

Patient Name:

LAST	FIRST	MIDDLE INITIAL
Gender: () MALE () FEMALE Marital Status: () Married () Single () Child () Other: _____		
Social Security #: _____ Date of Birth: _____ / _____ / _____		
Address: _____ City, State: _____ Zip Code: _____		
Phone (Cell #1): _____ (Cell #2): _____		
Employer: _____ Work#: _____		
Email: _____		Emergency Contact#/Relation: _____
Primary Language: _____		

Medical History

***Reason for Visit/Area of Concern:** _____ ***Date of Last Dental Visit:** _____

Have you ever been prescribed a **BLOOD THINNER** or **BONE DENSITY** Medication? (Fosamax/Plavix/Coumadin/Aspirin) YES/ NO

*Are you **ALLERGIC:** Aspirin/Penicillin/Codeine/Latex/Local Anesthetic/Other: _____ YES/ NO

*Have you ever had any complications following dental treatment? **YES**, explain: _____ YES/ NO

*Have you been admitted to the hospital or needed emergency care in the past two years? _____ YES/ NO

Explain: _____

*Are you under the care of a physician now? **YES**, explain: _____ YES/ NO

Physician: _____ Office Name: _____ Phone #: _____

*Do you have any **HEART PROBLEMS:** **YES**, explain: _____ YES/ NO

Have you ever been told you needed **PRE-MEDICATION (antibiotic): _____ YES/ NO

FEMALES-Are you or could be **PREGNANT** at this time? **YES, DUE DATE:** _____ **Trimester:** 1st 2nd 3rd YES/ NO

*****Please check ALL that apply:**

AIDS Yes/ No	Excessive Bleeding Yes/ No	Liver Disease Yes/ No	Tobacco Use Yes/ No
Allergies: Yes/ No	Fainting Yes/ No	Mental Disorders Yes/ No	Tuberculosis Yes/ No
Anemia Yes/ No	Glaucoma Yes/ No	Nervous Disorders Yes/ No	Tumors Yes/ No
Asthma Yes/ No	Growths Yes/ No	Pacemaker Yes/ No	Ulcers Yes/ No
Blood Disease Yes/ No	Heart Murmur Yes/ No	Radiation Treatment Yes/ No	OTHER:
Cancer Yes/ No	Hay Fever Yes/ No	Respiratory Problems Yes/ No	
Diabetes Type I or II Yes/ No	High or Low Blood Pressure Yes/ No	Rheumatism Yes/ No	
Dizziness Yes/ No	Hepatitis A/ B/ C Yes/ No	Sinus Problems Yes/ No	
Epilepsy Yes/ No	Jaundice Yes/ No	Stomach Problems Yes/ No	() ***NONE***
	Kidney Disease Yes/ No	Stroke Yes/ No	

*****Are you currently taking any medications?** () NONE () YES

If **YES**, please list:

To the best of my Knowledge, all of the preceding answers and information provided are true and correct.
If I ever have any changes in my health, I will inform the doctors at the next appointment without fail.

Signature of Patient

Date

(If patient is a minor, Parent or Guardian)

Financial Policy of MAN DENTAL

We are committed to providing you with the best possible care. As a professional courtesy, if you have dental insurance, we are anxious to help you receive your maximum allowable benefits. In order to achieve these goals, we need your assistance, and your understanding of our payment policies.

_____ **Initials** – Payment is due at the time of service, including any deductibles or co-payments. We accept the following forms of payment:

1. **Cash**
2. **Credit Card- Master Card/ Visa/American Express/ Discover**
3. **Care Credit**- offers a separate line of credit to cover your entire family's health care needs. (Please ask the office staff for more information)

_____ **Initials** – **Accounts with a balance over 60 days** will be turned over to Cornerstone Collection Agency. We have a payment plan option through Care Credit if you wish to make use of this. Once an account has been referred for collection, the doctor-patient relationship is considered terminated. Your records will be referred to a dentist of your choice.

_____ **Initials** – Insurance Billing

You are expected to alert us in full disclosure of all of your dental insurance plans. We will contact your insurance company for you to inquire about your eligibility and benefits, therefore, we will need all of your insurance information at your initial visit. We will work to the best of our ability to accommodate your needs and provide you with the options allowed by your insurance, will inform you of the co-pay, and any other costs that are associated with your appointment before we begin your treatment; with the following stipulations:

- You are expected to pay in full your co-pay upfront. We will calculate your total for you and present you with cost breakdowns. You will be made aware of any additional payment required for treatment beforehand.
- **Ultimately the balance of your account is your responsibility.** While we will do our best to obtain accurate information regarding your eligibility and benefits, in rare cases the insurance companies will not always provide us with the most up to date information resulting in inaccuracies. In this scenario we will require you to pay the remaining balance. **Your insurance policy is strictly between you and your insurance company,** we are not privy to it. We do offer Care Credit as a payment plan option; please feel free to ask any of our staff how to apply.
- We will allow a 60 day period in which you can pay the remaining balance after we have informed you that it is due. If you do not pay in the allotted time your account will be considered overdue.

By signing my name below, I certify that I have read the above information. Any questions concerning these policies have been discussed. My signature also certifies my understanding of and agreement with the above policies. I understand I am responsible for all charges not paid by insurance.

Signature: _____

Date: _____

PARENTAL/LEGAL GUARDIAN CONSENT FOR DENTAL TREATMENT

Consent Laws for Minors

When a dentist has a minor as a patient and that minor ends up needing restorative work done or treatment outside of a typical cleaning, the dentist must obtain permission from the child's parent or guardian before the treatment can legally begin. Such permission should always be properly documented in the minor's patient chart. Parents who cannot physically bring their child in may send a permission note with the child allowing the dentist to do all necessary work. If the parent has not sent a permission note, and is not with the child at the actual dental office, the dentist must receive permission over the phone from the child's parent or legal guardian before doing any restorative work. In the event the child's parents are divorced, consent must be obtained from whichever parent has legal custody of the child.

Minors Being Left Alone

In some circumstances, a minor may legally be left alone in a dental office while being operated on. For example, if the minor is over the age of 10, they may be left alone during their dental visit. For routine dental procedures, such as fillings, fluoride treatment or cleaning, the minor may be left alone only if the parent or guardian has given permission and will be accessible by phone. Parents and legal guardians may also leave their child alone in a dental office or not be present at all if they contact the dentist ahead of time to arrange for the child to be there unaccompanied by a parent. **Please be aware that dental treatment can change while you are away.**

I have read the above terms/conditions and fully comprehend and will oblige to the best of my abilities. I understand that I am also allowed to bring in written consent, in case of an emergency, for the afore mentioned minor along with contact information where I am reachable at all times.

<hr/>	<hr/>
Print Child's Name	Date
<hr/>	<hr/>
Print Parent Name (or Legal Guardian)	Signature

Parent/Legal Guardian Consent for Dental Treatment

Print Child's Name

Date of Birth

Print Child's Name

Date of Birth

Print Child's Name

Date of Birth

Print Child's Name

Date of Birth

Parental/Legal Guardian Contact

(____)____-____
Phone Number

.....
Authorized Caregiver's Information

Caregiver's Name

(____)____-____
Home Phone Number

(____)____-____
Cell Phone Number

The above named caregiver shall be authorized to provide consent for all dental treatment, for the above named child(ren), which may be required during my absence. I agree to pay for all services provided to my child(ren) that the caregiver authorized.

If circumstances permit and/or if WOW DENTAL needs to contact me, please contact me at the following telephone number:

(____)____-____

This consent serves as permission for treatment by WOW DENTAL for the above named child(ren). This authorization shall be effective until _____: One (1) year from date signed.

OR

Until ____/____/____ (list Month, Day, Year)

.....
This authorization will remain in effect until the date stated above- unless I revoke this authorization in writing and submit it to WOW DENTAL prior to this date.

Signature:

Date:

Parent or Legal Guardian (Please Circle one)

Witness Signature:

Date:

PRIVACY PRACTICES ACKNOWLEDGMENT

You May Refuse to Sign This Acknowledgment

I, _____ have received the Notice of Privacy Practices, and I have been provided an opportunity to review it.

Signature of Patient:

Date:

(If patient is a minor, Parent or Guardian)

For Office Use Only

We attempted to obtain written acknowledgment of receipt of our Notice of Privacy practices, but acknowledgment could not be obtained because:

- Individual refused to sign
 - Communications barriers prohibited obtaining the acknowledgment
 - An emergency situation prevented us from obtaining acknowledgment
 - Other (Please Specify)
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NOTICE OF PRIVACY PRACTICES

(Please Read carefully and Take this with you)

Under the Health Insurance Portability and Accountability Act of 2013 (HIPAA) we are required to inform you of our privacy policy. We use the personal and health information you provide us to assess your condition and provide treatment within our office. Only the doctor and employees have access to your personal and health information. Your information will not be released to outside parties without your consent or for non-medically related purposes.

We may provide your information to Insurance Plans, 3rd Party Billing Services, or Direct Reimbursement Plans for payment. We may provide your information to collection services. We may provide your information to pharmacies for drug prescription services. We may provide your information to health care providers for consultation purposes, or referrals. If you pay 100% out of pocket you have the right to request that your information not be released to your health plan unless it is necessary for treatment purposes or required by law.

You have a right to a written copy of our privacy policy. You have a right to see, amend, and get copies of your records. You have a right to complain about privacy violations. Your consent must be obtained before the information in your records can be disclosed for treatment, payment, or any health care operations. We will contact you if there is a breach of your Protected Health Information.

If you want more information about our privacy practices, have questions or concerns, or if you are concerned that we may have violated your privacy rights, please contact: **Office Manager for MAN DENTAL 626-598-3344.**

By signing the Acknowledgment of receipt form, you have given us permission to release your personal and health information for health care and dental consultations and referrals, billing, collections, and drug prescriptions. If you refuse to sign the Acknowledge of Receipt form, we will not be able to utilize your dental insurance as a means of payment.

Missed appointment and Cancellation Policy of MAN DENTAL

1. Cancellation/ No Show policy for your appointment

We understand that there are times when you must miss an appointment due to emergencies or obligations for work or family. However, When you do not call to cancel and appointment, you may be preventing another patient from getting much needed treatment.

If an appointment is not cancelled at least 24hours in advance you will be charged a fifty dollar (\$50) fee: this will not be covered by your insurance company.

2. If you miss an appointment and contact us after 24hour notice, we will consider this a missed appointment and a \$50 no-show fee with be assessed to you. This applied to late cancellation and "No-Shows"
3. If you are late for an appointment, you will be seen as soon as possible, thought the office visit may need to be shortened in length.

This fee will be billed to you directly and is not covered by your insurance. This balance must be paid prior to your next appointment. If you don't have a scheduled appointment, the balance is expected in a timely fashion and if not, will be subject to collections.

I have read and understand the missed appointment & Cancellation Policy and agree to the terms of this policy.

Signature

Date