

CONFIDENTIAL INFORMATION QUESTIONNAIRE

PATIENT'S LEGAL NAME		LAST,	FIRST	MI	DATE OF BIRTH	SEX	SOCIAL SECURITY #
PREFER TO BE CALLED			HOME PHONE #		CELL PHONE #		
PATIENT'S ADDRESS		STREET	APT#	CITY	STATE	ZIP	E-MAIL
MARITAL STATUS		PATIENT'S / GUARDIAN'S EMPLOYER			OCCUPATION		
<input type="checkbox"/> S <input type="checkbox"/> M <input type="checkbox"/> W <input type="checkbox"/> D <input type="checkbox"/> UNDER AGE 18							
WORK ADDRESS		STREET	APT#	CITY	STATE	ZIP	WORK PHONE #
SPOUSE'S NAME		LAST,	FIRST	MI	SPOUSE'S EMPLOYER		OCCUPATION
SPOUSE'S WORK ADDRESS		STREET	APT#	CITY	STATE	ZIP	WORK PHONE #
OTHER FAMILY MEMBERS THAT ARE PATIENTS HERE				WHO CAN WE THANK FOR REFERRING YOU TO OUR OFFICE?			

EMERGENCY CONTACT INFORMATION**PERSON WE MAY CONTACT IN CASE OF AN EMERGENCY (OTHER THAN YOUR FAMILY HOME)**

NAME		RELATIONSHIP	
HOME PHONE #	WORK PHONE #	CELL PHONE #	

REQUEST FOR CONFIDENTIAL COMMUNICATION**AS MY DENTAL CARE PROVIDER, YOU MAY DO THE FOLLOWING WITH MY PERMISSION:**

	YES	NO
Contact me at home	<input type="checkbox"/>	<input type="checkbox"/>
Contact me via cell phone	<input type="checkbox"/>	<input type="checkbox"/>
Contact me at work	<input type="checkbox"/>	<input type="checkbox"/>
Contact me via e-mail	<input type="checkbox"/>	<input type="checkbox"/>
Leave messages on my home voicemail / answering machine	<input type="checkbox"/>	<input type="checkbox"/>
Leave messages on my cell phone voicemail	<input type="checkbox"/>	<input type="checkbox"/>
Leave messages on my work voicemail / answering machine	<input type="checkbox"/>	<input type="checkbox"/>

INSURANCE AND FINANCIAL INFORMATION

INSURANCE COVERAGE		INSURANCE COMPANY NAME	INSURANCE ADDRESS	INSURANCE PHONE
<input type="checkbox"/> YES <input type="checkbox"/> NO				
SUBSCRIBER'S NAME	PATIENT'S RELATIONSHIP TO SUBSCRIBER		SUBSCRIBER'S BIRTHDAY	SUBSCRIBER'S SSN / ID #
	<input type="checkbox"/> SELF <input type="checkbox"/> SPOUSE <input type="checkbox"/> DEPENDENT			
GROUP / PROGRAM NUMBER	EMPLOYER (IF DIFFERENT FROM ABOVE)	EMPLOYER'S ADDRESS		
SECONDARY COVERAGE		INSURANCE COMPANY NAME	INSURANCE ADDRESS	INSURANCE PHONE
<input type="checkbox"/> YES <input type="checkbox"/> NO				
SUBSCRIBER'S NAME	PATIENT'S RELATIONSHIP TO SUBSCRIBER		SUBSCRIBER'S BIRTHDAY	SUBSCRIBER'S SSN / ID #
	<input type="checkbox"/> SELF <input type="checkbox"/> SPOUSE <input type="checkbox"/> DEPENDENT			
GROUP / PROGRAM NUMBER	EMPLOYER (IF DIFFERENT FROM ABOVE)	EMPLOYER'S ADDRESS		

RELEASE INFORMATION

YOU MAY DISCUSS MY HEALTHCARE WITH

	YES	NO	OTHERS (PLEASE PRINT)
Health Care Providers	<input type="checkbox"/>	<input type="checkbox"/>	1.
Insurance Companies	<input type="checkbox"/>	<input type="checkbox"/>	2.

CONFIRMATIONS



DO YOU PREFER A CONFIRMATION CALL

No, it is unnecessary Yes, it is a helpful reminder

ASSIGNMENT & RELEASE

I hereby authorize my insurance benefits to be paid directly to the dentists. I am financially responsible for any balances due and authorize the dentists to release any information for this claim. I authorize that my records can be used by the doctor if he so determines. In consideration of the services rendered to me by this dental office, I am obligated to pay said office in accordance with its credit terms and policy.

I consent to making of videotapes, photographs, and x-rays before, during, and after treatment, and to use the same by the doctor in scientific papers or demonstrations.

I certify that I have read or had read to me the contents of this form and do realize the risks and limitations involved.

SIGNATURE - PATIENT / GUARDIAN	DATE
WITNESS SIGNATURE	DATE

MEDICAL/DENTAL QUESTIONNAIRE

Patient Name _____

Date _____

Please review the information and answer all questions to the best of your knowledge. Understand this information will be used to determine the dental treatment you receive at this office and may be shared with other medical offices only as necessary. Please will notify the office should any information change in the future.

Please check if you have any of the following:

- | | | |
|--|---|---|
| <input type="checkbox"/> AIDS / HIV Positive | <input type="checkbox"/> Diabetes | <input type="checkbox"/> Pacemaker |
| <input type="checkbox"/> Alcoholism | <input type="checkbox"/> Epilepsy | <input type="checkbox"/> Psychiatric care |
| <input type="checkbox"/> Anemia | <input type="checkbox"/> Fainting | <input type="checkbox"/> Radiation treatment |
| <input type="checkbox"/> Arthritis | <input type="checkbox"/> Glaucoma | <input type="checkbox"/> Respiratory disease |
| <input type="checkbox"/> Artificial heart valves | <input type="checkbox"/> Headaches | <input type="checkbox"/> Rheumatic fever |
| <input type="checkbox"/> Artificial joints | <input type="checkbox"/> Heart, any problems | <input type="checkbox"/> Seizure disorders |
| <input type="checkbox"/> Asthma | Describe _____ | <input type="checkbox"/> Shingles |
| <input type="checkbox"/> Back problems | _____ | <input type="checkbox"/> Skin rash |
| <input type="checkbox"/> Blood disease | <input type="checkbox"/> Hemophilia | <input type="checkbox"/> Stroke |
| <input type="checkbox"/> Cancer | <input type="checkbox"/> Herpes | <input type="checkbox"/> Surgical implants |
| Describe _____ | <input type="checkbox"/> Hepatitis, Type: A B C | <input type="checkbox"/> Swelling, feet or ankles |
| <input type="checkbox"/> Chemotherapy | <input type="checkbox"/> High blood pressure | <input type="checkbox"/> Thyroid problems |
| <input type="checkbox"/> Circulation problems | <input type="checkbox"/> Kidney disease | <input type="checkbox"/> Tobacco use |
| <input type="checkbox"/> Cortisone treatments | <input type="checkbox"/> Liver disease | <input type="checkbox"/> Tuberculosis |
| <input type="checkbox"/> Cough, persistent | <input type="checkbox"/> Nervous problems | <input type="checkbox"/> Ulcers/colitis |

Known Allergies:

- Local anesthetic
- Aspirin
- Penicillin
- Codeine
- Sulfa
- Iodine
- Latex
- Other: _____

List any medications you are currently taking:

Pre-medication required _____

Consulting Physician _____

Pharmacy _____

Check if you have had any problems with the following:

- | | |
|---|--|
| <input type="checkbox"/> Bad breath | <input type="checkbox"/> Broken fillings |
| <input type="checkbox"/> Bleeding, sensitive gums | <input type="checkbox"/> Periodontal treatment |
| <input type="checkbox"/> Clicking or popping jaw: right or left | <input type="checkbox"/> Sensitivity to hot or cold |
| <input type="checkbox"/> Food trapped between teeth | <input type="checkbox"/> Sensitivity to sweets or biting |
| <input type="checkbox"/> Grinding or clenching teeth | <input type="checkbox"/> Sores in or around mouth |
| <input type="checkbox"/> Loose teeth | <input type="checkbox"/> Staining teeth |

Please check any services below that you would like for our staff to discuss with you during your visit:

- | | |
|---|--|
| <input type="checkbox"/> Crown / Bridge / Veneers (Lumineers) | <input type="checkbox"/> Night / Sports Guards (Clinch/Grind Protection) |
| <input type="checkbox"/> Partial / Dentures (Custom Made) | <input type="checkbox"/> Sealants (Protect Your Teeth from Cavities) |
| <input type="checkbox"/> Implants (Replace Missing Teeth) | <input type="checkbox"/> Silver (Amalgam) Filling Replacement |
| <input type="checkbox"/> Invisalign (Invisible Braces) | <input type="checkbox"/> Teeth Whitening (ZOOM!2 or Custom Trays) |

Reviewed by: _____

FINANCIAL AND CANCELLATION POLICIES

- ❖ We accept Cash, Checks, Debit Cards, Visa, Master Card, American Express, Discover, and CareCredit.
 - Financing may be available – ask the front desk for more details.
 - Prompt Payment Discounts are available in some cases for cash payments (paper currency or check not credit or debit card)
- ❖ All services are to be paid for at time of treatment. Please discuss all payment arrangements with the office manager prior to any treatment performed.
 - For surgery or crown appointments:
 - a non-refundable 50% deposit will be required when the appointment is made
- ❖ In this age of diminishing dental benefits, we pledge to work with you to obtain the dentistry that you desire as if you have no insurance benefit. **Many of our patients do not have a dental plan. If you do, be careful not to let the “plan” choose your treatment path.** Dental insurance coverage is a contract between you and your insurance company. Therefore, you are still ultimately financially responsible for your dental services. Please be aware that if we have not received payment from your carrier within 45 days after services have been rendered, you will be responsible for payment in full.
 - If we are not providers of your insurance, as a courtesy, we will be happy to submit claim forms to your insurance carrier and payment will be made directly to you from your insurance provider.
 - The patient is responsible for payment, in full, regardless of dental insurance coverage, divorce, or any other financial arrangements made between the patient and others.
 - It is your responsibility to present any insurance information PRIOR to treatment. We will not retroactively bill any services.
- ❖ A \$10 charge will be added to all invoices sent after 30 days to cover administrative costs. If a balance exists, we will try to notify you a minimum of three times. Your signature below states that if you are aware that if you do not respond to these attempts to collect a balance, we may report you as delinquent to credit agencies.

POLICY FOR BROKEN AND/OR CANCELLED APPOINTMENTS

Office hours are by appointment and we do value your time. This office is a private practice dental office and not a dental “clinic.” Appointment time is reserved for you alone.

We hope you will make every effort to keep your appointments. Kindly give 48 business hours notice for appointments to avoid loss of deposit. Since we never “double book”, cancellations & broken appointments represent a loss in treatment time for you & also for other patients who would desire that time. It must be understood that once you miss an appointment, we will require a deposit for all future appointments. If you have any questions please do not hesitate to ask. Thank you for understanding our policies.

Your signature also states that you have read the above stated policies, have had the opportunity to have all your questions addressed, and agree to the terms listed above.

SIGNATURE-PATIENT/GUARDIAN	DATE
WITNESS SIGNATURE	DATE

NOTICE OF PRIVACY PRACTICES
THIS NOTICE DESCRIBES HOW HEALTH INFORMATION ABOUT YOU 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

We are required by applicable federal and state law to maintain the privacy of your health information. We are also required to give you this Notice about our privacy practices, our legal duties, and your rights concerning your health information. We must follow the privacy practices that are described in this Notice while it is in effect. This Notice takes effect March 24, 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 the 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.

You may request a copy of our Notice at any time. For more information about our privacy practices, or for additional copies of this Notice, please contact us using the information listed at the end of this Notice.

USES AND DISCLOSURES OF HEALTH INFORMATION

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

TREATMENT: We may use or disclose your health information to a physician or other healthcare provider providing treatment to you.

PAYMENT: We may use and disclose your health information to obtain payment for services we provide to you.

HEALTHCARE OPERATIONS: We may use and disclose your health information in connection with our healthcare operations. Healthcare operations include 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 was in effect. Unless you give us 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. 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, but only if you agree that we may do so.

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 will not use your health information for marketing communications without your written authorization.

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

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 institution or law enforcement official having lawful custody of protected health information of inmate or patient under certain circumstances.

APPOINTMENT REMINDERS: We may use or disclose your health information to provide you with appointment reminders (such as voicemail, text, or email messages, postcards, or letters.)

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 using the contact information listed at the end of this Notice. You may also request access by sending us a letter to the address at the end of this Notice.)

DISCLOSURE ACCOUNTING: You have the right to receive a list of instances in which we or our business associates disclosed your health information for purposes, other than treatment, payment, healthcare operations and certain other activities, for the last 6 years, but not before March 24, 2014. 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.

RESTRICTIONS: 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 an emergency).

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 how payments will be handled under the alternative means or location you request.

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. Electronic Notice: If you receive this Notice on our web site or by electronic mail (e-mail), you are entitled to receive this Notice in written form.

QUESTIONS AND COMPLAINTS

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

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 of disclosure of your health information or to have us communicate with you by alternative means or at alternative locations, you may complain to us using the contact information listed at the end of this Notice. You also may submit a written complaint to the U.S. Department of Health and Human Services. We will provide you with the address to file your complaint with the U.S. Department of Health and Human Services upon request.

We support your right to the privacy of your health information. We will not retaliate in any way if you choose to file a complaint with us or with the U.S. Department of Health and Human Services.

Contact Officer: Loren P.

Phone: 386-761-5883

Fax: 386-761-0993

Email: loren@smiledaytona.com

Address: 2644 South Ridgewood Ave, South Daytona, FL 32119

HIPAA PATIENT CONSENT FORM

Our notice of Privacy Practices provides information about how we may use and disclose protected health information about you. The Practice provides this form to comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

The Notice contains a Patient's Right section describing your rights under the law. You have the right to review our Notice before signing this Consent. The terms of our Notice may change. If we change our Notice, you may obtain a revised copy by contacting our office, or going to our web site. You have the right to request that we restrict how protected health information about you is used or disclosed for treatment, payment or health care operations. By signing this form, you consent to our use and disclosure of protected health information about you for treatment, payment and health care operations. You have the right to revoke this Consent, in writing, signed by you. However, such revocation shall not affect any disclosures we have already made in reliance on your prior Consent.

The Patient understands that:

- Protected health information may be disclosed or used for treatment, payment or health care operations.
- The Practice has a Notice of Privacy Practices and that the patient has the opportunity to review this Notice.
- The Practice reserves the right to change the Notice of Privacy Policies.
- The Patient has the right to restrict the uses of their information.
- The Patient may revoke this Consent in writing at any time and all future disclosures will then cease.
- The Practice may condition treatment upon execution of this Consent. No insurance can be billed on the patient's behalf without this signed HIPAA consent form, therefore same day of service payment in full for any services will be required.

Signature: _____

Date: _____