



NEW PATIENT REGISTRATION

Patient Information:

First Name: _____ Last Name: _____

Address: _____

City, State, Zip Code: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Email: _____

Ok to receive email correspondence? (Appt reminders, etc): YES / NO

How did you hear about BDC&O Dentistry? _____

Social Security: _____ D.O.B: _____ DL#: _____

Emergency Contact: _____ Phone: _____

Sex: M or F Marital Status: Single Married Divorced Separated Widowed Partnered

Please carefully read 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 BDC&O 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 BDC&O, 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 BDC&O 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



BLANCO DENTAL CENTER & ORTHODONTICS

MEDICAL HISTORY

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 medications that you may be taking could have an important relationship 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, please explain _____

Have you ever been hospitalized or had a major operation? Yes No If yes, please explain _____

Have you ever had a serious head or neck injury? Yes No If yes, please explain _____

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

Do you take or have you taken Phen-Fen or Redux? Yes No _____

Are you on a special diet? Yes No _____

Do you use tobacco? Yes No

Do you use controlled substances? Yes No

Do you snore? Yes No

Have you been diagnosed with sleep apnea? Yes No

Are you allergic to any of the following?

Aspirin Penicillin Codeine Acrylic Metal Latex Local Anesthetics Sulfa Drugs

Other _____

Women:
 Taking oral contraceptives? Yes No
 Pregnant/Trying to get pregnant? Yes No
 Nursing? Yes No

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

- | | | | |
|----------------------------------|----------------------------------|------------------------------|-----------------------------------|
| AIDS/HIV Positive | Cortisone Medicine | Hemophilia | Radiation Treatments |
| Alzheimer's disease | Diabetes | Hepatitis A | Recent Weight Loss |
| Anaphylaxis | Drug Addiction | Hepatitis B or C | Renal Dialysis |
| Anemia | Easily Winded | Herpes | Rheumatic Fever |
| Angina | Emphysema | High Blood Pressure | Rheumatism |
| Arthritis/Gout | Epilepsy or Seizures | High Cholesterol | Scarlet Fever |
| Artificial Heart Valve | Excessive Bleeding | Hives or Rash | Shingles |
| Artificial Joint | Excessive Thirst | Hypoglycemia | Sickle Cell Disease |
| Asthma | Fainting Spells/Dizziness | Irregular Heartbeat | Sinus Trouble |
| Blood Disease | Frequent Cough | Kidney Problems | Spina Bifida |
| Blood Transfusion | Frequent Diarrhea | Leukemia | Stomach/Intestinal Disease |
| Breathing Problem | Frequent Headaches | Liver Disease | Stroke |
| Bruise Easily | Genital Herpes | Low Blood Pressure | Swelling of Limbs |
| Cancer | Glaucoma | Lung Disease | Thyroid Disease |
| Chemotherapy | Hay Fever | Mitral Valve Prolapse | Tonsillitis |
| Chest Pains | Heart Attack/Failure | Osteoporosis | Tuberculosis |
| Cold Sores/Fever Blisters | Heart Murmur | Pain in Jaw Joints | Tumors or Growths |
| Congenital Heart Disorder | Heart Pacemaker | Parathyroid Disease | Ulcers |
| Convulsions | Heart Trouble/Disease | Psychiatric Disease | Venereal Disease |
| | | | Yellow Jaundice |

Have you ever had any serious illness not listed above? Yes No If yes, please explain _____

Additional 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 _____ DATE _____



BLANCO DENTAL CENTER & ORTHODONTICS

NOTICE OF PRIVACY PRACTICES

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



BLANCO DENTAL CENTER & ORTHODONTICS

BILLING PROCESS

Thank you for choosing BDC&O. In efforts to better serve you, we would like to take the time to explain the billing process at our office.

Once you provide the office with your dental insurance, we call your insurance company and verify your benefits. The information we receive from your insurance company is **only an estimation** of coverage and **not a guarantee**. After you have been seen in our office, we will file your claim to the insurance company directly. If the insurance company does not cover the estimated amount in full, you will receive a statement in the mail and be responsible for the remaining account balance.

Thank you again for choosing BDC&O for your dental needs. We look forward to a long relationship with you.

I have read and understand the billing process at BDC&O.

Patient's Name (Printed)

Patient's Signature

Date

PRACTICE POLICIES

Our goal is to provide quality dental care in a timely manner. In order to do so, we have implemented a cancellation and no show policy. The policy enables us to better utilize available appointments for all of our patients in need of dental care.

CANCELLATION OF AN APPOINTMENT

In order to be respectful of other patients' needs, please be courteous and call our office promptly if you are unable to attend an appointment. This time will be given to someone who is in urgent need of treatment. We ask that you make an attempt to call at least 24 hours in advance.

NO SHOW POLICY

A "no show" is an appointment that was not canceled in advance. No shows inconvenience other patients who need dental care. A no show for a scheduled appointment will result in a fee of \$50 for every half hour scheduled.

LATE ARRIVALS

In an effort to serve our patients in a timely manner, we ask that you arrive on time for your scheduled appointment. In the event you are running late, please call the office. If you are more than 15 minutes late to your scheduled appointment, you may be asked to reschedule.

CELL PHONE POLICY

As a courtesy to other patients and in an effort to maintain our schedule, we request that cell phones be put away while the doctor, hygienist or assistant is in the room with you.

I have read and understand the "Practice Policies".

Patient's Name (Printed)

Patient's Signature

Date