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www.arizonabiltmoredentistry.com

Who may we thank for referring you to our office? _____

Patient Information

Patient Name _____
Last middle first

Mailing Address _____

City _____ State _____ Zip _____

Social Security #: _____ Date of Birth _____ Gender _____

Home Phone _____ Work Phone _____ Cell _____

E-Mail _____ Marital Status _____ Spouse Name _____

Occupation _____ Employer _____

Employer Address _____

Employer Phone _____

Emergency contact _____ Relationship _____ Phone _____

Insurance Information

Primary Insurance:

Subscriber's Name _____ DOB _____

Social Security # _____ ID # _____ Employer _____

Name of Insurance Company _____ Phone _____

Insurance Address _____

Secondary Insurance:

Subscriber's Name _____ DOB _____

Social Security # _____ ID # _____ Employer _____

Name of Insurance Company _____ Phone _____

Insurance Address _____

If patient has third insurance plan please list below

Medical History

1. Any major hospitalizations or surgeries within the last two years? Yes or No
Explain _____

2. Do you have a Primary Care Physician (s) Yes or No
Name(s) _____

3. Please list name(s) and dosage or attach list of medications you are taking

Drug Allergies _____

5. Do you have any of the following? Please circle and provide more information if known

Diabetes	Arthritis	Heart Burn
Heart Disease	Osteoporosis	Gastric reflux
Heart attack	Bone Disease	Bleeding Problems
Heart murmur	Artificial Joints	Taking Blood thinners
High Blood Pressure	Artificial Valves	Lung, Asthma or Respiratory Disease
Pacemaker	Pregnant	Thyroid Disease
Stents	Breast Feeding	Cancer
Stroke	Eye problems	Seizures
Hepatitis	Sleep apnea	Alcoholism
Tuberculosis	Snoring	Depression
HIV/AIDS	Seasonal Allergies	Anxiety
	Sinusitis	Mental Illness

Conditions/syndromes/diagnosis not listed? Please explain _____

Dental History

When was your last dental visit? _____

What kind of treatment was performed at that time? _____

Have you ever been referred to a specialist? _____

Do you have missing teeth? _____

Have you ever had a deep cleaning? _____

Are your teeth sensitive? _____

Do you have TMJ/TMD? _____

Do you use tobacco products? _____

Do you consume alcohol? _____

What would make your smile a 10? _____

What can we do to make your dental experience a pleasant one? _____

By signing below you confirm the information you have provided is accurate to the best of your knowledge

Signature

Date

Arizona Biltmore Dentistry Office Policy

Welcome to Arizona Biltmore Dentistry. We are here to provide our patients with the best possible, dental care. As your provider, we recommend treatment that is in the best interest of your medical and dental health. Be aware that often insurance companies select certain dental procedures that they may or may not cover regardless of your personal situation, health, and dental needs. The following is an overview of our office financial policy.

Insurance: Dental Insurance rarely pays for 100% of all dental services. *As a courtesy*, we will bill your dental insurance for your care, providing you give us the needed information for claim submission. Your estimated co-pays are due at time of service and any balance unpaid after the claim settles is due within 14 days of receipt of statement. **Initials** _____

Payment from the insurance company is expected within thirty (30) days. If your insurance company has not responded within a sixty (60) days grace period from the date of service, the remaining balance in full is your responsibility. At the time of service, we will request from you an initial payment; this is an estimated portion of the charges which insurance may not cover, including all applicable deductibles and co-pays. **Initials** _____

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Payment: Payment in full is required at the time of service. For your convenience, we accept cash, checks, debit, and credit cards, including Visa, MasterCard and Discover. Our office also offers No Interest and Extended Payment Plans, upon approved credit, through CareCredit. **Initials** _____

Estimates: Before treatment, we will perform a diagnosis and provide you with an estimate of the charges involved. As treatment progresses, it is possible that additional circumstances not be apparent at the initial exam, may be encountered. In this event, we will discuss options with you and proceed as necessary. **Initials** _____

Aged Account: The total balance on your account, after claim settlement, is due upon receipt of statement. Failure to keep this account current may result in Arizona Biltmore Dentistry being unable to provide additional dental services. In the event of a default, I agree that any information collected can be used to collect on my account, and I agree to pay all costs incurred in the attempt to collect on this account, including late fees of 10% or \$30 (whichever is greater), finance charges, service and/or collection agency fees, attorney's fees and court costs. **Initials** _____

Appointments: If you are unable to keep a scheduled appointment, we ask that you provide us with 48 hour notice as a courtesy. **Notice of less than 24 hours may result in a minimum charge of \$50.00.** We understand emergencies arise; we are sensitive to those events.

Initials _____

Assignment of Benefit: I agree to be responsible for all charges for dental services and materials not paid by my dental benefit plan, unless prohibited by law or the treating dentist or dental practice has a contractual agreement with my plan prohibiting all or a portion of such charges. To the extent permitted by law, I consent to your use and disclosure of my protected health information to carry out payment activities in connection with my dental claims. I hereby authorize and direct payment of the dental benefits otherwise payable to me, directly to Arizona Biltmore Dentistry.

Signature of Person Responsible for Account

Printed Name of Person Responsible for Account

Date

Arizona Biltmore Dentistry Notice of Privacy Practices

How your Health Information may be used...

...To Provide Treatment

We will use your PHI inside our office to provide you with the best dental care possible! This may include office and clerical procedures used to streamline coordination between the Doctor, his Assistants, Hygienists, and business office staff. In addition, your treatment may require us to share your PHI with other entities such as referring Doctors, Clinical Laboratories, or your pharmacy.

...To Obtain Payment

We may include your PHI with paperwork sent to collect payment for the services you receive in our office, such as with insurance forms sent either through the mail or electronically. We will be sure to only work with companies with a similar commitment to the protection of your PHI.

...To Conduct Dental Care Operations

Your PHI may be used during performance reviews or training of our staff. It is possible your PHI would be disclosed during audits by insurance companies or government agencies as a part of their quality assurance or compliance reviews. Your PHI may be reviewed in the process of certification, licensing, or credentialing.

...In Patient Reminders

Because we believe regular care is very important to your dental health, we will remind you of an appointment you've scheduled or that it is time to contact us and make an appointment. Additionally, we may contact you to follow up on your treatment or to inform you of treatment options that may be available for you or your family. These communications are an important part of our philosophy of partnering with our patients to be sure they receive the best possible preventative, restorative, and cosmetic treatment modern dentistry can provide. This may include postcards, folding postcards, letters, voicemail messages, and electronic reminders such as e-mail (unless you tell us that you do not want to receive these reminders).

...Abuse or Neglect

We will notify the proper government agency if we believe a patient is the victim of abuse, neglect, or domestic violence. We will make this disclosure only when we are compelled by our ethical judgment, when we are specifically required or authorized by law or with the patient's agreement.

...Public Health or National Security

We may be required to disclose PHI to federal officials or military authorities when it is necessary to complete an investigation related to public health or national security.

...For Law Enforcement

We may be required to disclose PHI to a law enforcement official for law enforcement purposes. An example would be if you are a victim of a crime or in order to report a crime.

...Family, Friends, and Caregivers

With your permission, we may share your PHI with those you tell us will be helping you with your home hygiene, treatment, medication, or payment. If there is an emergency, and you are unable to tell us what you want, we will use our very best judgment in sharing your PHI, and only when it will be important to those participating in providing your care.

...To Coroners, Funeral Directors, and Medical Examiners

We may be required by law to provide PHI to coroners, funeral directors, or medical examiners in order to determine a cause of death or prepare for a funeral.

...Research

Advances in dental knowledge often involve learning from the careful study of the dental histories of prior patients. Formal review of dental histories as a part of a research study will happen only under the ethical guidance of an Institutional Review Board.

Your Rights as a Patient

You have 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. You have the right to reasonable requests to receive confidential communications of protected health information from us by alternative means or at alternative locations. You have the right to inspect and copy your PHI. You have the right to amend your PHI. You have the right to receive an accounting of disclosures of PHI. You have the right to obtain a paper copy of this notice from us upon request.

Initials _____

ACKNOWLEDGEMENT OF RECEIPT OF INFORMATION

HIPAA- I acknowledge that I have received a copy of the Arizona Biltmore Dentistry Notice of Privacy Practices, containing a complete description of the uses and disclosures of my health information. This is simply an acknowledgement of receipt and nothing more.

Patient Name _____
Signature _____ Date _____

APPOINTMENTS AND FINANCIAL POLICY. I acknowledge that I have received a copy of Arizona Biltmore Dentistry Appointments and Financial Policy. I have read, understand and agree to the policy.

Signature of Responsible Party _____ Date _____

ASSIGNMENT OF BENEFIT. I agree to be responsible for all charges for dental services and materials not paid by my dental benefit plan, unless prohibited by law or the treating dentist or the dental practice has a contractual agreement with my plan prohibiting all or a portion of such charges. To the extent permitted by law, I consent to use your disclosure of my protected health information to carry out payments activities in connection with my dental claims. **I hereby authorize and direct payment of the dental benefits otherwise payable to me, directly to Arizona Biltmore Dentistry.**

Signature of Responsible Party _____ Date _____

Please fax or email 48 hours prior to your appointment