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## Patient Information:

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Sex:  Female  Male      Marital Status:  Married  Single  Divorced  Separated  Widowed  
Birth date: \_\_\_\_\_ Social Security #: \_\_\_\_\_ Drivers Lic#: \_\_\_\_\_  
E-mail: \_\_\_\_\_  I would like to receive email correspondences  
Patient is:  Responsible Party  Policy Holder  
How did you hear about us: \_\_\_\_\_

## Responsible Party: (if someone other than the patient)

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Birth date: \_\_\_\_\_ Social Security #: \_\_\_\_\_ Drivers Lic#: \_\_\_\_\_  
 Responsible Party is Policy Holder for Patient     Primary Policy Holder     Secondary Policy Holder

## Patient Information (section 2):

Employment Status:  Full Time     Part Time     Self Employed     Retired     Unemployed  
Student Status:  Full Time     Part Time  
Preferred Pharmacy: \_\_\_\_\_

## Primary Insurance Information:

Name of Insured: \_\_\_\_\_ Relationship to Insured:  Self  Spouse  Child  Other  
Member ID: \_\_\_\_\_ Medicaid ID: \_\_\_\_\_  
Insured SS #: \_\_\_\_\_ Insured Birth Date: \_\_\_\_\_  
Employer: \_\_\_\_\_ Insurance Company: \_\_\_\_\_  
Group #: \_\_\_\_\_  
Insurance Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_



## Medical History

PATIENT NAME \_\_\_\_\_ Birth Date \_\_\_\_\_

Although dental personnel primarily treat the area in and around your mouth, your mouth is a part of your entire body. Health problems that you may have, or medication that you may be taking, could have an important interrelationship with the dentistry you will receive. Thank you for answering the following questions.

Are you under a physician's care now?	Yes	No	If yes, please explain: _____
Have you ever been hospitalized or had a major operation?	Yes	No	If yes, please explain: _____
Have you ever had a serious head or neck injury?	Yes	No	If yes, please explain: _____
Are you taking any medications, pills, or drugs?	Yes	No	
Do you take, or have you taken, Phen-Fen or Redux?	Yes	No	
Are you on a special diet?	Yes	No	
Do you use tobacco?	Yes	No	
Do you use controlled substances?	Yes	No	
Do you need to pre-medicate?	Yes	No	If yes, please explain: _____

Women: Are you Pregnant/Trying to get pregnant? (Circle) Yes No Taking oral contraceptives?(Circle) Yes No Nursing?(Circle) Yes No

Are you allergic to any of the following? (Circle)

Aspirin	Penicillin	Codeine	Acrylic	Metal	Latex	Local Anesthetics
Other	If yes, please explain: _____					

Do you have, or have you had, any of the following? (Circle)

AIDS/HIV Positive	Yes	No	Cortisone Medicine	Yes	No	Hemophilia	Yes	No	Renal Dialysis	Yes	No
Alzheimer's Disease	Yes	No	Diabetes	Yes	No	Hepatitis A	Yes	No	Rheumatic Fever	Yes	No
Anaphylaxis	Yes	No	Drug Addiction	Yes	No	Hepatitis B or C	Yes	No	Rheumatism	Yes	No
Anemia	Yes	No	Easily Winded	Yes	No	Herpes	Yes	No	Scarlet Fever	Yes	No
Angina	Yes	No	Emphysema	Yes	No	High Blood Pressure	Yes	No	Shingles	Yes	No
Arthritis/Gout	Yes	No	Epilepsy or Seizures	Yes	No	Hives or Rash	Yes	No	Sickle Cell Disease	Yes	No
Artificial Heart Valve	Yes	No	Excessive Bleeding	Yes	No	Hypoglycemia	Yes	No	Sinus Trouble	Yes	No
Artificial Joint	Yes	No	Excessive Thirst	Yes	No	Irregular Heartbeat	Yes	No	Spina Bifida	Yes	No
Asthma	Yes	No	Fainting Spells/Dizziness	Yes	No	Kidney Problems	Yes	No	Stomach/Intestinal Disease	Yes	No
Blood Disease	Yes	No	Frequent Cough	Yes	No	Leukemia	Yes	No	Stroke	Yes	No
Blood Transfusion	Yes	No	Frequent Diarrhea	Yes	No	Liver Disease	Yes	No	Swelling of Limbs	Yes	No
Breathing Problem	Yes	No	Frequent Headaches	Yes	No	Low Blood Pressure	Yes	No	Thyroid Disease	Yes	No
Bruise Easily	Yes	No	Genital Herpes	Yes	No	Lung Disease	Yes	No	Tonsillitis	Yes	No
Cancer	Yes	No	Glaucoma	Yes	No	Mitral Valve Prolapse	Yes	No	Tuberculosis	Yes	No
Chemotherapy	Yes	No	Hay Fever	Yes	No	Pain in Jaw Joints	Yes	No	Tumors or Growths	Yes	No
Chest Pains	Yes	No	Heart Attack/Failure	Yes	No	Parathyroid Disease	Yes	No	Ulcers	Yes	No
Cold Sores/Fever Blisters	Yes	No	Heart Murmur	Yes	No	Psychiatric Care	Yes	No	Venereal Disease	Yes	No
Congenital Heart Disorder	Yes	No	Heart Pace Maker	Yes	No	Radiation Treatments	Yes	No	Yellow Jaundice	Yes	No
Convulsions	Yes	No	Heart Trouble/Disease	Yes	No	Recent Weight Loss	Yes	No			

Have you ever had any serious illness not listed above?(Circle) Yes No If yes, please explain: \_\_\_\_\_

List all medications you are taking: \_\_\_\_\_

To the best of my knowledge, the questions on this form have been accurately answered. I understand that providing incorrect information can be dangerous to my (or patient's) health. It is my responsibility to inform the dental office of any changes in medical status.

SIGNATURE OF PATIENT, PARENT, or GUARDIAN \_\_\_\_\_ DATE \_\_\_\_\_



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## Dental Treatment Consent Form (English)

Patient Name: \_\_\_\_\_  
Birthdate: \_\_\_\_\_

BP: \_\_\_\_\_  
Pulse: \_\_\_\_\_

*Please read and initial the items checked below*

### 1. WORK TO BE DONE

I understand that I am having the following work done: X-Rays \_\_\_\_\_ Prophylaxis \_\_\_\_\_ Sealants \_\_\_\_\_  
Full Mouth Debridement \_\_\_\_\_ Scaling & Root Planning \_\_\_\_\_ Fillings \_\_\_\_\_ Local Anesthesia \_\_\_\_\_ Other \_\_\_\_\_

### 2. DRUGS AND MEDICATIONS

I understand that antibiotics and analgesics and other medications can cause allergic reactions causing redness and swelling of tissues, pain, itching, vomiting, and/or anaphylactic shock (severe allergic reaction).

### 3. CHANGES IN TREATMENT PLAN

I understand that during treatment it may be necessary to change or add procedures because of conditions found while working on the teeth that were not discovered during examination, the most common being root canal therapy following routine restorative procedures. I give my permission to the Dentist to make any/all changes and additions as necessary.

### 4. REMOVAL OF TEETH

Alternative to removal have been explained to me (root canal therapy, crowns, and periodontal surgery, etc.) and I authorize the Dentist to remove the following teeth \_\_\_\_\_ and any others necessary for reasons in paragraph #3. I understand removing teeth does not always remove all the infection, if present, and it may be necessary to have further treatment. I understand the risks involved in having teeth removed, some of which are pain, swelling, spread of infection, dry socket, loss feeling in my teeth, lips, tongue and surrounding tissue (Paresthesia) that can last for an indefinite period of time (days or months) or fractured jaw. I understand I may need further treatment by a specialist or even hospitalization if complications arise during or following treatment the cost of which is my responsibility.

### 5. CROWN, BRIDGES, AND CAPS

I authorize the Dentist to perform crown or bridge procedures on the following teeth \_\_\_\_\_. I understand that sometimes it is not possible to match the color of natural teeth exactly with artificial teeth. I further understand that I may be wearing temporary crowns, which may come off easily and that I must be careful to ensure that they are kept on until the permanent crowns are delivered. I realize the final opportunity to make changes in my new crown, bridge, or cap (including shape, fit, size, and color) will be before cementation.

### 6. DENTURES, COMPLETE, OR PARTIAL

I realize that full or partial dentures are artificial, constructed of plastic, metal, and/or porcelain. The problems of wearing these appliances have been explained to me, including looseness, soreness, and possible breakage. I realize the final opportunity to make changes in my new dentures (including shape, fit, size, placement, and color) will be the "teeth in wax" try-in visit. I understand that most dentures require relining approximately three to twelve months after initial placement. The cost for this procedure is not included in the initial denture fee.

### 7. ENDODONTIC TREATMENT (ROOT CANAL)

I realize there is no guarantee that root canal treatment will save my tooth, and that complications can occur from the treatment, and that occasionally metal objects are cemented in the tooth or extend through the root. Which does not necessarily affect the success of the treatment, I understand that occasionally additional surgical procedures may be necessary following root canal treatment.

### 8. PERIODONTAL LOSS (TISSUE & BONE)

I understand that I have a serious condition, causing gum and bone infection or loss and that it can lead to the loss of my teeth. Alternative treatment plans have been explained to me, including gum surgery, replacements and/or extractions. I understand that undertaking any dental procedures may have a future adverse effect on my periodontal condition.

I understand that dentistry is not an exact science and that dental practitioners cannot guarantee results. I acknowledge that no guarantee or assurance has been made to me by anyone regarding the dental treatment that I have requested and authorized for myself or my minor child. I have had full opportunity to discuss and ask questions regarding my treatment, and all questions have been answered to my satisfaction.

Signature of Patient, Parent, Guardian or Personal Representative

Date



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## Appointment Cancellation and No-Show Policy

We do require a **24 hour** notice for any changes or cancellations to your appointment. This allows us the time in our schedule to be filled by another patient who may have been waiting for this appointment time.

A fee will be charged to your account for not honoring this policy. There is a **\$25 charge** for each 1/2 hour of scheduled appointment time missed. For example, if you had an hour appointment scheduled, the charge is \$50.

We reserve time in our schedule for you in order to accommodate your busy schedule. We ask that you give us the same consideration when needing to change or cancel your appointment.

Thank you for your understanding and consideration.

### Medicaid/CHIP Patients:

Our office is bound to notify MCNA & DENTAQUEST of any cancelled appointments or no shows. If you cancel or do not attend your appointment, our system notifies them automatically.

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

If you may have any questions or concerns, please feel free to contact our business manager.

*Thank you,  
Management*



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**ACKNOWLEDGEMENT OF RECEIPT OF  
HIPPA NOTICE OF PRIVACY PRACTICES  
("Acknowledgement")**

I acknowledge that I have received a copy of this Dental Practices's **HIPPA Notice of Privacy Practices**.

\_\_\_\_\_  
Patient Name (Please Print)

\_\_\_\_\_  
Patient Signature

\_\_\_\_\_  
Date

OR

\_\_\_\_\_  
Signature of Personal Representative

Authority of Personal Representative to Sign for Patient (*check one*):

Parent     Guardian     Power of Attorney     Other: \_\_\_\_\_

**Please Note: It is your right to refuse to sign this Acknowledgement.**

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*Dental Office Use Only*

I tried to obtain written acknowledgement by the individual noted above of receipt of our Notice of Privacy Practices, but it could not be obtained because:

\_\_\_ An emergency prevented us from obtaining acknowledgement.

\_\_\_ A communication barrier prevented us from obtaining acknowledgement.

\_\_\_ The individual was unwilling to sign.

\_\_\_ Other: \_\_\_\_\_

\_\_\_\_\_  
Staff Member Signature

\_\_\_\_\_  
Date



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## Financial Policy Consent Form

We welcome you and your family to Smilepoint Dental. We look forward to providing you with top- notch quality dental care at affordable prices. To provide you with the most beneficial and comprehensive service and care, we request you to review and complete our office and financial policy consent form. We will be happy to answer any questions you may have regarding the proposed treatment and available financial options. We strive to keep you informed and involved with your treatment as much as possible.

### **You need to be aware that:**

- We will always do our best to help you to maximize your benefits.
- Although we file claims for your courtesy, your dental insurance policy is a contract between you, your employer and your insurance company. We are not a party to that contract.
- Your treatment plan is individually tailored, and is not based on your dental insurance benefits or lack of benefits.
- Not all services are covered benefits in all contracts. Some insurance companies arbitrarily select certain services they will not cover.
- It is your responsibility to thoroughly understand the coverage and exceptions of your particular policy. Coverage issues can only be addressed by your employer or group plan administrator. We cannot act as a mediator with the carrier or your employer.
- Our staff is trained to help you with questions you may have relating to how your claim was filed, or regarding any additional information your carrier may need to process your claim. Please, ask if you have any questions.
- As a courtesy to all our insured patients, we will file your dental insurance claim forms. In special circumstances, a particular insurance company's benefit check can be sent to our office directly. In such cases, you are responsible at the time of treatment for payment to us of any applicable deductible and for your co-insurance portion. Any payments made directly to you by your insurance company on unpaid balances should be forwarded immediately to our office so that your account may be credited accordingly.
- Your claim will be filed immediately, and benefits are expected to be paid within 30-45 days .The filing of an insurance claim does not relieve you of timely payment on your account. If the claim is not cleared by your carrier in 60 days, the unpaid portion will automatically become "self-pay" and a statement will be issued to you for the unpaid portion. You are responsible for any amounts your insurance company chooses not to pay for whatever reason.



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Please feel free to contact your insurance company regarding unpaid benefits. We will gladly provide you with a letter which would include all pertinent information which you may sign and mail. I understand and accept the financial and dental insurance policies listed above and have had any questions answered to my satisfaction.

**I agree to pay for all treatment in a timely fashion as described.**

**Refund Policy:**

All payments collected on date of service may be refunded same day. Refunds request after date of service will be processed within 15 days of refund submission form, Please note ALL PENDING INSURANCE CLAIMS must be paid by your insurance company before a refund may be made.

[For patients with dental insurance who would prefer their insurance company to send payment to the office]

I \_\_\_\_\_ hereby authorize my insurance benefits to be paid directly to Smilepoint Dental. I realize that I am responsible to pay for any deductible amount(s), my co- insurance portion and for any non-covered services. I understand that I am financially responsible for any and all charges of dental treatment and incurred fees, whether or not paid by said insurance and I agree to pay such charges in full. I also hereby authorize the release of pertinent medical/dental information to the insurance carrier(s). This order will remain in effect until revoked by me in writing. A photocopy of this assignment is to be considered valid as the original.

X \_\_\_\_\_ Patient/Legal Guardian \_\_\_\_\_ Date

X \_\_\_\_\_ Staff Initials



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## How did you find out about us?

Please take a moment to let us know how you found out about our office.

- MAIL
- YELLOW PAGES
- NEWSPAPER
- RADIO
- TELEVISIÓN
- GOOGLE
- PASS BY THE OFFICE
- FACEBOOK
- EMPLOYEE \_\_\_\_\_ (Please Specify)
- FAMILY / FRIEND (A) \_\_\_\_\_ (Please Specify)
- DOCTOR \_\_\_\_\_ (Please Specify)
- OFFICE \_\_\_\_\_ (Please Specify)
- OTHER \_\_\_\_\_ (Please Specify)

Do you have any recommendations on ways to improve our office?

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