



PLEASE COMPLETE ALL INFORMATION THAT APPLIES TO YOU – THANK YOU

PATIENT LAST NAME: _____ FIRST: _____

How do you wish to be addressed? _____ Date of Birth _____

Social Security Number _____ Marital Status: Married Single Divorced Widowed

Address _____ City _____ State _____ Zip _____

Telephone (Mobile) _____ (Work) _____ (Home) _____

Email _____

How did you hear about our practice? _____

INSURANCE INFORMATION

| Primary Insurance | Secondary Insurance |
|--|--|
| Subscriber Name _____ | Subscriber Name _____ |
| Subscriber ID _____ | Subscriber ID _____ |
| Date of Birth _____ | Date of Birth _____ |
| Relationship to Subscriber <input type="checkbox"/> Self <input type="checkbox"/> Spouse <input type="checkbox"/> Child <input type="checkbox"/> Other | Relationship to Subscriber <input type="checkbox"/> Self <input type="checkbox"/> Spouse <input type="checkbox"/> Child <input type="checkbox"/> Other |
| Employer Name _____ | Employer Name _____ |
| Insurance Company _____ | Insurance Company _____ |
| Insurance Phone _____ | Insurance Phone _____ |

Please present your insurance card to be photocopied for our records.

RESPONSIBLE PARTY (If minor)

Last Name: _____ First: _____

Address (If different) _____ Date of Birth _____

City _____ State _____ Zip _____

Telephone (Home) _____ (Work) _____ (Mobile) _____

Email _____

EMERGENCY CONTACT

Last Name: _____ First: _____

Telephone (Mobile Work Home) _____

AUTHORIZATION

I consent to the diagnostic procedures and dental treatment performed by my dentist, and to the release of information concerning my (or my child's) health care, advice, and treatment to another dentist, or for evaluating and administering any claims for insurance benefits. I consent to the direct payment of my insurance benefits to dentist or dental group and understand that my insurance benefits may pay less than the actual bill for services and that I am responsible for any services not paid or covered by my insurance benefits and any account balance.

ELECTRONIC COMMUNICATIONS. I consent to receiving HIPAA-compliant electronic communications, such as email and text messages regarding treatment, payment and health care operations. I understand that there is no obligation to receive these electronic communications. Message/data rates may apply, and I may opt-out of receiving electronic communications at any time by clicking the unsubscribe link provided in emails.

I attest to the accuracy of the information on this page.

Signature _____ Date _____

(Responsible Party, if under 18)

PATIENT REGISTRATION

PLEASE COMPLETE ALL INFORMATION – THANK YOU

PATIENT LAST NAME: _____ **PATIENT FIRST NAME:** _____

DENTAL HISTORY

Reason for today's visit _____ Date of last dental visit _____

Former dentist _____ Date of last dental x-rays _____

| Please check if you have/had: | Yes | No | | Yes | No | |
|--------------------------------------|--------------------------|--------------------------|---|--------------------------|--------------------------|---|
| Bad breath | <input type="checkbox"/> | <input type="checkbox"/> | Head, neck, jaw pain, or aches | <input type="checkbox"/> | <input type="checkbox"/> | Have you ever had an allergic reaction to Novocaine, local, or general anesthetics? |
| Blisters on lips or mouth | <input type="checkbox"/> | <input type="checkbox"/> | Lip or cheek biting | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Burning sensation on tongue | <input type="checkbox"/> | <input type="checkbox"/> | Loose teeth or broken fillings | <input type="checkbox"/> | <input type="checkbox"/> | If Yes, please explain _____ |
| Chew on one side of mouth | <input type="checkbox"/> | <input type="checkbox"/> | Mouth breathing | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Cigarette, pipe, or cigar smoking | <input type="checkbox"/> | <input type="checkbox"/> | Orthodontic treatment | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Smokeless tobacco | <input type="checkbox"/> | <input type="checkbox"/> | Nitrous Oxide | <input type="checkbox"/> | <input type="checkbox"/> | Have you ever had trouble from previous dental care? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Dry mouth | <input type="checkbox"/> | <input type="checkbox"/> | Periodontal treatment | <input type="checkbox"/> | <input type="checkbox"/> | If Yes, please explain _____ |
| Food collection between teeth | <input type="checkbox"/> | <input type="checkbox"/> | Sensitivity to pressure or irritants (cold, heat, sweets) | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Clench or grind teeth | <input type="checkbox"/> | <input type="checkbox"/> | How often do you floss? _____ | | | _____ |
| Growths or sore spots in your mouth | <input type="checkbox"/> | <input type="checkbox"/> | How often do you brush? _____ | | | _____ |
| Gums swollen, tender or bleeding | <input type="checkbox"/> | <input type="checkbox"/> | | | | |

MEDICAL HISTORY

Physician's name _____ Date of last visit _____

Physician's address _____ Blood Pressure _____

Have you had any serious illnesses or operations? Yes No If yes, please describe _____

Have you ever had a blood transfusion? Yes No If yes, give approximate dates _____

(Women) Are you pregnant? Yes No Due date _____ Nursing? Yes No Taking birth control pills? Yes No

| Please check if you have/had: | Yes | No | | Yes | No | |
|--|--------------------------|--------------------------|-----------------------|--------------------------|--------------------------|--|
| Allergies, hay fever, sinusitis | <input type="checkbox"/> | <input type="checkbox"/> | Headaches | <input type="checkbox"/> | <input type="checkbox"/> | Slow healing wounds |
| Anemia | <input type="checkbox"/> | <input type="checkbox"/> | Heart murmur | <input type="checkbox"/> | <input type="checkbox"/> | Stroke |
| Arthritis, Rheumatism | <input type="checkbox"/> | <input type="checkbox"/> | Heart problems | <input type="checkbox"/> | <input type="checkbox"/> | Swelling of feet or ankles |
| Artificial heart valves | <input type="checkbox"/> | <input type="checkbox"/> | Hepatitis type _____ | <input type="checkbox"/> | <input type="checkbox"/> | Thyroid problems |
| Artificial joints | <input type="checkbox"/> | <input type="checkbox"/> | Herpes | <input type="checkbox"/> | <input type="checkbox"/> | Tonsillitis |
| Asthma | <input type="checkbox"/> | <input type="checkbox"/> | High blood pressure | <input type="checkbox"/> | <input type="checkbox"/> | Tuberculosis |
| Required Hospitalization | <input type="checkbox"/> | <input type="checkbox"/> | Any immune deficiency | <input type="checkbox"/> | <input type="checkbox"/> | Tumor or growth on head/neck |
| Have you used steroids | <input type="checkbox"/> | <input type="checkbox"/> | Jaundice | <input type="checkbox"/> | <input type="checkbox"/> | Ulcer |
| Date of last episode _____ | <input type="checkbox"/> | <input type="checkbox"/> | Kidney disease | <input type="checkbox"/> | <input type="checkbox"/> | Venereal disease |
| Bleeding abnormally with operations or surgery | <input type="checkbox"/> | <input type="checkbox"/> | Low blood pressure | <input type="checkbox"/> | <input type="checkbox"/> | Weight loss, unexplained |
| Blood disease, clotting disorders | <input type="checkbox"/> | <input type="checkbox"/> | Mitral valve prolapse | <input type="checkbox"/> | <input type="checkbox"/> | Do you wear contact lenses? |
| Cancer | <input type="checkbox"/> | <input type="checkbox"/> | Osteoporosis | <input type="checkbox"/> | <input type="checkbox"/> | Do you consume alcoholic beverages? |
| Chemical dependency | <input type="checkbox"/> | <input type="checkbox"/> | Osteopenia | <input type="checkbox"/> | <input type="checkbox"/> | Are you currently under the care of a Physician? |
| Chemotherapy | <input type="checkbox"/> | <input type="checkbox"/> | Pacemaker | <input type="checkbox"/> | <input type="checkbox"/> | Are you allergic/sensitive to Latex? |
| Circulatory problems | <input type="checkbox"/> | <input type="checkbox"/> | Radiation treatments | <input type="checkbox"/> | <input type="checkbox"/> | Allergic to Penicillin, Aspirin, or other drugs? |
| Cortisone treatments | <input type="checkbox"/> | <input type="checkbox"/> | Respiratory disease | <input type="checkbox"/> | <input type="checkbox"/> | If Yes, please specify _____ |
| Cough, persistent or bloody | <input type="checkbox"/> | <input type="checkbox"/> | Rheumatic fever | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Diabetes | <input type="checkbox"/> | <input type="checkbox"/> | Scarlet fever | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Emphysema | <input type="checkbox"/> | <input type="checkbox"/> | Shortness of breath | <input type="checkbox"/> | <input type="checkbox"/> | List any medications that you are taking: |
| Epilepsy | <input type="checkbox"/> | <input type="checkbox"/> | Sinus trouble | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Fainting | <input type="checkbox"/> | <input type="checkbox"/> | Sickle cell anemia | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Glaucoma | <input type="checkbox"/> | <input type="checkbox"/> | Skin rash | <input type="checkbox"/> | <input type="checkbox"/> | _____ |

AUTHORIZATION AND RELEASE

I have read and answered the above questions to the best of my knowledge.

Patient/Guardian Signature _____ Date _____

Reviewed by: _____ Date _____

SECTION A: TO THE PATIENT – PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY.

Purpose of Consent: By signing this form, you will consent to our use and disclosure of your protected health information to carry out treatment, payment activities, and healthcare operations.

Notice of Privacy Practices: You have the right to read the Notice of Privacy Practices before you decide whether to sign this Consent. Our Notice provides a description of our treatment, payment activities, and healthcare operations, of the uses and disclosures we may make of your protected health information, and of other important matters about your protected health information. A copy of our Notice accompanies this Consent. We encourage you to read it carefully and completely before signing this Consent.

We reserve the right to change our privacy practices as described in our Notice of Privacy Practices. If we change our privacy practices, we will issue a revised Notice of Privacy Practices, which will contain the changes. Those changes may apply to any of your protected health information that we maintain.

You may obtain a copy of our Notice of Privacy Practices, including any revisions of our Notice, at any time by visiting:

<https://www.hhs.gov/hipaa/for-professionals/index.html>

Right to Revoke: You will have the right to revoke this Consent at any time by giving us written notice of your revocation submitted to the Contact Person listed above. Please understand that revocation of this Consent will not affect any action we took in reliance on this Consent before we received your revocation.

SECTION B: SIGNATURE

I, _____ have had full opportunity to read and consider the contents of this Consent form and the Notice of Privacy Practices. I understand that, by signing this Consent form, I am giving my consent to your use and disclosure of my protected health information to carry out treatment, payment activities, and health care operations.

Signature: _____ Date: _____

If this Consent is signed by a personal representative (parent/guardian) on behalf of the patient, complete the following:

Personal Representative's Name: _____

Relationship to Patient: _____

SECTION C: PATIENT/RELATIVE HIPAA CONSENT

I, _____ understand that by signing this Consent form, I am giving my consent to Smile 1 Dental Group to disclose and discuss my protected health information to carry out treatment, payment activities and health care operations with the following family member:

Name: _____

Relationship: _____

Right to Revoke: You will have the right to revoke this Consent at any time by giving us written notice of your revocation submitted to the Compliance Officer listed on Section B.

Patient's Signature (Legal Guardian, if Patient is a minor)

Date:



PATIENT LAST NAME: _____ DATE: _____

Smile 1 Dental Group and affiliated companies are committed to providing you with the best possible care, and we are pleased to discuss our professional fees with you at any time. Your clear understanding of our Financial Policy is important to our professional relationship. Please ask if you have any questions about our fees, Financial Policy, or your responsibility.

- ALL PATIENTS MUST COMPLETE OUR "PATIENT INFORMATION FORM" BEFORE SEEING THE DENTAL PROFESSIONAL.
- FULL PAYMENT IS DUE AT TIME OF SERVICE.
- WE ACCEPT CASH, ALL MAJOR CREDIT CARDS AND CARE CREDIT.
- SMILE 1 DENTAL GROUP PROVIDES INSURANCE COMPANY BILLING AS A COURTESY TO OUR PATIENTS. THE PATIENT PORTION OF PARTICULAR DENTAL SERVICE(S) IS ESTIMATED AND DUE AT THE TIME OF SERVICE.

INSURANCE

Smile 1 Dental Group provides insurance company billing as a *courtesy* to our patients. The patient portion of particular dental service(s) is estimated and due at the time of service. This amount may be subject to adjustment when the dental service(s) claim(s) are adjudicated by the insurance company. In addition, certain insurance companies have annual limitation for the amount of dental services that can be reimbursed within each plan year. If you or your family exceed these annual limitations in any plan year, you will be responsible for the full amount of dental services that exceed the particular plan's limitations. The patient is responsible for monitoring the amount of his/her remaining benefits for any annual benefit period. The patient may not rely upon any information provided by Smile 1 Dental Group staff regarding his/her remaining benefit in any such benefit period.

The claims we submit to insurance companies indicate that you have assigned those benefits to Smile 1 Dental Group. However, if you are paid by the insurance company instead of Smile 1 Dental Group, you then become responsible for the total account balance and payment would be expected immediately.

If you or your family has more than one dental insurance program, we will assist you in obtaining the maximum benefits available.

You as a patient are always responsible for any charges that are not covered by your insurance.

DELINQUENT PAYMENTS

It is our policy to charge finance fees at 1.5% for outstanding patient balances after the balance has been outstanding 30 days. In addition, all payments returned due to non-sufficient funds will be subject to a **NSF fee of \$25.00**.

If your account must be turned over to collections you are responsible for all collection fees, up to 40% of the total balance, charged by the agency in addition to the outstanding balance.

MISSED APPOINTMENTS

Unless cancelled or rescheduled at least 48 hours in advance, our policy is to charge for missed appointments at the rate of \$35.00 per each 30 minutes of missed appointment time. Please help us service you better by keeping scheduled appointments.

Thank you for understanding and accepting our Financial Policy. Please let us know if you have any questions or concerns.

Responsible Party Signature _____ Date _____