

Patient Information for a Minor Patient

Today's date: _____

Patient name (first, MI, last): _____

Patient's nickname: _____

Patient's primary residency: Both parents Mother Father Stepparent Shared custody Guardian

Address (street, city, state, ZIP): _____

Home phone: _____ Gender: Male Female

Date of birth: _____ Age: _____

School: _____ Hobbies/sports: _____

Names and ages of other children in your family: _____

Parent / Guardian Information

Name of responsible party (first, MI, last): _____

Date of birth: _____ Relationship to patient: _____

Address (if different from patient), (street, city, state, ZIP): _____

Home phone: _____ Work phone: _____

Mobile phone: _____ E-mail: _____

By providing your e-mail address you agree to receive (check one or both): Appointment reminders Practice newsletter

Employer: _____ Occupation: _____ Work phone: _____

Work address (street, city, state, ZIP): _____

Name of financially responsible party, (if different from above), (first, MI, last): _____

Is financially responsible party the same as legal guardian? Yes No

Date of birth: _____ Relationship to patient (mother, father or other): _____

Address (if different from patient), (street, city, state, ZIP): _____

Employer: _____ Occupation: _____ Work phone: _____

Work address (street, city, state, ZIP): _____

Dental Benefit Plan Information

Primary dental plan name: _____

Address (street, city, state, ZIP): _____

Name of insured: _____ Date of birth: _____

ID number: _____ Policy number: _____

Patient relationship to insured: _____

Secondary dental plan name: _____

Address (street, city, state, ZIP): _____

Name of insured: _____ Date of birth: _____

ID number: _____ Policy number: _____

Patient relationship to insured: _____

Medical Plan Information

Plan name: _____

Address (street, city, state, ZIP): _____

Name of insured: _____ Date of birth: _____

ID number: _____ Policy number: _____

Patient relationship to insured: _____

Authorizations for Responsible Party Form

We are committed to providing you and your child with the best possible care. Toward this goal, 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:

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 the parents and guardians of 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 and you will be responsible for the difference.

If we are not a contracted provider with your dental benefit plan, it is the insured'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 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 \$_____ 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 \$_____ 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 my child 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 of responsible party: _____ **Date:** _____

Confidential Medical & Dental History for a Minor Patient

Today's Date: _____

Patient Name (first, MI, last): _____ Date of birth: _____

Medical History (Please circle Yes or No for each)

1. Physician's name: _____ Physician's phone: _____
2. Date of last medical examination? _____ Weight: _____
3. Patient is in good health? Yes / No If no, why? _____
4. Patient has regular medical exams? Yes / No
5. Patient is under the care of a physician at this time? Yes / No If yes, why? _____
6. Patient is up to date with immunizations? Yes / No
7. Patient is presently taking medications? Yes / No If yes, what and why? _____
8. Patient has allergies (medications, food, latex/rubber)? Yes / No If yes, what? _____
9. Patient has been hospitalized? Yes / No If yes, why and when? _____
10. Patient has had any operations? Yes / No If yes, why and when? _____
11. Patient has had general anesthesia? Yes / No
12. If yes, were there any complications? Yes / No If yes, please explain complications: _____

Has the patient experienced, have or had any of the following? (Please circle Yes or No for each)

- | | |
|--|---|
| Yes / No Anemia | Yes / No Heart defects |
| Yes / No Arthritis, rheumatism | Yes / No Heart disease /defects / murmurs |
| Yes / No Artificial prosthesis, organs, joints, implants, shunts, valves | Yes / No Hepatitis |
| Yes / No Asthma | Yes / No High blood pressure |
| Yes / No Blood disorder | Yes / No Jaundice |
| Yes / No Blurred vision | Yes / No Joint pain or stiffness |
| Yes / No Bone pain | Yes / No Kidney or bladder disease |
| Yes / No Canker or cold sores | Yes / No Muscle pain, weakness |
| Yes / No Chest pain, tightness, wheezing | Yes / No Persistent cough or runny nose |
| Yes / No Diabetes | Yes / No Recent significant weight loss |
| Yes / No Diarrhea or constipation | Yes / No Rheumatic fever |
| Yes / No Ear infections | Yes / No Seizures |
| Yes / No Eating disorders | Yes / No Sexual transmitted disease |
| Yes / No Excessive thirst | Yes / No Shortness of breath |
| Yes / No Eye disease | Yes / No Skin disease |
| Yes / No Fainting spells | Yes / No Spina bifida |
| Yes / No Family history of diabetes | Yes / No Stomach problems or ulcers |
| Yes / No Fever | Yes / No Stroke |
| Yes / No Frequent urination | Yes / No Thyroid disease |
| Yes / No Frequent vomiting | Yes / No Transplants |
| Yes / No Headaches | Yes / No Tuberculosis |
| Yes / No Hearing problems, ear pain | Yes / No Tumors or cancer |
| Yes / No Heart attack | Yes / No Urinary tract Infections |

This information will not be released unless specifically authorized by patient.

- | | |
|--|---------------------|
| Yes / No Treatment for emotional, mental, or physical delays | Yes / No Anxiety |
| Yes / No AIDS/HIV | Yes / No Depression |

13. Does the patient have or has he/she had any other diseases or medical problems NOT listed on this form? Yes / No

14. If yes, explain: _____

15. Is there any issue or condition that you would like to discuss with the dentist in private? Yes / No

(dental history continued on next page)

Acknowledgement of Receipt of Notice of Privacy Practices

****You May Refuse to Sign This Acknowledgement****

I, [full name], _____ have received a copy of Dr. Michele Chalmers' Notice of Privacy Practices.

_____ [Please Print Name]

_____ [Signature]

_____ [Date]

If this Acknowledgement is signed by a personal representative on behalf of the patient, complete the following:

Personal Representative's name

Relationship to Patient _____

For Program Use Only

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)

Notice of Privacy Practices

This Notice describes how your health information may be used and disclosed and how you can get access to this information. Please review it carefully. The privacy of your health information is important to us.

Our Legal Duty

Federal and state laws require us to maintain the privacy of your health information. We are also required to provide this Notice about our office's privacy practices, our legal duties, and your rights regarding your health information. We are required to follow the practices that are outlined in this Notice while it is in effect. This Notice takes effect January 1, 2014, and will remain in effect until we replace it.

We reserve the right to change our privacy practices and the terms of this Notice at any time, provided such changes are permitted by applicable law. We reserve the right to make changes in our privacy practices and the new terms of our Notice effective for all health information that we maintain, including health information we created or received before we made the changes. Before we make a significant change in our privacy practices, we will change this Notice and make the new Notice available upon request. For more information about our privacy practices or additional copies of this Notice, please contact us (contact information below).

Uses and Disclosures of Health Information

We use and disclose health information about you for treatment, payment, and healthcare operations.

For example:

Treatment:

We disclose medical information to our employees and others who are involved in providing the care you need. We may use or disclose your health information to another dentist or other healthcare providers providing treatment that we do not provide. We may also share your health information with a pharmacist in order to provide you with a prescription, or with a laboratory that performs tests or fabricates dental prostheses or orthodontic appliances.

Payment:

We may use and disclose your health information to obtain payment for services we provide you, unless you request that we restrict such disclosure to your health plan when you have paid out-of-pocket and in full for services rendered.

Healthcare Operations:

We may use and disclose your health information in connection with our healthcare operations. Healthcare operations include, but are not limited to, quality assessment and improvement activities, reviewing the competence or qualifications of healthcare professionals, evaluating practitioner and provider performance, conducting training programs, accreditation, certification, licensing or credentialing activities.

Your Authorization:

In addition to our use of your health information for treatment, payment or healthcare operations, you may give us written authorization to use your health information or to disclose it to anyone for any purpose. If you give us an authorization, you may revoke it in writing at any time. Your revocation will not affect any use or disclosures permitted by your authorization while it is in effect. Unless you give us a written authorization, we cannot use or disclose your health information for any reason except those described in this Notice.

To Your Family and Friends:

We must disclose your health information to you, as described in the Patient Rights section of this Notice. You have the right to request restrictions on disclosure to family members, other relatives, close personal friends, or any other person identified by you.

Unsecured Email:

We will not send you unsecured emails pertaining to your health information without your prior authorization. If you do authorize communications via unsecured email, you have the right to revoke the authorization at any time.

Persons Involved in Care:

We may use or disclose health information to notify, or assist in the notification of (including identifying or locating) a family member, your personal representative or another person responsible for your care, of your location, your general condition, or death. If you are present, then prior to use or disclosure of your health information, we will provide you with an opportunity to object to such uses or disclosures. In the event of your incapacity or emergency circumstances, we will disclose health information based on a determination using our professional judgment disclosing only health information that is directly relevant to the person's involvement in your healthcare. We will also 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.

Marketing Health-Related Services:

We may contact you about products or services related to your treatment, case management or care coordination, or to propose other treatments or health-related benefits and services in which you may be interested. We may also encourage you to purchase a product or service when you visit our office. If you are currently an enrollee of a dental plan, we may receive payment for communications to you in relation to our provision, coordination, or management of your dental care, including our coordination or management of your health care with a third party, our consultation with other health care providers relating to your care, or if we refer you for health care. We will not otherwise use or disclose your health information for marketing purposes without your written authorization. We will disclose whether we receive payments for marketing activity you have authorized.

Change of Ownership:

If this dental practice is sold or merged with another practice or organization, your health records will become the property of the new owner. However, you may request that copies of your health information be transferred to another dental practice.

Required by Law:

We may use or disclose your health information when we are required to do so by law.

Public Health:

We may, and are sometimes legally obligated, to disclose your health information to public health agencies for purposes related to preventing or controlling disease, injury or disability; reporting abuse or neglect; reporting domestic violence; reporting to the Food and Drug Administration problems with products and reactions to medications; and reporting disease or infection exposure. Upon reporting suspected elder or dependent adult abuse or domestic violence, we will promptly inform you or your personal representative unless we believe the notification would place you at risk of harm or would require informing a personal representative we believe is responsible for the abuse or harm.

Abuse or Neglect:

We may disclose your health information to appropriate authorities if we reasonably believe that you are a possible victim of abuse, neglect, or domestic violence or the possible victim of other crimes. We may disclose your health information to the extent necessary to avert a serious threat to your health or safety or the health or safety of others.

National Security:

We may disclose to military authorities the health information of Armed Forces personnel under certain circumstances. We may disclose to authorized federal officials health information required for lawful intelligence, counterintelligence, and other national security activities. We may disclose to correctional institutions or law enforcement officials having lawful custody of protected health information of inmates or patients under certain circumstances.

Appointment Reminders:

We may contact you to provide you with appointment reminders via voicemail, postcards, or letters. We may also leave a message with the person answering the phone if you are not available.

Sign In Sheet and Announcement:

Upon arriving at our office, we may use and disclose medical information about you by asking that you sign an intake sheet at our front desk. We may also announce your name when we are ready to see you.

Patient Rights

Access:

You have the right to look at or get copies of your health information, with limited exceptions. You may request that we provide copies in a format other than photocopies. We will use the format you request unless we cannot practicably do so. You must make a request in writing to obtain access to your health information. You may obtain a form to request access by contacting our office. We will charge you a reasonable cost-based fee for expenses such as copies and staff time. You may also request access by sending us a letter. If you request copies, there may be a charge for time spent. If you request an alternate format, we will charge a cost-based fee for providing your health information in that format. If you prefer, we will prepare a summary or an explanation of your health information for a fee. Contact us for a full explanation of our fee structure.

Disclosure Accounting:

You have a right to receive a list of instances in which we disclosed your health information for purposes other than treatment, payment, healthcare operations and certain other activities for the last six years. If you request this accounting more than once in a 12-month period, we may charge you a reasonable cost-based fee for responding to these additional requests.

Restriction:

You have the right to request that we place additional restrictions on our use or disclosure of your health information. We are not required to agree to these additional restrictions, but if we do, we will abide by our agreement (except in emergency). In the event you pay out-of-pocket and in full for services rendered, you may request that we not share your health information with your health plan. We must agree to this request.

Alternative Communication:

You have the right to request that we communicate with you about your health information by alternative means or to alternative locations. You must make your request in writing. Your request must specify the alternative means or location, and provide satisfactory explanation of how payments will be handled under the alternative means or location you request.

Breach Notification:

In the event your unsecured protected health information is breached, we will notify you as required by law. In some situations, you may be notified by our business associates.

Amendment:

You have the right to request that we amend your health information. (Your request must be in writing, and it must explain why the information should be amended). We may deny your request under certain circumstances.

Questions and Complaints:

If you want more information about our privacy practices or have questions or concerns, please contact us at:

Contact: _____

Telephone: _____ Fax: _____

E-mail: _____

Address: _____

If you are concerned that we may have violated your privacy rights, or you disagree with a decision we made about access to your health information or in response to a request you made to amend or restrict the use or disclosure of your health information or to have us communicate with you by alternative means or at alternative locations, you may send a written complaint to our office or to the U.S. Department of Health and Human Services, Office of Civil Rights. We will not retaliate against you for filing a complaint.