

# *Bellaire Periodontics*

## PATIENT INFORMATION

Date: _____		<input type="checkbox"/> NEW PATIENT	<input type="checkbox"/> UPDATE
Patient: _____			
LAST	FIRST	MI	PREFERRED
<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	<input type="checkbox"/> CHILD* <input type="checkbox"/> STUDENT**	<input type="checkbox"/> SINGLE <input type="checkbox"/> MARRIED <input type="checkbox"/> DIVORCED <input type="checkbox"/> WIDOWED	TITLE
*IF CHILD, PROVIDE PARENT/GUARDIAN NAME(S) BELOW: _____		**IF STUDENT, PLEASE COMPLETE: <input type="checkbox"/> FULL-TIME <input type="checkbox"/> PART-TIME	
PARENT/GUARDIAN NAME(S)		SCHOOL/LOCATION	
Patient Date of Birth: _____		Patient SSN: _____	
Address: _____		HOME: _____	
ADDRESS LINE 1		CELL: _____	
ADDRESS LINE 2		OTHER: _____	
CITY	ST	ZIP CODE	PAGER: _____
E-Mail: _____		FAX: _____	
Referral? <input type="checkbox"/> Yes <input type="checkbox"/> No		Referred by: _____	

## EMERGENCY INFORMATION

In case of emergency, please provide information for the nearest relative or designated contact person not at the patient's address:

NAME _____	RELATIONSHIP _____	Tel: _____
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## EMPLOYMENT INFORMATION

Employer: _____		Occupation: _____	
Address: _____		WORK: _____	
ADDRESS LINE 1		DIRECT: _____	
ADDRESS LINE 2		OTHER: _____	
CITY	ST	ZIP CODE	PAGER: _____
E-Mail: _____		FAX: _____	

## INSURANCE INFORMATION

Subscriber: _____		PREFERRED		TITLE	
LAST	FIRST	MI	Subscriber SSN: _____		
Subscriber Date of Birth: _____		Subscriber Employer: _____			
Subscriber Employer: _____		Patient Relationship to Subscriber: <input type="checkbox"/> SELF <input type="checkbox"/> SPOUSE <input type="checkbox"/> CHILD <input type="checkbox"/> OTHER			
<b>PRIMARY INSURANCE CARRIER:</b>					
Group/Policy No.: _____		ID No.: _____			
Address: _____		CITY		ST	ZIP CODE
_____		_____		TEL: _____	TOLL-FREE: _____
_____		_____		FAX: _____	_____
<b>SECONDARY INSURANCE CARRIER:</b>					
Group/Policy No.: _____		ID No.: _____			
Address: _____		CITY		ST	ZIP CODE
_____		_____		TEL: _____	TOLL-FREE: _____
_____		_____		FAX: _____	_____

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

Do you use controlled substances?  Yes  No If yes

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

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 above?  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: \_\_\_\_\_

## Written Financial Policy

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

### Payment Options:

You can choose from:

- Cash, Check, Visa, MasterCard or American Express

We offer a 5% accounting courtesy to patients who pay for their treatment with cash or check at consultation appointment for treatment plans of \$500 or more. **(NON –INSURED PATIENTS ONLY)**

- Convenient Monthly Payment Options<sup>1</sup> from Care Credit Healthcare Credit Card & The Lending Club

- Allow you to pay over time
- No annual fees or pre-payment penalties

Please note:

Bellaire Periodontics requires payment at the beginning of your treatment.

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.<sup>2</sup>

For patients with medical insurance, we will work with your carrier and directly bill them. However, if they will consider your services as a covered benefit, we collect up front and reimburse you once they have paid.

Bellaire Periodontics charges \$25 for returned checks.

If you have any questions, please do not hesitate to ask. We are here to help you get the dentistry you want or need.

<sup>1</sup>Subject to credit approval

<sup>2</sup>However, if we do not receive payment from your insurance carrier within 90 days, you will be responsible for payment of your treatment fees and collection of your benefits directly from your insurance carrier.

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

## Regarding Insurance

We will accept assignment of insurance benefits. This means that your insurance carrier will pay us instead of you. However your insurance policy is a contract between you and your insurance carrier. We have no control over their decisions and the amount they decide to pay.

Before filing a claim on your behalf, we will attempt to verify your coverage and calculate your deductible and co-payments as accurately as possible. All deductibles and co-payments are due at the time of service.

You should be aware that your insurance carrier will not guarantee payment over the telephone. We will not know the exact amount they will pay until they respond to the claim. Regardless of what your insurance decides to pay, you remain fully responsible for payment of your bill. Once payment is received on your claim, we will send you a bill for any balance remaining on your account.

If we do not receive payment from your insurance carrier within **90 days**, you will be responsible for payment of your treatment fees and collection of your benefits directly from your insurance carrier.

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

# Cancellation Policy

Here at **Bellaire Periodontics** we strive to render excellent dental care to all our patients. In an attempt to be consistent with this, we have an Appointment Cancellation Policy that allows us to accommodate all our patients. When an appointment is scheduled, that special time has been reserved for you and when it is missed, that time cannot be made available to another patient.

For Hygiene appointments we request a 48 hour notice for canceling or rescheduling appointments. If we do not receive a 48 hour notice, you will be charged a \$75 cancellation fee.

For Surgery visits we request one week notice for canceling or rescheduling appointments. If we do not receive a one week notice you will be charged a \$125 cancellation fee.

We value all of our patients and we sincerely appreciate your cooperation.

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

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

# BELLAIRE PERIODONTICS

## HIPAA AUTHORIZATION FOR RELEASE OF PROTECTED HEALTH INFORMATION

("Authorization")

I acknowledge that I have received a copy of this Dental Practice's **HIPAA Notice of Privacy Practices**.

\_\_\_\_\_  
Patient Name (Please Print)

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

\_\_\_\_\_  
Date

OR

\_\_\_\_\_  
Signature of Personal Representative

Authority of Personal Representative to Sign for Patient (check one):

Parent     Guardian     Power of Attorney     Other: \_\_\_\_\_

**Please Note: It is your right to refuse to sign this Acknowledgment.**

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*Dental Office Use Only*

I tried to obtain written Acknowledgement by the individual noted above of receipt of our **Notice of Privacy Practices**, but it could not be obtained because:

- \_\_\_ An emergency prevented us from obtaining acknowledgement
- \_\_\_ A communication barrier prevented us from obtaining acknowledgment.
- \_\_\_ The individual was unwilling to sign.
- \_\_\_ Other: \_\_\_\_\_

\_\_\_\_\_  
Staff Member Signature

\_\_\_\_\_  
Date

# MEDIA RELEASE FORM

I, \_\_\_\_\_, grant permission to \_\_\_\_\_, hereinafter known as the "Media" to use my image (photographs and/or video) for use in Media publications including:

(Check All That Apply)

Videos  Email Blasts  Recruiting Brochures  Newsletters  Magazines  
 General Publications  Website and/or Affiliates  Other: \_\_\_\_\_

I hereby waive any right to inspect or approve the finished photographs or electronic matter that may be used in conjunction with them now or in the future, whether that use is known to me or unknown, and I waive any right to royalties or other compensation arising from or related to the use of the image.

Please **initial** the paragraph below which is applicable to your present situation:

\_\_\_\_\_ - I am 20 years of age or older and I am competent to contract in my own name. I have read this release before signing below, and I fully understand the contents, meaning and impact of this release. I understand that I am free to address any specific questions regarding this release by submitting those questions in writing prior to signing, and I agree that my failure to do so will be interpreted as a free and knowledgeable acceptance of the terms of this release.

\_\_\_\_\_ - I am the parent or legal guardian of the below named child. I have read this release before signing below, and I fully understand the contents, meaning and impact of this release. I understand that I am free to address any specific questions regarding this release by submitting those questions in writing prior to signing, and I agree that my failure to do so will be interpreted as a free and knowledgeable acceptance of the terms of this release.

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

Name (please print): \_\_\_\_\_

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

Signature of parent or legal guardian: \_\_\_\_\_  
(if under 20 years of age)

