

# WELCOME

We would like to welcome you and your child to our office. Our goal is to make every child's visit pleasant and educational. Our practice is based on preventive care. We strive to teach good oral care that will enable your child to have a beautiful smile that lasts a lifetime.



## Tell Us About Your Child

Today's Date: \_\_\_\_\_

**Child's Name:** \_\_\_\_\_  
LAST FIRST MI

Nickname: \_\_\_\_\_  Male  Female

Child's Birthdate: \_\_\_\_/\_\_\_\_/\_\_\_\_ Child's Age: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_

Child's Home #: (\_\_\_\_) \_\_\_\_\_ SS #: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**Child's Home Address:** \_\_\_\_\_  
CITY STATE ZIP APT/CONDO #



## Person Responsible For Account

Name: \_\_\_\_\_ Relation: \_\_\_\_\_

Billing Address: \_\_\_\_\_  
CITY STATE ZIP

Hm #: (\_\_\_\_) \_\_\_\_\_ DL #: \_\_\_\_\_

Employer: \_\_\_\_\_

Wk #: (\_\_\_\_) \_\_\_\_\_ Ext: \_\_\_\_\_ SS #: \_\_\_\_\_

### Who is responsible for making appointments?

Name: \_\_\_\_\_

Wk #: (\_\_\_\_) \_\_\_\_\_ Ext: \_\_\_\_\_ Hm #: (\_\_\_\_) \_\_\_\_\_



## Who Is Accompanying The Child Today?

Name: \_\_\_\_\_ Relation: \_\_\_\_\_

Do you have legal custody of this child?  Yes  No

Whom may we Thank for referring you? \_\_\_\_\_

Other family members seen by us: \_\_\_\_\_

Previous / Present Dentist: \_\_\_\_\_

Last Visit Date: \_\_\_\_\_

Parent's Marital Status:  Single  Widowed  Partnered  
 Married  Divorced  Separated



## Primary Dental Insurance

Insurance Co. Name: \_\_\_\_\_

Insurance Co. Address: \_\_\_\_\_

Insurance Co. Phone #: (\_\_\_\_) \_\_\_\_\_

Group # (Plan, Local, or Policy #): \_\_\_\_\_

**Policy Owner's Name:** \_\_\_\_\_

Relationship to Patient: \_\_\_\_\_

**Policy Owner's Birthdate:** \_\_\_\_/\_\_\_\_/\_\_\_\_ ID#: \_\_\_\_\_

**Policy Owner's Employer:** \_\_\_\_\_

Employer's Address: \_\_\_\_\_

Orthodontic Coverage?  Yes  No



## Mother's Information: Step Mother Guardian

Name: \_\_\_\_\_ Birthdate: \_\_\_\_/\_\_\_\_/\_\_\_\_

Hm #: (\_\_\_\_) \_\_\_\_\_ Cell #: (\_\_\_\_) \_\_\_\_\_

Employer: \_\_\_\_\_ Wk #: (\_\_\_\_) \_\_\_\_\_

SS #: \_\_\_\_\_ DL #: \_\_\_\_\_

## Father's Information: Step Father Guardian

Name: \_\_\_\_\_ Birthdate: \_\_\_\_/\_\_\_\_/\_\_\_\_

Hm #: (\_\_\_\_) \_\_\_\_\_ Cell #: (\_\_\_\_) \_\_\_\_\_

Employer: \_\_\_\_\_ Wk #: (\_\_\_\_) \_\_\_\_\_

SS #: \_\_\_\_\_ DL #: \_\_\_\_\_

## Secondary Dental Insurance

Insurance Co. Name: \_\_\_\_\_

Insurance Co. Address: \_\_\_\_\_

Insurance Co. Phone #: (\_\_\_\_) \_\_\_\_\_

Group # (Plan, Local, or Policy #): \_\_\_\_\_

**Policy Owner's Name:** \_\_\_\_\_

Relationship to Patient: \_\_\_\_\_

**Policy Owner's Birthdate:** \_\_\_\_/\_\_\_\_/\_\_\_\_ ID#: \_\_\_\_\_

**Policy Owner's Employer:** \_\_\_\_\_

Employer's Address: \_\_\_\_\_

Orthodontic Coverage?  Yes  No

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**Why did you bring the child to the dentist today?** \_\_\_\_\_

\_\_\_\_\_

Has the child ever had a serious / difficult problem associated with previous dental work?  Yes  No

Is the child's water fluoridated?  Yes  No

Is the child taking fluoridated supplements?  Yes  No

Has the child ever had any pain / tenderness in his / her jaw joint (TMJ / TMD)?  Yes  No

Does the child brush his / her teeth daily?  Yes  No

Floss his / her teeth daily?  Yes  No

Child's Physician: \_\_\_\_\_

Phone #: (\_\_\_\_) \_\_\_\_\_ Date of Last Visit: \_\_\_\_\_

Is the child currently under the care of a physician?  Yes  No

Please describe the child's current physical health:  
 Good  Fair  Poor

Has your child ever taken Fosamax, or any other bisphosphonate?  Yes  No

Has your child ever taken Phen-Fen?  Yes  No

Please list all drugs that the child is currently taking: \_\_\_\_\_

\_\_\_\_\_

Please list all drugs/materials that the child is allergic to: \_\_\_\_\_

\_\_\_\_\_

Latex?  Yes  No Metals/Nickel?  Yes  No Plastic?  Yes  No

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**Has the child ever had any of the following medical problems?**

- |  |  |
|--|--|
| <input type="checkbox"/> Y <input type="checkbox"/> N Abnormal Bleeding                  | <input type="checkbox"/> Y <input type="checkbox"/> N Diabetes                     |
| <input type="checkbox"/> Y <input type="checkbox"/> N ADD/ADHD                           | <input type="checkbox"/> Y <input type="checkbox"/> N Handicaps / Disabilities     |
| <input type="checkbox"/> Y <input type="checkbox"/> N Allergies to any drugs             | <input type="checkbox"/> Y <input type="checkbox"/> N Hearing Impairment           |
| <input type="checkbox"/> Y <input type="checkbox"/> N Any Hospital Stays                 | <input type="checkbox"/> Y <input type="checkbox"/> N Heart Murmur                 |
| <input type="checkbox"/> Y <input type="checkbox"/> N Any Operations                     | <input type="checkbox"/> Y <input type="checkbox"/> N Hemophilia                   |
| <input type="checkbox"/> Y <input type="checkbox"/> N Artificial Bones / Joints / Valves | <input type="checkbox"/> Y <input type="checkbox"/> N Hepatitis                    |
| <input type="checkbox"/> Y <input type="checkbox"/> N Asthma                             | <input type="checkbox"/> Y <input type="checkbox"/> N HIV+ / AIDS                  |
| <input type="checkbox"/> Y <input type="checkbox"/> N Cancer                             | <input type="checkbox"/> Y <input type="checkbox"/> N Kidney / Liver Problems      |
| <input type="checkbox"/> Y <input type="checkbox"/> N Congenital Heart Defect            | <input type="checkbox"/> Y <input type="checkbox"/> N Rheumatic / Scarlet Fever    |
| <input type="checkbox"/> Y <input type="checkbox"/> N Convulsions / Epilepsy             | <input type="checkbox"/> Y <input type="checkbox"/> N Sickle Cell Disease / Traits |
|  | <input type="checkbox"/> Y <input type="checkbox"/> N Tuberculosis (TB)            |

Please discuss any serious medical problems that the child has had:

\_\_\_\_\_

\_\_\_\_\_

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**Does/did the child have any of the following habits?**

- |  |  |
|--|--|
| <input type="checkbox"/> Y <input type="checkbox"/> N Lip Sucking / Biting | <input type="checkbox"/> Y <input type="checkbox"/> N Nursing Bottle Habits  |
| <input type="checkbox"/> Y <input type="checkbox"/> N Nail Biting          | <input type="checkbox"/> Y <input type="checkbox"/> N Thumb / Finger Sucking |

**Our office is HIPAA Compliant and is committed to meeting or exceeding the standards of infection control mandated by OSHA, the CDC and the ADA.**

Neighbor or Relative not living with you.

Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_

CITY STATE ZIP

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I understand that the information that I have given is correct to the best of my knowledge, that it will be held in the strictest of confidence and it is my responsibility to inform this office of any changes in my child's medical

status. I authorize the dental staff to perform the necessary dental services my child may need.

Signature \_\_\_\_\_ Date \_\_\_\_\_

The Parent or Guardian who accompanies the child is responsible for payment at time of service unless prior arrangements have been approved.

## OFFICE USE ONLY OFFICE USE ONLY OFFICE USE ONLY OFFICE USE ONLY OFFICE USE ONLY

I verbally reviewed the medical / dental information above with the parent / guardian & patient named herein.

Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Doctor's Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Medical History Update

1. Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

2. Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

# Ashland Dental Arts

Welcome!

All of us at Ashland Dental Arts are committed to providing you and your family with quality dental care with reasonable fees. We feel a clear understanding of your responsibilities is essential to the well being of our relationship. If you should have any questions, please feel free to ask.

## Financial Policy:

Payment, in full, is due at the time of service. For your convenience, we accept cash, personal checks, debit cards, Amex, Discover, Mastercard, Visa and CareCredit.

## Patients with Dental Insurance:

Please provide us with a current dental card or dental insurance information. We will contact your benefits provider to verify dental coverage and request a breakdown of your dental benefits.

We will do our best to explain your coverage to you. Your co-insurance (co-pay) is due at the time of service. We will file claims and accept payments from your benefit provider on your behalf. Claims that are denied twice will become your responsibility. It is also the patient's responsibility to keep up with the insurance benefits remaining; we will help you with this to the best of our ability.

Returned checks are subject to a \$40 returned check fee.

## Please read the following carefully and sign where indicated:

If my account is turned over to an attorney for collections, I understand that I will be responsible for any additional fees added to my account, including, but not limited to, billing and service charges, legal fees and court costs.

I have read and understand the above mentioned policies.

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Signature

Print Name

Date

*Effective 3/1/17*

## Cancellation and Broken Appointment Policy

We understand that illness, emergencies, flat tires and bad weather do occur. We ask our patients to give us 48 hours notice, whenever possible, if they cannot keep an appointment. This allows us time to fill our schedule with other patients who may be waiting.

### Policy and Fees:

Cancellation or rescheduling of an appointment with **48 hours or more** notice – **no charge**

Cancellation or rescheduling of an appointment **less than 48 hours and up to 24 hours** may or may not be considered a broken appointment; it will be at our discretion.

### Failure to give 24 hour advance notice:

- We allow for one (1) broken appointment within a 12 month period
- Any additional broken appointments within a 12 month period will be charged a fee
  - \$50 for a hygiene appointment (cleaning and check-up)
  - \$75 for a doctor's appointment scheduled for an hour or less, each additional hour incurs an additional fee of \$50

Definition of "Broken Appointment": A broken appointment is when you

- Cancel or reschedule an appointment with **less than 24 hours notice**
- Do not show up for the scheduled appointment

Our number one concern is our patient's dental health. Providing services in a timely manner is critical to accomplish that goal. Our other goal is to keep the cost of dental services. As economical as possible. The appointment you schedule for treatment is reserved for you and your treatment only. When you fail to keep your appointment without providing us adequate notice, this adds to the overall cost of care, as trained professionals and dental facilities are not being utilized.

We appreciate your understanding and consideration regarding our appointment policy and if you have any questions or concerns, never hesitate to ask us at Ashland Dental Arts.

I have read and understand the above mentioned policy.

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Signature

Print Name

Date

**Ashland Dental Arts**  
**HIPAA Consent and Release Form**

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Our notice of Privacy Practices provides information about how we may use and disclose your protected health information. It contains a section on Patient Rights outlining your rights under the law. You have a right to view our Notice before signing this consent. The terms of our Notice may change. If so, you may obtain a copy by contacting our office.

You have a right to request that we restrict how your protected health information is used or disclosed for treatment, payment and healthcare operations. We are not required to agree to such restriction but if we agree, we will honor that agreement.

By signing this form, you agree to our use and disclosure of your protected health information for treatment, payment and healthcare operations. You have a right to revoke this consent, in writing signed by you. Such a revocation will not affect any disclosures already made in reliance upon your prior consent. This form is provided to comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

The patient (or responsible party) understands that:

- Protected health information may be disclosed for purposes of treatment, payment and healthcare operations, or for other purposes permitted or required by law.
- The office has a Notice of Privacy Practices and the patient has the opportunity to review the Notice.
- The office reserves the right to change the Notice of Privacy Practices.
- The patient has the right to restrict the use of their information but the office does not have to agree to the restrictions.
- The patient has the right to revoke this consent in writing and all future disclosures will then cease.

\_\_\_\_\_  
**Signature (Patient or Responsible Party)**

\_\_\_\_\_  
Date

[ ] self [ ] resp. party

**Do you give permission to discuss your medical information with anyone else?**

[ ] YES [ ] NO

**If yes:**

Name:

Relationship:

Telephone:

Name:	Relationship:	Telephone:

**May we leave personal medical information on your voicemail/answering machine? [ ] YES [ ] NO**

**If yes, please provide the number we may use to leave the information:** \_\_\_\_\_

Pharmacy Name: \_\_\_\_\_

Pharmacy Address: \_\_\_\_\_

Pharmacy Phone Number: \_\_\_\_\_