

Thank you for selecting our dental healthcare team! We will strive to provide you with the best possible dental care. To help us meet all your dental healthcare needs, please fill out this form completely in ink. If you have any questions or need assistance, please ask us – we will be happy to help.

1. Personal Inform	ation				
Date	Email				
Birthdate	SS#		_Driver's Licen	se #	
First Name	1	Middle Initial	Last Name	>	
Nickname					
☐ Male ☐ Female	☐ Minor ☐ Sin	ngle 🗖 Married	□ Divorced	■ Widowed	□ Separated
Address					
City					
Employer			_Occupation_		
Referred by					
2. Responsible Part Who is responsible for Name	or the account? If		please check	here: □	
Relationship to patie	nt: 🗖 Parent/Gua	ardian 🗖 Spou	use 🗖		
Birthdate		Dri	ver's License #		
SS#		Em	ail		
Address					
City		State _		Zip	
Employer			_Occupation_		
Work Phone		Ext	. #		
Home Phone		C	ell Phone		
3. Telephone Home Phone		Work Phone		Ext. #	
Cell Phone					
Where do you prefer			ork □ Cell		
4. Emergency Con In the event of an er		hould we contac	t\$		
Name			_Relationship _		
Cell #	Home	e #	Wor	k #	

## 5. Dental Insurance Information

Primary Insurance Sc	Secondary Insurance			
Name of Insured	Name of Insured			
Relationship to Patient	Relationship to Patient Insured's Birthday			
Insured's Birthday				
SS#	SS#			
Employer	Employer			
Effective Date	Effective Date			
Occupation	Occupation			
Group #	Group #			
Policy/Subscriber ID #	Policy/Subscriber ID #			
Insurance Co. Address	Insurance Co. Address			
Insurance Co. Phone #	Insurance Co. Phone #			
that my dental insurance carrier may pay less that responsible for payment of all services rendered of	<del>_</del>			
Signature of patient or parent/guardian if minor	Date			
7. Financial Arrangements For your convenience, we offer the following metal	nods of payment:			
	. ,			
For your convenience, we offer the following met	LATE CHARGES  If you do not pay the entire new balance within 30 days of the			
For your convenience, we offer the following metal PAYMENT IN FULL AT EACH APPOINTMENT.	LATE CHARGES  If you do not pay the entire new balance within 30 days of the monthly billing date, a late charge of 1.5% on the balance then			
For your convenience, we offer the following metal PAYMENT IN FULL AT EACH APPOINTMENT. Please check the option which you prefer.	LATE CHARGES  If you do not pay the entire new balance within 30 days of the monthly billing date, a late charge of 1.5% on the balance then unpaid and owed will be assessed each month (if allowed by law). I realize that failure to keep this account current may result in your			
For your convenience, we offer the following metal PAYMENT IN FULL AT EACH APPOINTMENT.  Please check the option which you prefer. Cash	LATE CHARGES  If you do not pay the entire new balance within 30 days of the monthly billing date, a late charge of 1.5% on the balance then unpaid and owed will be assessed each month (if allowed by law).			
For your convenience, we offer the following metal PAYMENT IN FULL AT EACH APPOINTMENT. Please check the option which you preferCashPersonal Check	LATE CHARGES  If you do not pay the entire new balance within 30 days of the monthly billing date, a late charge of 1.5% on the balance then unpaid and owed will be assessed each month (if allowed by law). I realize that failure to keep this account current may result in your being unable to provide additional dental services except for			

# Thank you for filling out this form completely.

The information you have provided will help us serve your dental healthcare needs more effectively and efficiently. If you have any questions at any time, please ask – we are always happy to help.



### Office Policies & Financial Arrangements

We are committed to providing you with the best possible dental care and are pleased to discuss any and all of our professional fees at any time. Your clear understanding of the following information is very important to our professional dental relationship. If you have any questions or concerns, please ask one of our qualified team members.

**Payment Options with No Insurance Benefits -** Payment in full is due at each appointment. We offer up to 6 months 0% interest free financing available through Care Credit with credit approval. A service charge of 1.5% per month or 18% per year is applied to all balances that exceed 30 days. We also accept cash, check and most credit cards for payments.

**Payment Options with Insurance Benefits -** We will bill any insurance company, however, it is <u>extremely</u> important that you are familiar with your benefit plan prior to having services rendered. **It is the patient's responsibility to provide insurance plan information or we will be unable to file dental claims on your behalf.** Many insurance companies have a timely filing limit of 90 days, so failure to provide information in a timely manner may result in no payment from the insurance company.

It is important to check your dental benefit plan on a yearly basis as those benefits may have changed from a previous year. Treatment provided in another office during your current plan year may alter your copay due for services in our office. In such cases, we cannot track whether you have reached your yearly maximum benefits. We do our best to estimate what your insurance company may pay; however, it is ultimately your responsibility and not that of High Plains Dental to know your plan. Keep in mind; we provide an estimate of benefits and not a guarantee of payment. Your estimated portion is due at the time of service. Once your insurance company has paid their portion, any remainder balance is due in full within 30 days. All charges not paid by your insurance company are your responsibility, regardless of the reason for non-payment. If your insurance company has not paid your claim within 90 days of services rendered, you will need to remit payment in full to the office. You will be reimbursed when we receive payment from your insurance company. After 90 days, it will be the patient's responsibility to actively pursue payment from their insurance company.

**Limited Exams -** We will be happy to make an appointment for you to take care of your treatment needs. For limited exams, payment will be collected IN FULL at the time of service. Our policy is that we will see a patient for two limited exam appointments in our office and complete the recommended treatment associated with the exam. After two limited exam appointments, you must become an established patient by having a comprehensive exam and regular dental cleanings to continue being seen in our office.

**Broken Appointments/Short Notice Cancellations –** Appointments are reservations made for you, therefore, we request a 24-hour notice if you are unable to keep your scheduled appointment. We do understand that there are circumstances that come up such as weather, sickness, and car trouble when you are unable to give us 24 hours notice. Appointments are reserved exclusively for you. We appreciate your business and would like to work with you to maintain your dental health, but we also have a commitment to see our patients in a timely manner and the need to utilize our appointment times effectively. Our office has a policy of no more than three missed appointments without proper notice.

**Cell phones** – Cell phones may be used in our waiting room area only. All cell phones must be turned off or set to silent while in our operatories unless you have prior authorization from the doctor or hygienist.

**Cold Sores –** We do not treat patients with active cold sores, if you have a cold sore you should call to reschedule your appointment for a later date.

**Nitrous Oxide Gas –** Our policy on nitrous oxide gas is that we do not administer it while any of our staff are pregnant and working. We will set aside specific times for Nitrous Oxide gas administration if there are staff members that are pregnant.

**Minor Patients** – In the case of divorced or separated parents, it is your responsibility to have financial arrangements made before the treatment begins. Payment for services of minors is the responsibility of the adult accompanying the minor and is due at the time of service.

Consent & Authorization – Lat	uthorize dental treatment on my	self or my child and agree to pay all relat	ed fees. Fees not
covered by my dental insurance	e will be promptly paid upon not	tification from this office. Please indicate	your understanding
and acceptance of these office	e and financial policies by signin	g below.	
Printed Patient Name	Patient Date of Birth	Sianature of Patient/Leaal Guardian	Date

If you are filling this out for a minor, are you the person legally responsible?  $\Box$  Yes  $\Box$  No



### **Notice of Privacy Practices Acknowledgement**

I understand that, under the Health Insurance Portability & Accountability Act of 1996 ("HIPAA"), I have certain rights to privacy regarding my protected health information. I understand that this information can and will be used to:

- Conduct, plan and direct my treatment and follow-up among the multiple healthcare providers who may be involved in that treatment directly and indirectly.
- Obtain payment from third-party payers.
- Conduct normal healthcare operations such as quality assessments and physician certification.

I acknowledge that I can receive your Notice of Privacy Practices containing a more complete description of the uses and disclosures of my health information. I understand that this organization has the right to change its Notice of Privacy Practices from time to time and that I may contact this organization at any time at the address above to obtain a current copy of the Notice of Privacy Practices.

I understand that I may request in writing that you restrict how my private information is used or disclosed to carry out treatment, payment or health care operations. I also understand you are not required to agree to my requested restrictions, but if you do agree then you are bound to abide by such restrictions. I understand that I may withdraw or revoke my permission at any time by notifying High Plains Dental P.C. practice in writing.

In addition	to phone calls, how   Text Message	may we confirm your appointments? Please checks      Email		
May we led	ave a message on y	our answering machine at home or on your cell pho	one? □YES	□NO
May we dis	cuss your medical c	condition with any member of your family?	☐ YES	□NO
If YES, pleas	se name the memb	ers allowed:		
Patient Nar	me (Printed):			
Relationship	o to Patient:			
Signature:_		Date:_		
•	•	OFFICE USE ONLY ent's signature in acknowledgement on this Notice hable to do so as documented below:	of Privacy Practio	ces
Date:	Initials:	Reason:		

# Health History Form

# **ADA** American Dental Association®

America's leading advocate for oral health

Email: Today's Date:				
As required by law, our office adheres to written policies and procedures to protect the privarecords only and will be kept confidential subject to applicable laws. Please note that you will additional questions concerning your health. This information is vital to allow us to provide a	I be asked some question	ons about your res	ponses to this que	estionnaire and there may be
Name:  Last First Middle	Home Phone: Inclu	ide area code	Business/Cell F	Phone: Include area code
Address:	City:		State:	Zip:
Mailing address				
Occupation:	Height:	Weight:	Date of Birth:	Sex: M F
SS# or Patient ID: Emergency Contact:	Relationship:	Home Phone:	Include area code	Cell Phone: Include area code
If you are completing this form for another person, what is your relationship to that person	?			
Your Name	Relationship			
Do you have any of the following diseases or problems:	(Check DK if you L	Don't Know the ans	swer to the the qu	estion) Yes No D
Active Tuberculosis				
Persistent cough greater than a 3 week duration				
Cough that produces blood				
Been exposed to anyone with tuberculosis				
If you answer yes to any of the 4 items above, please stop and return this form to	the receptionist.			
Dental Information For the following questions, please mark (X) your name of the following questions are the following questions of the following questions are the follow	esponses to the followi	ng questions.		
Yes No DK		-		Yes No Dk
Do your gums bleed when you brush or floss?	Do you have earache	s or neck pains?		
Are your teeth sensitive to cold, hot, sweets or pressure?		•		w?
Is your mouth dry?			-	
		-		
Have you had any periodontal (gum) treatments?	_			
Have you ever had orthodontic (braces) treatment?	-			
Have you had any problems associated with previous dental treatment?				.?
Is your home water supply fluoridated?	Date of your last den		our rieau or mouth	······························· ⊔ ⊔ ⊔
Do you drink bottled or filtered water?	What was done at th			
If yes, how often? Circle one: DAILY / WEEKLY / OCCASIONALLY	What was done at th	at time:		
Are you currently experiencing dental pain or discomfort?	Date of last dental x-	-rays:		
What is the reason for your dental visit today?				
How do you feel about your smile?				
Medical Information Please mark (X) your response to indicate if you	have or have not had o	any of the following	g diseases or prob	lems.
Yes No DK				Yes No Dk
Are you now under the care of a physician?	Have you had a serio			
Physician Name: Phone: Include area code	If yes, what was the			
( )	- If yes, what was the	illiness of problem:		
Address/City/State/Zip:				
	Are you taking or hav	e you recently take	en any prescriptio	n
	or over the counter r	nedicine(s)?		
Are you in good health?	If so, please list all, in		atural or herbal pr	eparations
Has there been any change in your general health within the past year?	and/or dietary supple	ements:		
If yes, what condition is being treated?	Ī			
Date of last physical exam:				
	T. Control of the Con			

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#### Medical Information Please mark (X) your response to indicate if you have or have not had any of the following diseases or problems. (Check DK if you Don't Know the answer to the question) Yes No DK Yes No DK Do vou use controlled substances (drugs)? ...... Do you wear contact lenses?.... $\hfill\Box$ Do you use tobacco (smoking, snuff, chew, bidis)?..... Joint Replacement. Have you had an orthopedic total joint If so, how interested are you in stopping? (hip, knee, elbow, finger) replacement? Circle one: VERY / SOMEWHAT / NOT INTERESTED Date: \_\_\_\_\_\_ If yes, have you had any complications? \_\_\_\_\_ Do you drink alcoholic beverages? Are you taking or scheduled to begin taking an antiresorptive agent If yes, how much alcohol did you drink in the last 24 hours? (like Fosamax®, Actonel®, Atelvia, Boniva®, Reclast, Prolia) for osteoporosis or Paget's disease?.... ..... If yes, how much do you typically drink in a week? \_\_\_\_\_ Since 2001, were you treated or are you presently scheduled to begin WOMEN ONLY Are you: treatment with an antiresorptive agent (like Aredia®, Zometa®, XGEVA) Pregnant? for bone pain, hypercalcemia or skeletal complications resulting from Number of weeks: \_\_\_ Paget's disease, multiple myeloma or metastatic cancer?...... Date Treatment began: Yes No DK **Allergies.** Are you allergic to or have you had a reaction to: To all **yes** responses, specify type of reaction. Yes No DK Metals \_\_\_ \_\_\_\_\_ 0 0 Local anesthetics \_\_\_\_\_ Latex (rubber) \_\_\_\_\_\_ 🗆 🗆 🗆 Aspirin Hay fever/seasonal \_\_\_\_\_ Animals \_\_\_\_\_ Food $\square$ Codeine or other narcotics \_\_\_\_\_ $\square$ $\square$ Other \_\_\_\_\_ Please mark (X) your response to indicate if you have or have not had any of the following diseases or problems. Yes No DK Yes No DK Yes No DK Glaucoma ...... Autoimmune disease..... Artificial (prosthetic) heart valve...... Rheumatoid arthritis...... Hepatitis, jaundice or Previous infective endocarditis...... liver disease...... $\square$ $\square$ $\square$ Damaged valves in transplanted heart ...... Systemic lupus Epilepsy ...... erythematosus...... Congenital heart disease (CHD) Asthma...... Fainting spells or seizures ...... Unrepaired, cyanotic CHD..... Neurological disorders ...... Bronchitis ...... Repaired (completely) in last 6 months ...... $\square$ $\square$ $\square$ If yes, specify:\_\_\_\_ Repaired CHD with residual defects Sleep disorder ...... Sinus trouble ...... Do you snore?..... Except for the conditions listed above, antibiotic prophylaxis is no longer recommended Tuberculosis...... for any other form of CHD. Mental health disorders ...... □ □ □ Cancer/Chemotherapy/ Specify: \_\_\_ Radiation Treatment...... Yes No DK Yes No DK Chest pain upon exertion...... $\square$ $\square$ $\square$ Type of infection: Cardiovascular disease ......... Mitral valve prolapse..... Chronic pain ..... Pacemaker..... Kidney problems...... Diabetes Type I or II ...... Arteriosclerosis...... Rheumatic fever..... Night sweats ...... Eating disorder ..... Congestive heart failure...... Osteoporosis ..... Rheumatic heart disease....... Malnutrition ...... Damaged heart valves ..... □ □ □ Abnormal bleeding...... Persistent swollen glands Gastrointestinal disease...... in neck..... Heart attack ...... Severe headaches/ G.E. Reflux/persistent Heart murmur..... Blood transfusion...... $\square$ $\square$ $\square$ migraines ..... $\square$ $\square$ $\square$ heartburn ..... If yes, date:\_\_\_\_\_ Low blood pressure ..... Severe or rapid weight loss .... Hemophilia ...... Ulcers ...... High blood pressure..... □ □ □ Sexually transmitted disease .. $\ \square \ \square \ \square$ Thyroid problems ...... Other congenital Excessive urination ...... Stroke...... heart defects...... Arthritis ...... Has a physician or previous dentist recommended that you take antibiotics prior to your dental treatment? ...... Name of physician or dentist making recommendation: Phone: Include area code ( ) Do you have any disease, condition, or problem not listed above that you think I should know about?..... NOTE: Both doctor and patient are encouraged to discuss any and all relevant patient health issues prior to treatment. I certify that I have read and understand the above and that the information given on this form is accurate. I understand the importance of a truthful health history and that my dentist and his/her staff will rely on this information for treating me. I acknowledge that my questions, if any, about inquiries set forth above have been answered to my satisfaction. I will not hold my dentist, or any other member of his/her staff, responsible for any action they take or do not take because of errors or omissions that I may have made in the completion of this form. Signature of Patient/Legal Guardian: Date: Signature of Dentist: Date: FOR COMPLETION BY DENTIST Comments: