

New Patient Form

Patient #:

Please fill out all the information to the best of your knowledge. All answers will be kept confidential. If you have any questions, please ask us and we'll be happy to assist you.

D E N T A L		DR:			
Title: First Name:		Middle:	Last Name	e:	
I prefer to be called:		Sex:	Age:	D.O.B:	
Marital Status:	SSN:	Home Phone:			
Work Phone:	Cell Phone:	Emai	l:		
Home Address:		City:			State:
Zip Code:					
Employer:		Employer Pho	ne:		
Occupation:					
Employer Address:		City:			
State: Zip Code:					
Student Status:	School Name:			Grade:	
Best Time and Place To Contact	You:			Reminder Via:	
Where did you hear about us	s? (Check all that apply):			Text 🗌 Email	🗌 Mail
Friend/Relative (Name):		🗌 Our V	Website	Other:	
	vspaper 🗌 Commercial		ch Engine		
Saw Our Office Rad	_				
Was our website a factor in y	your decision to visit our pract	ice? Yes	No		
Spouse (or Parent, if a minor):		Spouse/Parent Em	ployer:		
Spouse/Parent Work Phone:		Spouse/Parent	Cell Phone:		
Other Family Members Treated B	y Us:	Additional Comm	nents:		
Emergency Contact					
This should be the nearest r	elative who does not live with	the patient.			
Title: First Name:		Last N	lame.		

 Title:
 First Name:
 Last Name:

 Relationship to patient:
 Home Phone:

 Work Phone:
 Cell Phone:

Email:

Home Address:					City:					
State:	Zip Code:									
Person Respo	onsible For Acco	unt								
Title:	First Name:					Last N	ame:			
Relationship to par	tient:				Holde	er of denta	al Insurance fo	or Patie	nt:	
D.O.B:	SSN:		Hc	ome Pl	hone:			Work F	hone:	
Cell Phone:		En	nail:							
Billing Address:										
City:			State:		Zip Cod	e:				
Employer:				Em	nployer Phone	e:				
Employer Address:						City:				
State:	Zip Code:									
Dental Insura	nce Information									
Primary Dental	Insurance									
Insurance Holder's	Name:						DOB:			
Relationship to pa	tient:				Insurar	nce Comp	any:			
Employers Name:						Member	ID:			
Group ID:			Phone	:			Insured	d's SSN	:	
Insurance Compar	ny Address:									
City:					State:		Zip Code:			
Secondary Dent	al Insurance									
Insurance Holder's	Name:				DOB:		Relation	nship to	patient:	
Employers Name:						Insurance	ce Company:			
Member ID:		Group	ID:			Pho	ne:			
Insured's SSN:			Insurance (	Compa	iny Address:					
City:				Sta	te:	Zip Co	ode:		Phone:	

# Dental Insurance Authorization

All of the above is correct to the best of my knowledge. I authorize use of this form on all my insurance submissions and I authorize the release of information to all my insurance companies. I understand that I am responsible for my bill. I authorize Southwest Dental, Enhanced Dental, and/or Nick Rudelich to act as my agent in helping me to obtain payment from my insurance companies. I authorize payment to Southwest Dental, Enhanced Dental, and/or Nick Rudelich. I permit a copy of this authorization to be used in place of the original. I give Southwest Dental, Enhanced Dental, and/or other agents express prior consent to contact me at any/all phone numbers, including cell numbers (by phone call or text message) and email addresses, for the purpose of treatment, insurance, or payment.

Date:

Signature (Type name to e-sign):
Signature (Type name to e-sign).

# Consent For Treatment

Patient Name:

I hereby authorize the doctor or designated staff to take x-rays, study models, photographs, and other diagnostic aids deemed appropriate by the doctor to make a thorough diagnosis of the dental needs of the above-named patient.

Upon such diagnosis, I authorize the doctor or designated staff to perform all recommended treatment mutually agreed upon by us and to employ such assistance as required to provide proper care.

I agree to the use of anesthetics, sedatives, and other medications as necessary. I fully understand that using anesthetic agents embodies certain risks. I understand that I can ask for a complete recital of any possible complications.

I have read, understood, and agree to the above treatment policy.

Signature (Type name to e-sign):	Date:
Payment	
Does the person responsible for the account already have an account with this office?	es 🗌 No

# Payment Method

Notice: Payment is due at the time of service unless alternative arrangements have been made in advance. Please choose a method of payment below.

# Payment In Full Cash Check Credit Card Card Type: Card Number: Expiration: Security Code:

Your credit card information is kept on file for outstanding account balances.

# Payment Plans

Start treatment immediately and pay over time with low monthly payments.

CareCredit

# No-Interest Payment Plans

- Pay for treatment over 6 or 12 months with NO interest.
- As long as you pay the low minimum monthly payment each month when due, and the balance in full by the end of the promotional 6 or 12 month term, no interest will be charged on your purchase.

# Low-Interest Payment Plans

- Enjoy low monthly payments with the 24, 36, 48, or 60 month extended plans.
- The 14.9% APR is lower than average credit cards and makes convenient, fixed, and low minimum monthly payments possible. This option is available for treatment fees of \$1000.00 or more. (\$5000.00 or more for the 60 month plan.)

If you choose this option, you can fill out a CareCredit application at our office.

Thank you for taking the time to understand our payment policies. For any questions about fees, financial policies, or your responsibilities, please ask one of our office staff for clarification.

# For Patients With Dental Insurance

We accept dental insurance assignments, with the understanding that any uninsured portion not covered by your insurance plan is to be paid by you at the time of service. As a courtesy, our office will file all applicable insurance forms. Please note that although we strive to provide accurate information, such information is not a guarantee of payment or eligibility with your insurance company and is only an estimate. Your dental insurance plan is a contract between you, your employer, and the insurance company. Depending on your specific insurance plan, your dental insurance may not fully cover our office dental fees for the services we render. The difference between our office dental fees and your insurance reimbursement is your responsibility.

# **Returned Checks**

Personal checks that are returned due to "insufficient funds" are subject to a \$35.00 service fee.

# Service Charge

Payment is due at each appointment. I agree to pay any outstanding insurance balance within 60 days. If I do not pay the entire new balance within 60 days of the monthly billing date, a service charge will be added to the account for the current monthly billing period. The service charge will be a periodic rate of 1.5% per month (or a minimum charge of \$2.50 for a minimum balance of \$25.00) which is an annual percentage rate of 18% applied to the last month's balance. In case of default of payment, I promise to pay any legal interest on the balance due. Together with any collection costs and reasonable attorney fees incurred to effect collection of this account balance or any future accounts. Please be advised that there is a \$30-\$35.00 fee charge for missed or broken appointments without 24 hours' notice. To avoid this charge, kindly give us a minimum of 24 hours' notice for any appointment cancellation. Feel free to contact us at any time with questions you may have. I/we agree to pay all attorney fees, court costs, and a collection charge of 40%, which will be added to the outstanding balance.

# Authorization

#### Patient Name:

I hereby authorize payment directly to Southwest Dental, Enhanced Dental, and/or Nick Rudelich the insurance benefits otherwise payable to me. I understand that I am responsible for all costs of the above-named patient's dental treatment. The information on the page and the dental/medical histories are correct to the best of my knowledge. I grant the right to Southwest Dental, Enhanced Dental, and/or Nick Rudelich to release the patient's dental and/or medical histories and other information about the patient's dental treatment to third-party payers and/or other health professionals.

Signature (Type name to e-sign):			Date:	
Dental History Previous Dentist				
Dentist Name:	Dental Practice Na	ime:	Phor	ne:
Address:	City:		State:	Zip Code:
What did you like about your last dentist?		What caused you to leave you	ur last dentist?	
Last Dental Visit				
Last Dental Visit (mm/yy):	Treatment:	Treatmen	nt Complete	)Yes 🗌 No
What was done at your last visit?		Last X-Rays:	Last Full Mouth	X-Rays:
Last Cleaning:				

# Dental Hygiene

How often do you visit a dentist	?		Do you brush ye	our teeth? How ofte	n?	
Do you floss? How Often?			Are you interested in regular hygiene cleanings?			
Please list other dental hygiene	aids (Interplak, toothnicks	etc.) t	hat vou use:			
Thease list other dental hygicite		010.) 1	nat you use.			
Today's Visit						
Do you have any dental problem	is, pain, or discomfort at this	s time	? If yes, please	describe:		
Main reason for today's visi	it?					
Tooth Pain	Check-up		Cleaning	Whitening	Cosmet	tic Dentistry
Sedation Dentistry	Restorative Dentistry		Other:		_	
What would you like to lear	n more about?					
🗌 Whitening 🗌 Cosm	netic Dentistry 🗌 Se	edati	on Dentistry	Implants	Bridges	Veneers
Dentures Other	r:					
Dental Concerns (Chee	ck All That Apply)					
Teeth						
Broken or Chipped	Loose/Missing Filli	ing	Missing	Teeth	Sensitive T	o Sweets
Crooked	Loose Teeth		Mouth S	ores	Blisters Or	n Lips/Mouth
Decay	Tooth Pain		Sensitive	e To Cold	Orthodonti	c Treatment
Difficulty Chewing	🗌 Food Trap Areas		Sensitive	e To Heat	Bad Taste	In Mouth
Discolored	Griding Or Clenchi	ing	Sensitive	e When Biting		
Gums						
Bad Breath	Abscessed		Sore		Receding	
Red (Discolored)	Bleeding		Swollen		Periodonta	l Treatment
Facial/Jaw Pain						
Frequent Headaches	Pain In Temples		🗌 Jaw Inju	ry	🗌 Pain Aroun	id Ear
Avoid Certain Foods	Jaw Locks Open/C	Close	d 🗌 Head Inj	ury	🗌 Pain In Jav	N
Popping/Clicking	🗌 Neck Injury					
Other Concerns						
Smoking/Dipping		Ortho	odontic Treatr	nent	Snoring	J
Biting Cheeks Or Lip		Burn	ing Tongue		🗌 Teeth S	Straightening
Popping/Clicking		Tooth	n Replacemer	ıt	🗌 Retaine	er
TMJ		Frac	tured Tooth S	yndrome	🗌 Dry Mo	uth

Tooth-Colored Fillings	CPAP		Wisdom Teeth Extraction
🗌 Wisdom Teeth	🗌 Implants -	Tooth #:	Cosmetics
Nail Biting	🗌 Jaw Locks	Open/Closed	Smile Makeover
Sleep Apnea	Stain		Dental Phobias
Limited Orthodontics	Chew On (	One Side	
Does food tend to get caught betwe	een your teeth? If yes, where?		
Medical History			
How is your general health?			
🗌 Good 🗌 Fair 🗌 Poor			
Are you currently under medical tre	eatment? What for?	Do you requre antibiotic pre-m	nedication for your dental work? What?
Physician's Name:		Phone #:	Last Visit:
Physician's Address:	City:		State: Zip Code:
Do we have permissionto con	tact your doctor regarding your	care?	
Yes No			
Have you ever had (Cheo	ck All That Apply)		
Arthritis	Seizures	Abnormal Bleeding	Recent Weight Loss
Arteriosclerosis	Fainting	Ulcers/Colitis	Rheumatism
Birth Defects	Hearing Disorders	Difficulty Breathing	Scarlet Fever
Cancer	High or Low Blood Sugar	Hospitalized for Any Reason	Sexually Transmitted Disease
Emotional Problems	Hypotension	neason	Disease
Head or Face Injury	Nervous Disorder	Emphysema	Sickle Cell Anemia
Heart Murmur/Trouble	Rheumatic Fever	🗌 Glaucoma	Sinus Trouble
History of Substance Abuse/Drug Addiction	Heart Attack/Stroke	Thyroid Disease	Tattoos/Body Piercing
Abuse/Drug Addiction	Heart Surgery	🗌 Angina	TMD/TMJ (Jaw Pain)
Kidney Problems	Pacemaker	Artifical Hip/Joints	X-Ray or Cobalt Treatment
Numbness of Arms or Hands	Artificial Valves	Gout Gout	noutinoiti
Tando	Congenital Heart Defect	Chest Pain	Yellow Jaundice
Swollen, Stiff Painful Joints	Mitral Valve Prolapse	Circulatory Problems	Chronic Fatigue Sydrone
Allergies	Artificial Bones/Joints	Cold Sores	Cough-Persistent or Bloody
Asthma	Shingles	Congenital Heart Lesio	n
Blood Disease	HIV/AIDS	Cortisone Medicine	Latex Sensitivity
Diabetes	Blood Transfusions	Convulsions	Smoker

Endocrine Problems	Fever Blisters	Herpes	Swell	ing of Feet/	Ankles
Intestinal Disorders	Sinus Problems	🗌 Leukemia	Swoll	en Neck Gla	ands
Hepatitis A, B, or C	Severe/Frequent	Excessive Thirst	🗌 Tonsil	litis	
Hypertension (High Blood	Headaches	🗌 Hay Fever		r or Growth	on
Pressure)	Cancer/Chemotherapy	🗌 Heart Disease	Head	Neck	
Liver Problems	Radiation Treatments	🗌 Hives/Skin Rash	Easily	/ Winded	
🗌 Pneumonia	Psychiatric Problems	🗌 Hypoglycemia	🗌 Anapl	hylaxis	
Shortness of Breath	Tuberculosis	🗌 Irregular Heartbeat	🗌 Alzhe	imer's Dise	ase
🗌 Anemia	🗌 Hemophilia	Lung Disease	🗌 Frequ	ient Diarrhe	а
Bruise Easily	Epilepsy	Osteoporosis	🗌 Genit	al Herpes	
Dizziness	🗌 Spina Bifida	Pain in Jaw Joints	🗌 Renal	l Dialysis	
Parathyroid Disease					
Have you ever had an adv	verse reaction or allergies	to any medication or subst	ances? (Ch	neck All Tha	it Apply)
Acrylic	Dental Anesthetics	Nitrous Oxide	Tetrac	cycline	
Aspirin	Erythromycin	Novocaine	 Valiur	n	
Barbiturates (Sleeping		Penicillin/Antibiotics		aine	
Pills)	Latex Rubber	Sedatives			
Codeine	Metals	Sulfa Drugs			
Are you being/have you ever been	treated for cancer of any kind? Expl	ain:			
	ave you ever taken any bisphos etidronate (Didronel), ibandron ic acid (Zometa).				
🗌 Yes 🗌 No					
Do you take or have you take	n Phen-Fen or Redux?			🗌 Yes	🗌 No
Do you smoke or chew tobac	co?			Yes	No
Do you use alcohol, cocaine,				Yes	No
Do you wear contact lenses?				Ves	
Are you on a special diet?	then 10 neurode in the next ve			Ves	
Do you use more than two pil	e than 10 pounds in the past ye	ar?		☐ Yes ☐ Yes	No
	ssive bleeding requiring specia	l treatment?		Yes	
	ke a walk, do you ever have to		chest,	Yes	No
Have you been treated in a h				🗌 Yes	🗌 No
If female, please mark if you					
Pregnant - If so, please end	nter your due date or week#				
Trying To Get Pregnant	Nursing On Birth Con	trol			

Please list any other serious medical conditions, impending operations, or other medical/dental information that may possibly affect your dental treatment:

Do you wish to talk to the dentist privately about any problems/concerns?

🗌 Yes 🗌 No

All of the above information is correct to the best of my knowledge. I understand that providing incorrect information can be dangerous to my (or patient's) health. It is my respnsibility to inform the dental office of any changes in medical status I understand that the above information is necessary to provide me with dental care in an efficient and safe manner. Should further information be needed, you have my permission to ask the respective health care provider or agency, who may release information to you.

Signature (Type name to e-sign):		Date:
For office use: Reviewed By:	Title:	Date:

# HIPAA Notice of Privacy Practices

This notice describes how medical information about you may be used and disclosed and how you can get access to this information. Please review the following carefully.

The Health Insurance Portability & Accountability Act of 1996 (HIPAA) is a federal program that requires that all medical records and other individually indentifiable health information used or disclosed by us in any form, whether electronically, on paper, or orally, are kept properly confidential. The Act gives you, the patient, significant new rights to understand and control how your information is used. HIPAA provides penalties for covered entities that misuse personal health information.

As required by HIPAA, we hav prepared this explanation of how we are requred to maintain the privacy of your health information and how we may use and disclose your health information.

We may use and disclose your medical records for several purposes, including treatment, payment, defense of legal matters, to family and friends, and health care operations:

- Treatment includes providing, coordinating, and/or managing health care related services by one or more health care providers. An example of this would include teeth cleaning services.
- Payment includes such activities as obtaining reimbursement for services, confirming coverage, billing or collection activities, and utilization review. An example of this would be sending a claim for your visit to your insurance company for payment.
- Health care operations include the business aspects of running our practice, such as conducting quality
  assessment and improvement activities, auditing functions, cost-management analysis, and customer service. An
  example would be an internal quality assessment review. We may also create and distribute de-identified health
  information by removing all references to individually identifiable information.
- To Your Family and Friends: We may disclose your health information to a family member, friend, or other person to the extent necessary to help with your healthcare or with payment for your healthcare. Before we disclose your health information to these people, we will provide you with an opportunity to object to our use or disclosure. If you are not present, or in the event of your incapacity or an emergency, we will disclose your medical information based on our professional judgment of whether the disclosure would be in your best interest. We may 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. We may use or disclose information about you to notify or assist in notifying a person involved in your care, of your location and general condition.

In some limited situations, the law allows or requires us to use/disclose your health information without your permission. Not all of these situations will apply to us; some may never come up at our office at all. Such uses or disclosures are:

- When a state or federal law mandates that certain helth information be reported for a specific purpose.
- For public health purposes, such as contagious disease reporting, investigation or surveillance, and notices to and from the federal Food and Drug Administration regarding drugs or medical devices.
- Disclosures to governmental authorities about victims of suspected sbuse, neglect, or domestic violence.

- Uses and disclosures for health oversight activities, such as for the licensing of doctors; for audits by Medicare or Medicaid; or for investigation of possible violations of health care laws.
- Disclosures for judicial and administrative proceedings, such as in response to subpoenas or orders of courts or administrative agencies.
- Disclosures for law enforcement purposes, such as to provide information about someone who is or is suspected to be a victim of a crime; to provide information about a crime at our office; or to report a crme that happened somoewhere else.
- Disclosure to a medical examiner to identify a dead person or to determine the cause of death; or to funeral directors to aid in burial; or to organizations that handle organ or tissue donations.
- Uses or disclosures for health-related research.
- Uses and disclosures to prevent a serious threat to health or safety.
- Uses or disclosures for specialized government functions, such as for the protection of the president or high-ranking governmental officials for lawful national intelligence activites; for military purposes; or for the evalutaion and health of member of the foreign service.
- Disclosures of de-identified information
- Disclosures relating to worker's compensation programs
- Disclosures of a "limited data set" for research, public health, or healthcare operations.
- Incidental disclosures that are an unavoidable by-product of permitted uses or disclosures.
- Disclosures to "business associations" who perfomr healthcare operations for our office and who commit to respect the privacy of your health information.

We may contact you to provide appointment reminders or information about treatment alternatives or other health-related benefits and services that may be of interest to you. If you wish to be omitted from any mailings please provide a written notice. Any other uses and disclosures will be made only with your written authorization. You may revoke such authorization in writing and we are required to honor and abide by that written request, except to the extent that we have already taken actions relying on your authorization.

You have the following rights with respect to your protected health information, which you can exercise by presenting a written request to the Privacy Officer:

• The right to request restrictions on certain uses and disclosures of protected health information, including those related to disclosures to family members, other relatives, close personal friends, or any other person identified by you. We are, however, not required to agree to a requested restriction. If we do agree to a restriction, we must abide by it unless you agree in writing to removed it.

• The right to reasonable requests to receive confidential communications of protected health information from us by alternative means or at alternative locations.

- The right to inspect and copy your protected health information.
- The right to amend your protected health information.
- The right to receive an accounting of disclosures of protected health information.
- The right to obtain a paper copy of this notice from us upon request.

We are required by law to maintain the privacy of your protected health information and provide you with notice of our legal duties and privacy practices with respect to protected health information.

This notice is effective as of July 11, 2016, and we are required to abide by the terms of the Notice of Privacy Practices currently in effect.

We reserve the right to change the terms of our Notice of Privacy Practices and to make the new notice provisions effective for all protected health information that we maintain. We will post and you may request a written copy of a revised Notice of Privacy Practices from this office.

If you think that we have not properly respected the privacy of your health information of that your privacy protections have been violated, you have the right to file a written complaint to us or the U.S. Department of Health and Human Services, Office for Civil Rights, about violationos of the provisions of this notice or the policies and procedures of our office. We will not retaliate against you for filing a complaint.

For more information about HIPAA and/or to file a complaint, please call or visit our office or contact:

The U.S. Departmetn of Health & Human Services, Office for Civil Rights 200 Independence Avenue, S.W. Washington D.C. 20201 (202) 619-0257 Toll Free: 1-8770696-6775

# HIPAA Patient Consent Form

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 (a.k.a. HIPAA or The Healthcare Privacy Act). I understand that by signing this consent, I authorize [Client Name] to use and/or disclose my protected health information to carry out the following:

- Treatment which includes direct and/or indirect treatment by other health care providers involved in my treatment
- Obtaining payment from third party payers, i.e. my dental and/or medical insurance company/companies.
- The day to day healthcare operations of your dental practice.

I have also been informed of, 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 personal health information, and my rights under HIPAA. I understand that you reserve the right to change the terms of this notice from time to time and that I may request the most current copy of this notice. I understand that I have the right to request restricitons on how my protected health information is used and disclosed to carry out treatment, payment and healthcare operations, but that you are not required to agree to use 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 revoke this consent will not be affected.

Signature (Type name to e-sign):		Date:				
If signing on behalf of someone, explain your relationship to the patient:						
For Office Use Only (Patient refused or was unable to sign. Good faith effort was made to obtain acknowledgement of receipt.)						
The following circumstances prohibited the patient from signing the conse	ent form:					
Describe your good faith effort to obtain the individuals's signature on this form:						
Signature:	Name:					
Title:	Date:					

# Permission To Contact Via Cellular Telephone

We want to stay in touch with you regarding your account. Since most people only have cell phones, we will need your permission to call your cell phone. Signing this agreement will allow us to do that. Please let us know if you have any questions or would like to discuss this.

In order for us, or for any other person or entity who provides goods or services to you in connection with this agreement, to contact you regarding servicing your account(s). Including all past and current accounts, or to collect any amount you may owe for any past or current account(s), you expressly authorize us to contact you by telephone, any telephone number, including any cellular, mobile, and other wireless telephone numbers that you have or may attain. You acknowledge that such calls could result in charges to you by your telephone carrier. You also expressly authorize us, and any other person or entity that provides goods or services to you in connection with this agreement, to contact you by sending text messages or e-mails to any of your telephone numbers or e-mail accounts. Methods of contact may include the use of pre-recorded/ artificial voice messages and/or the use of an automatic telephone dialing system, as applicable.

You acknowledge and agree that this authorization shall extend to any billing or collection company or companies which may be assigned your account(s) for servicing or collection.

I/We have read this disclosure and agree that I/we may be contacted as described above.

Signature	(Tyne	name	to	e-sign).
orgnature	(Type	name	ιU	c sign).