PERSONAL

Today's Date: _____/_____/_____

Patient: (Last) _____, (First) _____(MI)_____ Primary Phone (_____)_____

Birthdate: _____/_____/_____ Age: _____ Gender: [ ] M [ ] F Ethnicity: _____ E-mail: _____

Address: _____ City: _____ State: _____ Zip _____

Mother(s) Name: _____ Email: _____

Address: _____ City: _____ State: _____ Zip _____

Primary phone: (_____)_____-_____ Secondary phone: (_____)_____-_____

Father(s) Name: _____ Email: _____

Address: _____ City: _____ State: _____ Zip _____

Primary phone: (_____)_____-_____ Secondary phone: (_____)_____-_____

Patient lives with: Mom _____ Dad _____ Both _____ Emergency contact: (_____)_____-_____

School: _____ Grade: _____ Hobbies/Clubs: _____

Names & Ages of other children in the family: _____

How many ways have you heard about our office? (Check as many that apply and Circle the one that helped make your decision)

Google: _____ Social Media: _____ Mailer: _____ Ins Company: _____ Community Event: _____

School Event: _____ Personal Referral: _____ Doctor Referral: _____ Drive by: _____ Other: _____

INSURANCE

Patient relationship to Insurance Subscriber: [ ] Self [ ] Spouse [ ] Child

Subscriber Name: _____ Insurance Company: _____

Birthdate: _____ Subscriber ID# or SS#: _____ Group # _____

Employer: _____ Phone number: (_____)_____-_____

Person(s) responsible for the account: _____

(Please present insurance card to the front desk)

DENTAL HISTORY

Patient's Name: _____ Birthdate: _____
Last First

Dentist/Group: _____ Phone number: (_____)_____-_____

What is the reason for your orthodontic visit today? (Please check all that apply)

❒ Crowding ❒ Spacing ❒ Overbite ❒ Habit ❒ Second opinion ❒ Other _____

Has patient ever seen a Dentist before: [ ] Yes [ ] No
If yes, by whom and approximately when? _____

Were x-rays taken? [ ] Yes [ ] No
If yes, approximately when? _____

Has patient had a traumatic medical or dental experience? [ ] Yes [ ] No
If yes, please explain: _____

Has patient ever injured any teeth or his/her mouth? [ ] Yes [ ] No
If yes, please explain: _____

Has patient ever experienced facial pain or had problems with the jaw joints near each ear? [ ] Yes [ ] No

Are you on well water? [ ] Yes [ ] No

Does patient drink NON-fluorinated water? [ ] Yes [ ] No

Does patient take fluoride tablets, drops, or vitamins with fluoride? [ ] Yes [ ] No

Does patient suck his/her thumb, finger, pacifier, blanket, etc..? [ ] Yes [ ] No

Does patient grind his/her teeth? [ ] Yes [ ] No

Does patient have difficulty breathing through the nose with his/her mouth closed? [ ] Yes [ ] No

Is there anything else you would like us to know or that we need to know about patient's health? [ ] Yes [ ] No
If yes, please explain: _____

The above Dental history is complete and accurate to the best of my knowledge. I will notify you of ANY change(s) in the above prior to ANY
appointment(s).

_____ _____
Signed (Parent/Guardian) Date

MEDICAL HISTORY

Patient's Name: _____ Birthdate: _____
Last First
Primary Doctor/Group: _____ Phone number: (_____)_____-_____

YES [ ] NO [ ] Is patient under the care of a physician for anything other than routine care?
If yes, please explain: _____

YES [ ] NO [ ] Does patient have a heart murmur, artificial heart valve, prosthetic joint, or any other foreign materials/objects?
If yes, please circle which one. Who is the treating/diagnosing physician? _____

YES [ ] NO [ ] Does patient have any drug allergies or ever had a reaction to a DRUG or MEDICATION?
If yes, please list the drug and the reaction: _____

YES [ ] NO [ ] Does/Did patient have allergies or a reaction to LATEX, FOODS, DYES, METALS, OR ANYTHING ELSE?
If yes, please circle which one and indicate If it's airborne, or ingested, and explain: _____

YES [ ] NO [ ] Does patient take any medications on a regular basis?
If yes, please list: _____

YES [ ] NO [ ] Does patient have any history of taking medications in the bisphosphonate drug class (Alendronate, Fosamax, etc)?
If yes, please list: _____

YES [ ] NO [ ] Is patient currently taking any medications that he/she does not normally take on a regular basis?
If yes, please list: _____

YES [ ] NO [ ] Has patient EVER been a patient in a hospital or emergency room for ANY reason?
If yes, please list and explain: _____

YES [ ] NO [ ] Does patient or anyone in your family have a condition called Methylenetetrahydroflate Reductase Deficiency (MTHFR) or Hyperhomocysteinemia?

Please check any condition patient currently has or has ever had. If NONE apply, please check NONE.

[ ] Asthma	[ ] Bone disorder	[ ] Feeding/Eating problem	[ ] Reflux
[ ] Allergy	[ ] Skin disorder	[ ] Neuromuscular problem	[ ] Fainting
[ ] Breathing/Lung problems	[ ] Premature birth	[ ] Congenital Birth Defect	[ ] POTS
[ ] Diabetes	[ ] Low birth weight	[ ] Seizure/Epilepsy	[ ] Headaches
[ ] Endocrine problems	[ ] Failure to thrive	[ ] Cancer/Tumors	[ ] Facial/Jaw Pain
[ ] Adrenal/Kidney problems	[ ] Developmental/Mental delay	[ ] Leukemia	[ ] Pregnancy
[ ] Intestinal/Stomach problems	[ ] Physical challenge	[ ] Hepatitis (A, B, C)	[ ] Head/Mouth/Teeth Injury
[ ] Liver problems	[ ] Cerebral Palsy	[ ] HIV/AIDS	[ ] Radiation/Chemotherapy
[ ] Heart disease/Murmur	[ ] Brain disorder	[ ] Tuberculosis	[ ] ADD/ADHD
[ ] High/Low Blood pressure	[ ] Eye/Ear disorder	[ ] Anemia	[ ] Hyperactivity
[ ] Rheumatic Fever	[ ] Nose/Throat disorder	[ ] Sickle Cell Trait/Disease	[ ] Anxiety/Nervousness
[ ] Arthritis	[ ] Cleft lip/palate	[ ] Blood Transfusion	[ ] Autism/Asperger's
[ ] Tonsils/Adenoids removed	[ ] Speech problem	[ ] Blood Disease	[ ] Behavior/Psychiatric issues
[ ] Tubes in Ears	[ ] Sleep Apnea/Snoring	[ ] Excessive Bleeding	[ ] NONE

If any of the above were checked, please explain: _____

YES [ ] NO [ ] Is there anything else you would like us to know or that we need to know about patient's health?
If yes, please explain: _____

The above medical and medication history is complete and accurate to the best of my knowledge. I will notify you of ANY change(s) in the above prior to ANY appointment.

_____ _____
Signed (Patient/Guardian) Date

HIPAA Privacy Statement and Patient Consent

I understand that I have certain rights to privacy regarding my protected health information. These rights are given me under the Health Portability and Accountability Act of 1996 (HIPAA). I understand that by signing this consent, I authorize you to use and disclose my protected health information to carry out:

- Treatment (including direct or indirect treatment by other healthcare providers involved in my treatment)
- Obtaining payment from third party payers (e.g. my insurance company);
- The day-to-day healthcare operations of your practice

I have also been informed of your Notice of Privacy Practices, which contains a more complete description of the uses and disclosures of my protected health information, and my rights under HIPAA. I understand that you reserve the right to change the terms of this notice from time to time and that I may contact you at any time to obtain the most current copy of this notice.

I understand that I have the right to request restrictions on how my protected health care information is used and disclosed to carry out treatment, payment, and health care operations, but that you are not required to agree to these requested restrictions. However, if you do agree, you are then bound to comply with this restriction.

I understand that I may revoke this consent, in writing, at any time. However, any use or disclosure that occurred prior to the date I revoke this consent is not affected.

We can only disclose your protected healthcare information under the terms of the HIPAA policies. **If you wish to grant any person besides the patient or responsible party** listed on our patient information forms to have access to your protected health information, **please indicate below**.

Name	Relationship to Patient	Address

Responsible Party Contact Information:

Name	E-mail Address	Phone Number	Preferred Method of Contact

Do we have permission to leave a voicemail message on the phone numbers listed above? __Yes __No

HIPAA Privacy Statement and Patient Consent

Check all that you wish the person(s) to have access to:

- ❑ Dental Treatment Records
- ❑ Medical Records
- ❑ Appointment Records
- ❑ Insurance Records
- ❑ Referral Records
- ❑ Billing Statements
- ❑ Contact Records

Expiration:

This authorization has no expiration unless I provide a written termination request as well as sign and date a new authorization form.

Patient Name (print):_____ Date:_____

Name of Parent or Guardian (if applicable): _____

Relationship to Patient:_____ Signature: _____

All patients over the age of 18 **MUST** sign their own forms. Patients under the age of 18 **CAN NOT** sign for themselves. **ONLY** a parent or legal guardian may sign for a patient under the age of 18. (Legal guardian = you are the biological parent of the minor or you have been granted custody/guardianship over this minor by the courts.)

CONSENT FOR CARE

I do hereby request and authorize the staff of Pop Braces to perform dental services for myself/my child, including but not limited to comprehensive exam, x-rays, and photographs as necessary for diagnostic purposes. I will also be advised of, and understand fully, the risks and benefits that normally result from and are involved in the performance of the dental services.

I understand that it is my responsibility to inform Pop Braces personnel of any information concerning my health or physical and mental condition that may be relevant to my care.

I hereby give my free and voluntary consent that this treatment and any other treatments or procedures, which are deemed necessary or advisable during the course of this treatment to be performed. I have not been given any promises or guarantees as to the results to be obtained from this treatment. I understand that I may refuse to consent to any and all treatments or procedures that may be recommended, including those specified in the treatment plan.

I understand that orthodontic treatment for children includes efforts to guide behavior by helping them understand the treatment in terms appropriate for their age.

Note about the first appointment

During most first appointments, we:

- Perform an examination of the teeth, gums, and surrounding tissues
- Take x-rays (x-rays are required during all first appointments to properly develop a treatment plan). We take 2 particular x-rays called a panoramic and cephalometric x-ray that generally aren't taken by your dentist. We use digital imaging which is a very low dose of radiation.
- Take intraoral photographs to be used for treatment planning

I have been given an opportunity to ask questions and all of my questions have been answered to my satisfaction. I have read this consent and I understand it fully.

If you are concerned about or object to any of these procedures, please let us know BEFORE we begin.

_____ _____

Signature (Parent/Guardian) Date

_____ _____

Patient's Name Patient #

FINANCIAL POLICY

We accept the following forms of payment: Visa, MasterCard, Cash, or Check, HSA or FSA Cards (please note that a $50 fee for any returned check will apply). Payment is due in full at the time services are rendered. We will not bill a third party. As a courtesy, we will be happy to assist you with filing a claim with your insurance company.

Our relationship is with you! It is important to understand that we do not work for an insurance company; we work completely for you, our patient(s). Dental insurance can be a wonderful benefit for many families and we want you to know we will work to insure you get the maximum benefits allotted in your insurance contract. We have no control over *your plan*, which procedures the insurance company will cover, or how much they cover for specific procedure(s). Your insurance company has a relationship with you and a responsibility to you, not to us**. The treatment recommended for the patient will be based on what is best for your child's dental health and not on what your insurance may or may not cover.**

Most insurance companies will pay only a portion of the fee for service. You will be responsible for the full balance. As a courtesy, we will help you fill out your insurance claim form so that the insurance company can send your payment directly to you. In the event the insurance company makes an error and sends the payment to our office, we will contact you.

- We require payment in full or a payment plan from the patient/legal guardian.
- Insurers vary widely in what services they will cover and how much they will pay. Determining how much your insurance will reimburse for a procedure is best accomplished by you calling your insurer and asking them directly. It's important that you understand your insurance benefits.
- If your insurance requires a referral, you are responsible for obtaining it.
- We will send one statement at no charge. If more than one statement is sent, a charge of 1.5% per month (18% APR) will be added to each notice. Minimum charge of $8. If we communicate with you using certified mail the current fee for each account is $12.
- If your account balance becomes 120 days past due, we will take necessary steps to collect this debt. In the event of default payment, patients shall pay any legal interest on the balance due, together with any collection cost, including reasonable attorney fees.

About "UCR"; Insurance companies sometimes state that reimbursement is reduced because your dentist's fee has exceeded the Usual, Customary, or Reasonable fee (aka UCR). This can be misleading, especially as insurance companies imply that your dentist is "overcharging" rather than say they are "underpaying". Insurance companies set their own fees and each uses a different set of fees they consider allowable. These fees may vary widely as each insurance company collects fee information from claims it processes. The insurance company then takes this data and arbitrarily chooses a level they call the "allowable" UCR fee. Frequently this data can be old and these "allowable" fees are set by the insurance company such that the insurer can be quite profitable. Often a less expensive policy will use a lower, usual, customary, or reasonable (UCR) figure.

If you cancel or miss your appointment without giving a 48 hours' notice, there will be a $35 fee added to your next appointment.
I have read, understand, and agree to the Financial Policies of Pop Braces.

Parent/Legal Guardian Name (printed) Parent/Legal Guardian (signature) Date