



# TOMALTY DENTAL CARE

— A FAMILY TRADITION SINCE 1977 —

*Welcome*

## PATIENT INFORMATION

Patient Name: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Soc. Sec. #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Birth date: \_\_\_/\_\_\_/\_\_\_ DL#: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Sex:  M  F Marital Status:  Single  Married  Divorced  Other

Are you an active user of any of the following? Please circle all that apply:

Facebook      Yelp      Google/Gmail      Twitter      Angie's List

What is your preferred method of communication? Please circle all that apply:

Text      Email      Home Phone      Cell Phone

Who should we thank for referring you?

- |  |                                      |   |
|--|--------------------------------------|---|
| <input type="checkbox"/> Another Patient (Name): _____ | <input type="checkbox"/> Yelp        | <input type="checkbox"/> Angie's List   |
| <input type="checkbox"/> Place of employment           | <input type="checkbox"/> Facebook    | <input type="checkbox"/> Magazine       |
| <input type="checkbox"/> Dental Office                 | <input type="checkbox"/> Our Website | <input type="checkbox"/> Event/ Charity |
| <input type="checkbox"/> Post Card                     | <input type="checkbox"/> Insurance   | <input type="checkbox"/> Location       |
|  | <input type="checkbox"/> Google      |   |
|  | <input type="checkbox"/> Radio       |   |
|  | <input type="checkbox"/> Other       |   |

Please read carefully below

I, THE UNDERSIGNED HEREBY AUTHORIZE THE DOCTOR TO TAKE X-RAYS, STUDY MODELS, PHOTOGRAPHS, OR ANY OTHER DIAGNOSTIC AIDS DEEMED APPROPRIATE BY THE DOCTOR TO MAKE A THOROUGH DIAGNOSIS OF THE PATIENTS DETERMINED NEEDS. I ALSO AUTHORIZE TOMALTY DENTAL CARE TO PERFORM ANY AND ALL FORMS OF TREATMENT, MEDICATION THAT MAY BE INDICATED. I ALSO UNDERSTAND THAT THE USE OF ANESTHETIC AGENTS EMBODIES A CERTAIN RISK AND UNDERSTAND THAT MY DENTAL INSURANCE IS A CONTRACT BETWEEN THE INSURANCE CARRIER AND ME, AND BETWEEN THE INSURANCE CARRIERS AND TOMALTY DENTAL CARE, AND THAT I AM FULLY RESPONSIBLE FOR ALL DENTAL FEES. THESE FEES ARE DUE AND PAYABLE AT THE TIME OF SERVICE. I ALSO ASSIGN ALL INSURANCE BENEFITS TO TOMALTY DENTAL CARE AND PAYMENTS RECEIVED BY THE DOCTOR FROM MY INSURANCE COVERAGE WILL BE CREDITED TO MY ACCOUNT AND WILL BE REFUNDED TO ME, UPON REQUEST, IF I HAVE PAID THE DENTAL FEES INCURRED. I FURTHER UNDERSTAND THAT AN ADDITIONAL CHARGE WILL BE ADDED TO ANY OVERDUE BALANCE. I HAVE READ AND UNDERSTAND THE NOTICE OF PRIVACY PRACTICE AS REQUESTED BY THE HEALTH INSURANCE PORTABILITY & ACCOUNTABILITY ACT OF 1996 ("HIPAA").

Patient Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

## INSURANCE

Policy Holder: \_\_\_\_\_ Birth Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Soc. Sec. #: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Relationship to Patient: \_\_\_\_\_

Employer: \_\_\_\_\_ Insurance Company: \_\_\_\_\_

Subscriber I.D. #: \_\_\_\_\_ Group #: \_\_\_\_\_

## DENTAL HISTORY

Former Dentist: \_\_\_\_\_ City/ State: \_\_\_\_\_

Date of last dental visit: \_\_\_\_\_ Date of Last X-Rays: \_\_\_\_\_

How often do you floss? \_\_\_\_\_ How often do you brush? \_\_\_\_\_

Why did you leave your previous dentist? \_\_\_\_\_

Reason for your visit today: \_\_\_\_\_

Type of tooth brush?  Soft  Medium  Hard  Electric Oral Irrigator?  Yes  No

Please check all that apply:

- |  |   |  |   |
|--|---|--|---|
| <input type="checkbox"/> Loose teeth/ Fillings | <input type="checkbox"/> Bad Breath         | <input type="checkbox"/> Grinding Teeth      | <input type="checkbox"/> Bleeding Gums                  |
| <input type="checkbox"/> Orthodontic Treatment | <input type="checkbox"/> Frequent Headaches | <input type="checkbox"/> Lip or Cheek Biting | <input type="checkbox"/> Jaw Difficulty: Clicking/ Pain |
| <input type="checkbox"/> Periodontal Treatment | <input type="checkbox"/> Tooth Pain         | <input type="checkbox"/> Sleep Apnea         | <input type="checkbox"/> Jaw, Head, or Neck Injuries    |

Sensitivity To:  Cold  Hot  Sweets  When Biting  None

Do you have or have had any of the following:

- Dentures  Partial Dentures  Braces  Invisalign  Orthodontic Retainer

# MEDICAL HISTORY

Physicians Name: \_\_\_\_\_ Date of Last Visit: \_\_\_\_\_

- Are you currently under medical treatment?  Yes  No
- Have you ever had any serious illnesses or operations?  Yes  No

Please describe if so: \_\_\_\_\_

Please list any and all current or past medical conditions:

- Are you currently taking any medication (including antibiotics)?  Yes  No

Please describe if so: \_\_\_\_\_

- Do you smoke or use chewing tobacco?  Yes  No      Are you pregnant?  Yes  No
- Do you have any dental implants?  Yes  No    If so, where? \_\_\_\_\_ (top; bottom; right; left)
- Have you ever had any allergic reactions to the following:

- Local Anesthetics     Penicillin or Other Antibiotics     Sulfa Drugs     Aspirin     Latex/ Sulfa     Iodine
- Nitrous Oxide     Barbiturates (sleeping pills)     Tetracycline     Codeine     Erythromycin     Epinephrine

- Have you ever taken any of the following:

- Actonel     Aredia     Boniva     Fosamax     Reclast     Zometa     Herbal Supplements
- Bisphosphonate     Recreational Drugs

Please check all that apply:

- Aids     Chemical Dependency     Headaches     Kidney Disease     Rheumatic Fever
- Anemia     Chemotherapy     Heart Murmur     Liver Disease     Scarlet Fever
- Arthritis     Circulatory Problems     Heart Problems     Low Blood Pressure     Shortness of Breath
- Artificial Heart Valves     Hepatitis –type-     Mitral Valve Prolapsed     Sinus Trouble
- Artificial Joints     Congenital Heart Disease     Herpes     Nervous Problems     Stroke
- Asthma     Cortisone Treatment     High Blood Pressure     Pins, Plates, Screws     Swollen neck Gland
- Back Problems     Diabetes     HIV Positive     Pacemaker     Thyroid Problems
- Bleeding     Epilepsy     Hypoglycemic     Psychiatric Care     Tonsillitis
- Blood Disease     Fainting or Dizziness     Jaundice     Radiation Treatment     Tuberculosis
- Cancer     Glaucoma     Jaw Pain     Respiratory Disease     Ulcers
- Cardiovascular Disease

Patient Signature: \_\_\_\_\_

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

## YOUR SMILE

•Is there anything about your smile that you would like to change?

- |  |   |
|--|---|
| <input type="checkbox"/> Make my teeth whiter                                | <input type="checkbox"/> Make my teeth straighter   |
| <input type="checkbox"/> Replace silver fillings with tooth colored fillings | <input type="checkbox"/> Replace missing teeth      |
| <input type="checkbox"/> Replace old crowns                                  | <input type="checkbox"/> Close spaces between teeth |
| <input type="checkbox"/> Repair broken, chipped, or worn teeth               | <input type="checkbox"/> Have a smile makeover      |

Please rate the following from 1 to 5 (5 being the highest )

•How important is your dental health to you?

- 1    2    3    4    5

•How would you rate your current dental health?

- 1    2    3    4    5

•What are your long term dental goals? \_\_\_\_\_

\_\_\_\_\_

•How can we help you meet your goals? \_\_\_\_\_

\_\_\_\_\_

# Notice of Privacy Practice

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

The Health Insurance Portability & Accountability Act of 1996 ("HIPAA") is a federal program that requires all medical records and other individually identifiable health information used or disclosed by us in any form, whether electronically, on paper, or orally, are kept properly confidential. This Act gives you, the patient, significant new rights to understand and control how your health information is used. HIPAA provides penalties for covered entities that misuse personal health information.

As required by HIPAA, we have prepared this explanation of how we are required to maintain the privacy of your health information and how we may use and disclose your health information. If you sign a Consent Form, we may use and disclose your medical records only for each of the following purposes: treatment, payment and healthcare operations.

- **Treatment** means providing, coordinating, or managing healthcare and related services by one or more healthcare providers. An example of this would include teeth cleaning services.
- **Payment** means such activities as obtaining reimbursement for services, confirming coverage, billing or collection activities, and utilization review. An example of this would be sending a bill for your visit to your insurance company for payment.
- **Healthcare operations** include the business aspects of running our practice, such as conducting quality assessment and improvement activities, auditing functions, cost management analysis, and customer service. An example would be an internal quality assessment review.

We may also create and distribute de-identified health information by removing all references to individually identifiable information. We may, without prior consent, use or disclose protected health information to carry out treatment, payment, or healthcare operations in the following circumstances:

- In emergency treatment situations, if we attempt to obtain such consent as soon as reasonably practicable after the delivery of such treatment;
- If we are required by law to treat you, and we attempt to obtain such consent but are unable to obtain such consent; or  
If we attempt to obtain your consent but are unable to do so due to substantial barriers to communicating with you, and we determine that, in our professional judgment, your consent to receive treatment is clearly inferred from the circumstances.

We may contact you to provide appointment reminders or information about treatment alternatives or other health-related benefits and services that may be of interest to you.

Any other uses and disclosures will be made only with your written authorization. You may revoke such authorization in writing and we are required to honor and abide by that written request, except to the extent that we have already taken actions relying on your authorization. You have the following rights with respect to your protected health information, which you can exercise by presenting a written request to the Privacy Officer:

- The right to request restrictions on certain uses and disclosures of protected health information, including those related to disclosures to family members, other relatives, close personal friends, or any other person identified by you. We are, however, not required to agree to a requested restriction. If we do agree to a restriction, we must abide by it unless you agree in writing to remove it.
- The right to reasonable requests to receive confidential communications of protected health information from us by alternative means or at alternative locations.
- The right to inspect and copy your protected health information.
- The right to amend your protected health information.
- The right to receive an accounting of disclosures of protected health information.
- The right to obtain a paper copy of this notice from us upon request.

We are required by law to maintain the privacy of your protected health information and to provide you with notice of our legal duties and privacy practices with respect to protected health information. This notice is effective as of October 17, 2002 and we are required to abide by the terms of the Notice of Privacy Practices currently in effect. We reserve the right to change the terms of our Notice of Privacy Practices and to make the new notice provisions effective for all protected health information that we maintain. We will post and you may request a written copy of a revised Notice of Privacy Practices from this office. You have recourse if you feel that your privacy protections have been violated. You have the right to file a formal, written complaint with us at the address below, or with the Department of Health & Human Services, Office of Civil Rights, about violations of the provisions of this notice or the policies and procedures of our office. We will not retaliate against you for filing a complaint.

- I do NOT authorize any information to be discussed with any family members or friends.
- I authorize information about treatment or appointments to be discussed with the following person(s): \_\_\_\_\_

\_\_\_\_\_  
I have read and understand the above information.

\_\_\_\_\_  
Patient Signature

\_\_\_\_\_  
Date

# FINANCIAL POLICY

Thank you for choosing Tomalty Dental Care. Our primary mission is to deliver the best and most comprehensive dental care available. An important part of the mission is making cost of optimal care as easy and manageable for our patients as possible by offering several payments options.

## **Payment Options:**

You can choose from:

- Check, Visa, MasterCard, American Express or Discover Card
- Convenient Monthly Payment Options (1) from Citihealth or Carecredit
  - o Allow you to pay over time
  - o No annual fees or pre-payment penalties

## **Please note:**

Tomalty Dental Care requires payment at the beginning of your treatment. If you choose to discontinue care before treatment is complete, your refund will be determined upon review of your case.

For patients with dental insurance we are happy to work with your carrier to maximize your benefit and directly bill them for reimbursement for your treatment. (2)

There is no fee for patients who miss or cancel appointments, but we do ask that you give us a 24 hour notice prior to your appointment.

Tomalty Dental Care charges \$30.00 for returned checks.

If you have any questions, please do not hesitate to ask.

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Patient, Parent or Guardian Signature

Date

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Patient Name (Please Print)

- (1) Subject to credit approval
- (2) However, if we do not receive payment from your insurance carrier within 30 days, you will be responsible for payment of your treatment fees and collection of your benefits directly from your insurance carrier.