

Patient Registration

ID: _____ Chart ID: _____

First Name: Last Name: Middle Initial:

Patient Is: Policy Holder Preferred Name:
 Responsible Party

Responsible Party (if someone other than the patient)

First Name: Last Name: Middle Initial:

Address: Address 2:

City: State: Zip: Pager:

Home Phone: Work Phone: Ext: Cellular:

Birth Date: Soc Sec: Drivers Lic:

Responsible Party is also a Policy Holder for Patient Primary Insurance Policy Holder Secondary Insurance Policy Holder

Patient Information

Address: Address 2:

City: State: Zip: Pager:

Home Phone: Work Phone: Ext: Cellular:

Sex: Male Female Marital Status: Married Single Divorced Separated Widowed

Birth Date: Age: Soc. Sec: Drivers Lic:

E-mail: I would like to receive correspondences via e-mail.

----- Section 2 -----

Employment Status: Full Time Part Time Retired

Student Status: Full Time Part Time

Medicaid ID: Pref. Dentist:

Carrier ID: Pref. Hyg.:

Employer ID: Pref. Pharmacy:

----- Section 3 -----

Who referred you?:

Last cleaning/x-ray?:

Are you pleased with:

Tooth Shade?

Smile?

Previous Treatment?

Primary Insurance Information

Name of Insured: Relationship to Insured: Self Spouse Child Other

Insured Soc. Sec: Insured Birth Date:

Employer: Insurance Company:

Address: Address:

Address 2: Address 2:

City: State: Zip: City: State: Zip:

Rem. Benefits: Rem. Deduct:

Secondary Insurance Information

Name of Insured: Relationship to Insured: Self Spouse Child Other

Insured Soc. Sec: Insured Birth Date:

Employer: Insurance Company:

Address: Address:

Address 2: Address 2:

City: State: Zip: City: State: Zip:

Rem. Benefits: Rem. Deduct:

Patient Name:

Birth Date:

Date Created:

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

Have you ever been hospitalized or had a major operation? Yes No If yes

Have you ever had a serious head or neck injury? Yes No If yes

Are you taking any medications, pills, or drugs? Yes No If yes

Do you take, or have you taken, Phen-Fen or Redux? Yes No If yes

Have you ever taken Fosamax, Boniva, Actonel or any other medications containing bisphosphonates? Yes No If yes

Are you on a special diet? Yes No

Do you use tobacco? Yes No

Women: Are you...

Pregnant/Trying to get pregnant? Nursing? Taking oral contraceptives?

Are you allergic to any of the following?

Aspirin Penicillin Codeine Acrylic
 Metal Latex Sulfa Drugs Local Anesthetics

Do you use controlled substances? Yes No If yes

Other? If yes

Do you have, or have you had, any of the following?

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

Have you ever had any serious illness not listed Yes No If yes

Comments:

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:

X

Date: _____

Creekside Dentistry, LLC

Owner: Dr. Stewart Helton and Dr. Beau Upshaw

Acknowledgement of Receipt of HIPAA Policies and Procedures

* You May Refuse to Sign This Acknowledgment*

Purpose: This form is used to obtain acknowledgement of receipt of our Notice of Privacy Practices or to document our good faith effort to obtain that acknowledgement.

I have received and reviewed a copy of our dental practice's privacy, security and breach notification policies and procedures.

I understand that I should ask our dental practice's Privacy Official if I have any questions about these policies and procedures. **Initial:** _____

Financial Policies and Permission to File Insurance

For your convenience, we accept VISA, MASTERCARD, DISCOVER, AMERICAN EXPRESS and PERSONAL CHECKS. Our extended payment plan is available through CARE CREDIT.

Agreement to pay: The undersigned accept the fees charged as a lawful debt and promises to pay said fees including the costs of collection, attorney fees and court costs if such are necessary.

In regards to separated or divorced parents/guardians, the parent who brings the child to the office is responsible for the account. The office will not bill the other parent/guardian. The office will file insurance for each of our patients but will need all insurance information on the subscriber. This is your responsibility to obtain.

I authorize release of information to all insurance companies and permit this copy of my signature to be kept on file for processing dental insurance claims for myself or my child(ren).

I agree to pay my deductible and any portion of the dental fee not covered by my dental insurance plan at the time of service and I hereby authorize and direct payment of the dental benefits otherwise payable to me, directly to the above named dental entity. **Initial:** _____

Patient name (Print name of patient being seen) : _____

DOB: _____

I, _____, have received a copy of Creekside Dentistry, LLC's 'Notice of Privacy Practices' and 'Financial Policies', and understand this also covers my children under the age of 18.

Signature _____ **Date:** _____

For Office 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)

OFFICE POLICY AND PROCEDURES



Patient's name: _____ Date: _____

Please initial below to acknowledge you have read and understand the following:

_____ **EMERGENCY VISITS:** If you or your child are needing an emergency visit, please try and schedule as early in the day as possible. We work by appointment only; no walk- ins. **Patients arriving later than 15 minutes after the scheduled appointment time will have to reschedule for a later date.** Please be courteous and notify us as soon as possible if you will not be keeping the appointment so that we may offer it to another patient.

_____ **NO SHOW/MISSED APPOINTMENT:** Missed appointment will be charged a \$50 "no show fee"; these fees are not covered by insurance. To avoid such fees please attended all scheduled appointments or give us a minimum 48-hour notice. Please note that three consecutive "no shows" in a calendar year will result in the dismissal from the practice.

_____ **PREMISSION TO TREAT:** If someone other than a parent /guardian is bringing the patient please insure they have all necessary paperwork and a method of payment.

_____ **CONDUCT CODE:** Our practice fosters the environment of mutual respect among staff and the families we serve. We understand that our day to day stressors can make us irritable, however we value our well-trained staff and very much want to keep them. As such we do not tolerate verbal abuse to them. Any episodes of such will result in dismissal from our practice

_____ **INSURANCE:** To properly file your insurance claim(s), we must obtain a current copy of your insurance card. This will help your insurance pay your claims in a timely manner and save you from being billed. In the event you do not provide proof- of -insurance, payment will be expected at the time of service. Further, **if you provide us with incorrect insurance information you will be responsible for the bill.**

_____ **PRESCRIPTION REFILLS:** For our patient who use premedication please let our office know 72 hours before your scheduled appointment to ensure your medication will be ready.

Financial Agreement

Our goal is to provide the highest quality of dental care possible and to have clear communication regarding all office policies.

ALL ACCOUNTS ARE DUE AND PAYABLE AT TIME OF SERVICE. If a procedure requires multiple appointments, payment is required in full at the first appointment.

Payment options: Cash, Check, Credit Card (MasterCard, VISA, Discover, or American Express), and Care Credit (feel free to ask our staff about this program).

PATIENTS WITH INSURANCE: The PATIENT is responsible for the ESTIMATED non-covered portion, procedures, and/or deductibles at the time of the service, and the PATIENTS RESPONSIBLE PARTY will also be responsible for any balance remaining after insurance pays. If the insurance company does not pay after 90 days, we will bill you directly for the full balance.

PARENTS OF PATIENTS: If you are not accompanying your child to an appointment you must make PRIOR arrangements for payment (cash, check, or credit card authorization). Parents or guardians of patients under the age of 18 are financially responsible for payment.

There is a \$30.00 processing charge for non-sufficient funds or returned checks.

Accounts with an outstanding balance over 90 days will be turned over to collections.

**** PLEASE READ **** To ensure that we can continue to provide the exceptional quality to all of our patients we ask that all appointments be canceled at least 48 business hours in advance. Because instruments, time, and personnel are reserved exclusively for you or your family member, there is a \$50 CHARGE for late cancelations. We appreciate your cooperation in making this possible.

PRINT NAMES AND DOB FOR ALL PATIENTS ATTENDING CREEKSIDE DENTISTRY:

_____ DOB: _____

_____ DOB: _____

_____ DOB: _____

_____ DOB: _____

_____ DOB: _____

By signing this agreement I _____ (Please Print), agree to the financial terms stated above.

Signature _____ Date: _____