsy</td> <td><input type="checkbox"/> Fainting</td> <td><input type="checkbox"/> Immunizations</td> <td><input type="checkbox"/> Mumps</td> <td><input type="checkbox"/> Tobacco/Drug Use</td> </tr> <tr> <td><input type="checkbox"/> Asthma</td> <td><input type="checkbox"/> Chicken Pox</td> <td><input type="checkbox"/> Growth Problems</td> <td><input type="checkbox"/> Kidney</td> <td><input type="checkbox"/> Pregnancy (teens)</td> <td><input type="checkbox"/> Tuberculosis</td> </tr> <tr> <td><input type="checkbox"/> Bladder</td> <td><input type="checkbox"/> Chronic Sinusitis</td> <td><input type="checkbox"/> Hearing</td> <td><input type="checkbox"/> Latex allergy</td> <td><input type="checkbox"/> Rheumatic fever</td> <td><input type="checkbox"/> Venereal Disease</td> </tr> <tr> <td><input type="checkbox"/> Bleeding disorders</td> <td><input type="checkbox"/> Diabetes</td> <td><input type="checkbox"/> Heart</td> <td><input type="checkbox"/> Liver</td> <td><input type="checkbox"/> Seizures</td> <td><input type="checkbox"/> Other _____</td> </tr> <tr> <td><input type="checkbox"/> Bones/Joints</td> <td><input type="checkbox"/> Ear Aches</td> <td><input type="checkbox"/> Hepatitis</td> <td><input type="checkbox"/> Measles</td> <td><input type="checkbox"/> Sickle cell</td> <td></td> </tr> </table>							<input type="checkbox"/> Anemia	<input type="checkbox"/> Cancer	<input type="checkbox"/> Epilepsy	<input type="checkbox"/> HIV +/- AIDS	<input type="checkbox"/> Mononucleosis	<input type="checkbox"/> Thyroid	<input type="checkbox"/> Arthritis	<input type="checkbox"/> Cerebral Palsy	<input type="checkbox"/> Fainting	<input type="checkbox"/> Immunizations	<input type="checkbox"/> Mumps	<input type="checkbox"/> Tobacco/Drug Use	<input type="checkbox"/> Asthma	<input type="checkbox"/> Chicken Pox	<input type="checkbox"/> Growth Problems	<input type="checkbox"/> Kidney	<input type="checkbox"/> Pregnancy (teens)	<input type="checkbox"/> Tuberculosis	<input type="checkbox"/> Bladder	<input type="checkbox"/> Chronic Sinusitis	<input type="checkbox"/> Hearing	<input type="checkbox"/> Latex allergy	<input type="checkbox"/> Rheumatic fever	<input type="checkbox"/> Venereal Disease	<input type="checkbox"/> Bleeding disorders	<input type="checkbox"/> Diabetes	<input type="checkbox"/> Heart	<input type="checkbox"/> Liver	<input type="checkbox"/> Seizures	<input type="checkbox"/> Other _____	<input type="checkbox"/> Bones/Joints	<input type="checkbox"/> Ear Aches	<input type="checkbox"/> Hepatitis	<input type="checkbox"/> Measles	<input type="checkbox"/> Sickle cell	
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<b>Please list the name and phone number of the child's physician:</b> Name of Physician _____ Phone _____																																										

## Child's History

	Yes	No
1. Is the child taking any prescription and/or over the counter medications or vitamin supplements at this time? ..... If yes, please list: _____	1. <input type="checkbox"/>	<input type="checkbox"/>
2. Is the child allergic to any medications, i.e. penicillin, antibiotics, or other drugs? If yes, please explain: _____	2. <input type="checkbox"/>	<input type="checkbox"/>
3. Is the child allergic to anything else, such as certain foods? If yes, please explain: _____	3. <input type="checkbox"/>	<input type="checkbox"/>
4. How would you describe the child's eating habits? _____		
5. Has the child ever had a serious illness? If yes, when: _____ Please describe: _____	5. <input type="checkbox"/>	<input type="checkbox"/>
6. Has the child ever been hospitalized? .....	6. <input type="checkbox"/>	<input type="checkbox"/>
7. Does the child have a history of any other illnesses? If yes, please list: _____	7. <input type="checkbox"/>	<input type="checkbox"/>
8. Has the child ever received a general anesthetic? .....	8. <input type="checkbox"/>	<input type="checkbox"/>
9. Does the child have any inherited problems? .....	9. <input type="checkbox"/>	<input type="checkbox"/>
10. Does the child have any speech difficulties? .....	10. <input type="checkbox"/>	<input type="checkbox"/>
11. Has the child ever had a blood transfusion? .....	11. <input type="checkbox"/>	<input type="checkbox"/>
12. Is the child physically, mentally, or emotionally impaired? .....	12. <input type="checkbox"/>	<input type="checkbox"/>
13. Does the child experience excessive bleeding when cut? .....	13. <input type="checkbox"/>	<input type="checkbox"/>
14. Is the child currently being treated for any illnesses? .....	14. <input type="checkbox"/>	<input type="checkbox"/>
15. Is this the child's first visit to a dentist? If not the first visit, what was the date of the last dentist visit? Date: _____	15. <input type="checkbox"/>	<input type="checkbox"/>
16. Has the child had any problem with dental treatment in the past? .....	16. <input type="checkbox"/>	<input type="checkbox"/>
17. Has the child ever had dental radiographs (x-rays) exposed? .....	17. <input type="checkbox"/>	<input type="checkbox"/>
18. Has the child ever suffered any injuries to the mouth, head or teeth? .....	18. <input type="checkbox"/>	<input type="checkbox"/>
19. Has the child had any problems with the eruption or shedding of teeth? .....	19. <input type="checkbox"/>	<input type="checkbox"/>
20. Has the child had any orthodontic treatment? .....	20. <input type="checkbox"/>	<input type="checkbox"/>
21. What type of water does your child drink? <input type="checkbox"/> City water <input type="checkbox"/> Well water <input type="checkbox"/> Bottled water <input type="checkbox"/> Filtered water		
22. Does the child take fluoride supplements? .....	22. <input type="checkbox"/>	<input type="checkbox"/>
23. Is fluoride toothpaste used? .....	23. <input type="checkbox"/>	<input type="checkbox"/>
24. How many times are the child's teeth brushed per day? _____ When are the teeth brushed? _____	24. <input type="checkbox"/>	<input type="checkbox"/>
25. Does the child suck his/her thumb, fingers or pacifier? .....	25. <input type="checkbox"/>	<input type="checkbox"/>
26. At what age did the child stop bottle feeding? Age _____ Breast feeding? Age _____		
27. Does child participate in active recreational activities? .....	27. <input type="checkbox"/>	<input type="checkbox"/>

**NOTE: Both doctor and patient are encouraged to discuss any and all relevant patient health issues prior to treatment.**

I certify that I have read and understand the above. I acknowledge that my questions, if any, about inquiries set forth above have been answered to my satisfaction. 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 omissions that I may have made in the completion of this form.

Parent's/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

### For completion by dentist

Comments \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**For Office Use Only:** ☐ Medical Alert ☐ Premedication ☐ Allergies ☐ Anesthesia Reviewed by \_\_\_\_\_

Date \_\_\_\_\_

## Patient Consent for Electronic Communication

You have requested that our practice communicate with you electronically. By utilizing our practice's electronic services, you agree that **Cajalco Dental** may send to you any of the following that you identify as communication that can be sent through the Internet to an email address you designate.

### Consent and Acknowledgement

I \_\_\_\_\_, in the presence of my dentist or the dental practice's privacy official, agree that the practice may electronically communicate with me at the following email address.

Email Address \_\_\_\_\_

Patient's Date of Birth (for verification purposes) \_\_\_\_\_

I acknowledge that the practice may send the following to my email. Check each that apply, and then provide your initials at the end of each item selected.

Information about my invoice or accounts payable. \_\_\_\_\_(initials)

Information about a specific dental visit. \_\_\_\_\_(initials) Specify \_\_\_\_\_

Information about any dental visit. \_\_\_\_\_(initials)

### Acknowledgement

You must acknowledge each of the following before we can send communications electronically.

\_\_\_\_\_ All electronic communications from our practice will be encrypted.

\_\_\_\_\_ I am responsible for providing the dental practice any updates to my email address.

\_\_\_\_\_ I am able to receive information electronically and store it securely away from any public computer.

\_\_\_\_\_ I can withdraw my consent to electronic communications by calling 951-280-9073.

Patient's Signature \_\_\_\_\_ Date \_\_\_\_\_



## Acknowledgement of Receipt of Notice of Privacy Practices

\* You May Refuse to Sign This Acknowledgment\*

I, \_\_\_\_\_, have received a copy of this office's Notice of Privacy Practices.

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

Signature \_\_\_\_\_

Date \_\_\_\_\_

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### For Office Use Only

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We attempted to obtain written acknowledgement of receipt of our Notice of Privacy Practices, but acknowledgement could not be obtained because:

Individual refused to sign

Communications barriers prohibited obtaining the acknowledgement

An emergency situation prevented us from obtaining acknowledgement

Other (Please Specify)

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