

PATIENT REGISTRATION

Today's Date: _____

Name: _____
 Mr. Mrs. Ms. Dr. LAST FIRST MIDDLE

I prefer to be called: _____ Male Female

Birthdate: ___/___/___ Age: _____ SSN _____

Home Address: _____

City State Zip

Home Phone:(____) _____ Cell #:(____) _____

Work Phone:(____) _____ Ext: _____ Pager:(____) _____

E-Mail Address: _____

I prefer to be contacted by:
 Home Phone Cell Phone Work Phone E-Mail

Employer: _____

Occupation: _____

Full time College Student? Yes No

School _____ City _____ State _____

When are the best times to reach you? _____ am _____ pm

How did you hear about Relaxation Dentistry? _____

Previous/Present Dentist: _____
(Please Circle One)

Spouse Information:

His/Her Name: _____

Employer: _____

Position: _____ Social Security #: _____

Work Phone(____) _____ Ext. _____

Person Responsible for Account(if other than yourself)

Name: _____

Billing Address: _____

Employer: _____

Home Phone: (____) _____ Cell #:(____) _____

Work Phone: (____) _____ Ext.: _____

Relationship: _____ SSN: _____

In the event of an emergency, whom should we contact?

His/Her Name: _____ Relation: _____

Work Phone(____) _____ Home Phone(____) _____

**Thank you for filling out this form completely.
If you have any questions please ask us.**

CANCELLATION POLICY

In order to maintain the highest level of individualized care for each of our patients, we reserve a generous amount of time for each person's appointment. This allows us to stay on time and focus on each person's needs without being rushed. The time that we have reserved for your appointment is for you and you alone. We have not double-booked your appointment in case you cancel short-notice or don't show up. Please help us to continue to be able to maintain a high level of care by **kindly giving us at least two days notice if you need to cancel or change your appointment.** Missed appointments canceled with less than 24 hours notice, or missed completely, may be billed to you at **\$85/hour.**

Acknowledgment of Cancellation Policy:

Signature _____ Date _____

AUTHORIZATIONS

I affirm that the information I have given today is correct to the best of my knowledge. I understand that this information will be held in the strictest confidence and it is my responsibility to inform this office of any changes.

Signature

Date

ASSIGNMENT AND RELEASE

I, the undersigned certify that I (or my dependent) have insurance coverage with _____ and assign directly to Relaxation Dentistry all insurance benefits, if any, otherwise payable to me for services rendered. I understand that I am financially responsible for all charges whether or not paid by insurance. I hereby authorize the doctor to release all information necessary to secure the payment of benefits. I authorize the use of this signature on all insurance submissions.

Responsible Party Signature

Relationship

Date

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DENTAL HISTORY

Reason for today's visit? _____

Former Dentist: _____

City/State: _____

Date of last dental visit? _____

Date of last dental x-rays _____

Place a mark on "Yes" or "No" to indicate if you have had any of the following:

| | | |
|--|--|---|
| Bad Breath <input type="checkbox"/> Yes <input type="checkbox"/> No | Burning Sensation on tongue <input type="checkbox"/> Yes <input type="checkbox"/> No | Loose teeth or broken Fillings <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Bleeding gums <input type="checkbox"/> Yes <input type="checkbox"/> No | Chew on one side of mouth <input type="checkbox"/> Yes <input type="checkbox"/> No | Mouth breathing <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Blisters on lips or mouth <input type="checkbox"/> Yes <input type="checkbox"/> No | Cigarette, pipe or cigar smoking <input type="checkbox"/> Yes <input type="checkbox"/> No | Mouth pain, brushing <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | Tobacco Type? _____ How much? _____ | Orthodontic treatment <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | Clicking or popping jaw <input type="checkbox"/> Yes <input type="checkbox"/> No | Pain around ear <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | Dry mouth <input type="checkbox"/> Yes <input type="checkbox"/> No | Periodontal treatment <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | Fingernail biting <input type="checkbox"/> Yes <input type="checkbox"/> No | Sensitivity to cold <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | Food collection between the teeth <input type="checkbox"/> Yes <input type="checkbox"/> No | Sensitivity to heat <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | Grinding teeth <input type="checkbox"/> Yes <input type="checkbox"/> No | Sensitivity to sweets <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | Gums swollen or tender <input type="checkbox"/> Yes <input type="checkbox"/> No | Sensitivity when biting <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | Jaw pain or tiredness <input type="checkbox"/> Yes <input type="checkbox"/> No | Sores or growths in your mouth <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | Lip or cheek biting <input type="checkbox"/> Yes <input type="checkbox"/> No | How often do you floss? _____ |
| | | How often do you brush? _____ |

HEALTH HISTORY

Physician's Name: _____ Date of last visit: _____ Phone: _____

Place a mark on "Yes" or "No" to indicate if you have had any of the following:

| | | |
|---|---|--|
| AIDS <input type="checkbox"/> Yes <input type="checkbox"/> No | Epilepsy/Seizures <input type="checkbox"/> Yes <input type="checkbox"/> No | Psychiatric Care <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Alzheimers <input type="checkbox"/> Yes <input type="checkbox"/> No | Fainting or dizziness <input type="checkbox"/> Yes <input type="checkbox"/> No | Radiation Treatment <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Anemia <input type="checkbox"/> Yes <input type="checkbox"/> No | Glaucoma <input type="checkbox"/> Yes <input type="checkbox"/> No | Respiratory Disease <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Arthritis, Rheumatism <input type="checkbox"/> Yes <input type="checkbox"/> No | Headaches <input type="checkbox"/> Yes <input type="checkbox"/> No | Rheumatic Fever <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Artificial Heart Valves <input type="checkbox"/> Yes <input type="checkbox"/> No | Heart Murmur <input type="checkbox"/> Yes <input type="checkbox"/> No | Scarlet Fever <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Artificial Joints <input type="checkbox"/> Yes <input type="checkbox"/> No | Heart Problems/Disease <input type="checkbox"/> Yes <input type="checkbox"/> No | Shortness of Breath <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Asthma <input type="checkbox"/> Yes <input type="checkbox"/> No | Type _____ | Sinus Trouble <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Back Problems <input type="checkbox"/> Yes <input type="checkbox"/> No | Hepatitis Type _____ <input type="checkbox"/> Yes <input type="checkbox"/> No | Snoring/Sleep Apnea <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Bleeding abnormally, with extractions or surgery <input type="checkbox"/> Yes <input type="checkbox"/> No | Herpes Type _____ <input type="checkbox"/> Yes <input type="checkbox"/> No | Excessive Daytime Sleepiness <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Blood Disease <input type="checkbox"/> Yes <input type="checkbox"/> No | High Blood Pressure <input type="checkbox"/> Yes <input type="checkbox"/> No | Skin Rash <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Bruise Easily <input type="checkbox"/> Yes <input type="checkbox"/> No | HIV Positive <input type="checkbox"/> Yes <input type="checkbox"/> No | Special Diet <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Cancer <input type="checkbox"/> Yes <input type="checkbox"/> No | Jaundice <input type="checkbox"/> Yes <input type="checkbox"/> No | Stroke <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Chemical Dependency <input type="checkbox"/> Yes <input type="checkbox"/> No | Jaw Pain <input type="checkbox"/> Yes <input type="checkbox"/> No | Swelling of Feet or Ankles <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Chemotherapy <input type="checkbox"/> Yes <input type="checkbox"/> No | Kidney Disease <input type="checkbox"/> Yes <input type="checkbox"/> No | Swollen Neck Glands <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Circulatory Problems <input type="checkbox"/> Yes <input type="checkbox"/> No | Liver Disease <input type="checkbox"/> Yes <input type="checkbox"/> No | Thyroid Problems <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Congenital Heart Defects <input type="checkbox"/> Yes <input type="checkbox"/> No | Low Blood Pressure <input type="checkbox"/> Yes <input type="checkbox"/> No | Tonsillitis <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Cortisone Treatments <input type="checkbox"/> Yes <input type="checkbox"/> No | Mitral Valve Prolapse <input type="checkbox"/> Yes <input type="checkbox"/> No | Tuberculosis <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Cough, persistent or bloody <input type="checkbox"/> Yes <input type="checkbox"/> No | Nervous Problems <input type="checkbox"/> Yes <input type="checkbox"/> No | Tumor or growth on Head or neck <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Diabetes <input type="checkbox"/> Yes <input type="checkbox"/> No | Pacemaker <input type="checkbox"/> Yes <input type="checkbox"/> No | Ulcer Type _____ <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Emphysema <input type="checkbox"/> Yes <input type="checkbox"/> No | Women: | Weight Loss, Unexplained <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Do you wear contact lenses? <input type="checkbox"/> Yes <input type="checkbox"/> No | Are you pregnant? <input type="checkbox"/> Yes <input type="checkbox"/> No | Dental Anxiety <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | Due date: _____ | Other (describe): _____ |
| | Are you nursing? <input type="checkbox"/> Yes <input type="checkbox"/> No | |

If a healthcare worker is exposed to my blood or body fluids through a needle stick or otherwise, I agree to have my blood tested for blood-borne diseases to include Hep B or C and HIV (AIDS). Initial: _____

MEDICATIONS

ALLERGIES

List medications you are currently taking and why you are taking them:

History of Bone Density Meds (e.g. Boniva, Fosamax)? _____

How long were you taking them? _____

Do you need to take an antibiotic prior to dental appt? _____

Pharmacy Name: _____ Phone _____

Would you like to speak to the doctor in private? _____

- Aspirin
- Barbiturates (Sleeping Pills)
- Codeine
- Iodine
- Latex

- Local Anesthetic
- Penicillin
- Sulfa
- Other _____

CONSENT FOR USE AND DISCLOSURE OF HEALTH INFORMATION

PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY

Purpose of Consent: By signing this form, you will consent to our use and disclosure of your protected health information to carry out treatment, payment activities, and healthcare operations.

Notice of Privacy Practices: You have the right to read our Notice of Privacy Practices before you decide whether to sign this Consent. Our Notice provides a description of our treatment, payment activities, and healthcare operations, of the uses and disclosures we may make of your protected health information, and of other important matters about your protected health information. A copy of our Notice accompanies this Consent. We encourage you to read it carefully and completely before signing this Consent.

We reserve the right to change our privacy practices as described in our Notice of Privacy Practices, which will contain the changes. Those changes may apply to any of your protected health information that we maintain.

You may obtain a copy of our Notice of Privacy Practices, including any revisions of our Notice, at any time by contacting:

Patient Coordinator
1464 White Oak Drive
Chaska, MN 55318
(952)351-8282

Right to Revoke: You will have the right to revoke this Consent at any time by giving us written notice of your revocation submitted to the Contact Person listed above. Please understand that revocation of this Consent will not affect any action we took in reliance on this Consent before we received your revocation, and that we may decline to treat you or to continue treating you if you revoke this Consent.

SIGNATURE:

I, _____, can receive a copy of this office's Notice of Privacy Practices upon request (see summary of privacy practices above).

Please Print Name

Signature

Date

If this Consent is signed by a personal representative on behalf of the patient, complete the following:

Personal Representative's Name: _____

Relationship to Patient: _____

REVOCACTION OF CONSENT

I revoke my Consent for your use and disclosure of my protected health information for treatment, payment activities, and healthcare operations.

I understand that revocation of my Consent will not affect any action you took in reliance on my Consent before you received this written Notice of Revocation. I also understand that you may decline to treat or to continue to treat me after I have revoked my Consent.

Signature: _____ Date: _____

For Office Use Only

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

- Individual refused to sign
- Communication barriers prohibited obtaining the acknowledgement
- An emergency situation prevented us from obtaining acknowledgement
- Other (Please Specify): _____

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Relaxation Dentistry Financial Policy

Thank you for choosing our practice for your dental care. We realize that every person's financial situation is different. In an effort to keep our overall costs down, we have eliminated billing for any treatment received in our office. By eliminating the need to generate thousands of billing statements, time spent tracking accounts, and postage for mailing statements, we are able to keep our fees lower than average. In fact, we pass the savings on to each of our patients by having below average fees for **ALL** our services.

Our payment options include the following:

1. **Payment in full at the time of your visit:** We accept cash, check, or credit card.
2. **Major service- two payment option:** We offer a two-payment option for crown, bridge, and denture treatment. We ask that you pay one-half of your co-payment at the first appointment and the second half at the delivery appointment.
3. **Credit card option:** This payment option allows you to make three equal monthly installments with a credit card we keep on file. One third is due at the first appointment, one-third is due thirty days later, and the remaining one-third is due sixty days from the initial appointment. Our office personnel will charge these payments by processing your credit card on the due dates. Eligibility for this option will be determined on an individual basis.
4. **Term Loan:** By arrangement with Care Credit, we offer an interest -free term loan for up to 12 months. For balances between \$200-\$1,000, a 6 month interest-free payment plan is offered. Balances over \$1,000 qualify for 12 months interest-free. This allows you to have dental work completed with no down payment, no annual fee, and no prepayment penalty. You must qualify **prior** to treatment for Care Credit to be eligible for this option.
5. **Proceed Finance-**For balances \$2500 to \$60,000, we can help you apply for a loan.

Dental Insurance: The dental insurance contract is between the insurance company and the patient. As a courtesy and service to you, we are happy to verify your insurance benefits and file all insurance claims on your behalf. **We would like to highlight that dental insurance is not designed to pay for all of your dental care.** Most contracts have yearly limits, treatment limitations and/or various degrees of "copayments." In addition, most insurance companies will not provide us with their "maximum allowable fee." This means we can only ESTIMATE what your insurance will pay. For example, if your insurance tells us they will pay 100% for a cleaning but their "maximum allowable" for that procedure is only \$40; than your insurance will only pay \$40 towards the service while our fee is \$70. We can estimate very closely to the exact amount for preventative dentistry (cleanings, exams, x-rays, etc.), but we strongly encourage a pre-authorization for major dental procedures if you need to know an exact amount. Prior authorizations can delay treatment about 4-6 weeks. **You are responsible for any balance on your account not covered by insurance.**

Finance, Billing & Collection Charges: Delinquent accounts increase the cost of care for all of our patients. Please help keep care affordable by maintaining an account in good standing. A monthly finance charge of 1.5% (Annual Percentage Rate 18%) is calculated on account balances greater than 30 days old. A billing charge of \$5.00 per statement is calculated on account balances below \$100. Account balances over 90 days delinquent may be turned over to a collection agency. All collection costs will be added to your account at the rate of up to 45% of your total account balance.

I have read and understand the financial policy for Relaxation Dentistry.

Signature _____ Date _____