

WELCOME

Thank you for selecting our dental healthcare team! We will strive to provide you with the best possible dental care. To help us meet all your dental healthcare needs, please fill out this form completely in ink. If you have any questions or need assistance, please ask us - we will be happy to help.

1 Personal Information

Date _____
Birthdate _____
SS#/SIN _____ E-Mail _____
Name _____
Wishes to be called _____
 Male Female Minor Single Married Divorced Widowed Separated
Address _____
City _____ State/Prov. _____ Zip/P.C. _____
Employer _____ Occupation _____
Referred by _____

2 Responsible Party

Who is responsible for the account?
Name _____
Relationship to patient _____
Birthdate _____ Driver's License # _____
SS#/SIN _____ E-Mail _____
Address _____
City _____ State/Prov. _____ Zip/P.C. _____
Employer _____
Occupation _____
Work Phone _____ Ext. # _____
Home Phone _____ Cell Phone _____

3 Telephone

Home Phone _____
Work Phone _____ Ext. # _____
Cell Phone _____
Where do you prefer to receive calls? Home Work Car
When is the best time to reach you? Time _____ Days _____
In the event of an emergency, who should we contact?
Name _____ Relationship _____ Work # _____ Home # _____

4 Dental Insurance Information

Primary Insurance

Name of Insured _____
Relationship to patient _____
Insured's birthdate _____
SS#/SIN _____
Employer _____
Date Employed _____
Occupation _____
Insurance Company _____
Group # _____
Employee/Cert. # _____
Ins. Co. Address _____
Deductible _____
Amount already used _____
Max. annual benefit _____

Additional Insurance

Name of Insured _____
Relationship to patient _____
Insured's birthdate _____
SS#/SIN _____
Employer _____
Date Employed _____
Occupation _____
Insurance Company _____
Group # _____
Employee/Cert. # _____
Ins. Co. Address _____
Deductible _____
Amount already used _____
Max. annual benefit _____

5 Authorization and Release

I authorize the dentist to release any information including the diagnosis and the records of any treatment or examination rendered to me or my child during the period of such Dental care to third party payors and/or other health practitioners.

I authorize and request my insurance company to pay directly to the dentist or dental group insurance benefits otherwise payable to me.

I understand that my dental insurance carrier may pay less than the actual bill for services. I agree to be responsible for payment of all services rendered on my behalf or my dependents.

X

Signature of patient or parent/guardian if minor

Date

6 Financial Arrangements

For your convenience, we offer the following methods of payment. Please check the option which you prefer.

Payment in full at each appointment.

_____ Cash

_____ Personal Check

_____ Credit Card _____ Visa _____ MC

_____ I wish to discuss the dental office's policy.

Late Charges

If I do not pay the entire new balance within 25 days of the monthly billing date, a late charge of 1.5% on the balance then unpaid and owed will be assessed each month (if allowed by law). I realize that failure to keep this account current may result in you being unable to provide additional dental services except for dental emergencies or where there is prepayment for additional services. In the case of default on payment of this account, I agree to pay collection costs and reasonable attorney fees incurred in attempting to collect on this amount or any future outstanding account balances.

Thank you for filling out this form completely. The information you have provided will help us serve your dental healthcare needs more effectively and efficiently. If you have any questions at anytime, please ask - we are always happy to help.

Health History

NAME _____ BIRTHDATE _____ TODAY'S DATE _____

A Dental History

1. Reason for visit: _____
 2. When was your last dental visit? _____
 3. How often do you brush your teeth? _____
 4. What texture brush do you use? Soft Medium Hard
- | | YES | NO | | YES | NO |
|--|--------------------------|--------------------------|---|--------------------------|--------------------------|
| 5. Do your gums bleed while brushing? | <input type="checkbox"/> | <input type="checkbox"/> | 13. Have you had any head, neck, or jaw injuries? | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Do your gums bleed when flossing? | <input type="checkbox"/> | <input type="checkbox"/> | 14. Do you have frequent headaches? | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Do you feel pain to any of your teeth when brushing or flossing them? | <input type="checkbox"/> | <input type="checkbox"/> | 15. Do you clench or grind your teeth while awake or asleep? | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Are your teeth sensitive to hot, cold, sweet or sour foods/liquids? | <input type="checkbox"/> | <input type="checkbox"/> | 16. Do you bite your lips or cheeks frequently? | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Have you noticed any loosening of your teeth? | <input type="checkbox"/> | <input type="checkbox"/> | 17. Have you ever had: | | |
| 10. Does food tend to become caught between your teeth? | <input type="checkbox"/> | <input type="checkbox"/> | a. Orthodontic treatment (braces)? | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Do you have any sores or lumps in or near your mouth? | <input type="checkbox"/> | <input type="checkbox"/> | b. Oral surgery? | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Have you ever experienced any of the following problems in your jaw? | | | c. Gum treatment? | <input type="checkbox"/> | <input type="checkbox"/> |
| a. Clicking? | <input type="checkbox"/> | <input type="checkbox"/> | d. Your teeth ground or the bite adjusted? | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Pain (joint, ear, side of face)? | <input type="checkbox"/> | <input type="checkbox"/> | e. Worn a bite plane or other appliance? | <input type="checkbox"/> | <input type="checkbox"/> |
| c. Difficulty in opening or closing? | <input type="checkbox"/> | <input type="checkbox"/> | 18. Are you satisfied with the appearance of your teeth? | <input type="checkbox"/> | <input type="checkbox"/> |
| d. Difficulty in chewing? | <input type="checkbox"/> | <input type="checkbox"/> | 19. Have you ever had an upsetting experience in the dental office? | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | 20. Is there anything about having dental treatment that bothers you? | <input type="checkbox"/> | <input type="checkbox"/> |

B 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 medication that you may be taking, could have an important interrelationship with the dentistry that you will be receiving. Thank you for answering the following questions.

- | | YES | NO | | YES | NO |
|---|--------------------------|--------------------------|--|--------------------------|--------------------------|
| 1. Are you in good health? | <input type="checkbox"/> | <input type="checkbox"/> | 9. Have you had any abnormal bleeding? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Have there been any changes in your general health within the past year? | <input type="checkbox"/> | <input type="checkbox"/> | 10. Do you bruise easily? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Date of your last physical exam: _____ | | | 11. Have you ever required a blood transfusion? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Physician's name _____
Address _____
Phone No. _____ | | | 12. Have you had a recent weight loss? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Are you now under the care of a physician? | <input type="checkbox"/> | <input type="checkbox"/> | 13. Do you have a persistent cough or throat clearing not associated with a known illness (lasting more than 3 weeks)? | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Have you ever been hospitalized for any surgical operation or serious illness? Please explain. _____ | <input type="checkbox"/> | <input type="checkbox"/> | 14. Do you use tobacco? | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Are you taking any medicine(s) including non-prescription medicine? If yes, what medicine(s) are you taking? _____ | <input type="checkbox"/> | <input type="checkbox"/> | 15. Do you use alcohol or cocaine or other drugs? | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Have you ever taken Fen-Phen/Redux? | <input type="checkbox"/> | <input type="checkbox"/> | 16. Are you wearing contact lenses? | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | 17. Do you have any disease, condition or problem not listed above that you think I should know about? | <input type="checkbox"/> | <input type="checkbox"/> |
- Women Only:**
1. Are you pregnant or think you may be pregnant? YES NO
 2. Are you nursing? YES NO
 3. Are you taking birth control pills? YES NO

(OVER)



Medical History Continued...

YES NO

Are you allergic to or have you had reactions to:

- 1. Local anesthetics like novocaine? YES NO
- 2. Penicillin or other antibiotics? YES NO
- 3. Sulfa drugs? YES NO
- 4. Barbiturates, sedatives or sleeping pills? YES NO
- 5. Aspirin? YES NO
- 6. Iodine? YES NO
- 7. Other? _____ YES NO

Do you have or have you ever had the following:

- 1. Rheumatic heart disease or rheumatic fever? YES NO
- 2. Scarlet fever? YES NO
- 3. Heart defect or heart murmur? YES NO
- 4. Heart trouble, heart attack, or angina? YES NO
 - a. Do you have pain in your chest upon exertion? YES NO
 - b. Are you ever short of breath after mild exercise? YES NO
 - c. Do your ankles swell? YES NO
 - d. Do you get short of breath when you lie down? YES NO
 - e. Do you require extra pillows when you sleep? YES NO
- 5. Pacemaker? YES NO
- 6. Heart surgery? YES NO
- 7. High blood pressure? YES NO

YES NO

- 8. Low blood pressure? YES NO
- 9. Hepatitis, jaundice or liver disease? YES NO
- 10. Stroke? YES NO
- 11. Sinus trouble? YES NO
- 12. Lung or breathing problems? YES NO
- 13. Asthma or hay fever? YES NO
- 14. Hives or skin rash? YES NO
- 15. Fainting spells or seizures? YES NO
- 16. Diabetes? YES NO
- 17. AIDS or HIV infection? YES NO
- 18. Thyroid problems? YES NO
- 19. Allergies? YES NO
- 20. Arthritis or rheumatism? YES NO
- 21. Joint replacement or implant? YES NO
- 22. Stomach ulcer? YES NO
- 23. Kidney trouble? YES NO
- 24. Tuberculosis? YES NO
- 25. Persistent cough? YES NO
- 26. Cough that produces blood? YES NO
- 27. Cancer? YES NO
- 28. Sexually transmitted disease? YES NO
- 29. Epilepsy? YES NO
- 30. Anemia? YES NO
- 31. Leukemia? YES NO
- 32. Glaucoma? YES NO

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

For Completion By The Dentist:

SUMMARY OF DENTAL HISTORY

SUMMARY OF MEDICAL HISTORY

MEDICAL HISTORY UPDATE:

INITIALS:

DATE	COMMENTS	PATIENT	DENTIST	HYGIENIST
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

ACKNOWLEDGEMENT OF RECEIPT OF NOTICE OF PRIVACY PRACTICES

* You May Refuse to Sign This Acknowledgement*

I, _____, have received a copy of this
office's Notice of Privacy Practices.

Please Print Name

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
- Communications barriers prohibited obtaining the acknowledgement
- An emergency situation prevented us from obtaining acknowledgement
- Other (Please Specify)

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written approval of the American Dental Association.

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R. Matthew Bereman, D.D.S.

FINANCIAL POLICY

PAYMENT IS EXPECTED AT THE TIME SERVICE IS RENDERED. WE ACCEPT CASH, CHECK, DEBIT AND MOST MAJOR CREDIT CARDS.

INSURANCE:

Professional services are rendered and charged to you, not your insurance company. Please understand that the contract is between you and your insurance company and payment for services is your responsibility. We will accept assignment of claim for primary insurance. All deductibles and co-payment amounts are not covered by your insurance, are to be paid in full at the time of treatment. Financial arrangements must be made with the Practice Manager prior to starting treatment. Our office will not enter into a dispute with our insurance company over your claim. It is your responsibility to ensure that the claim is paid. You will receive a statement every month your account shows a BALANCE due, regardless of insurance expectations. If at the end of sixty (60) days, your insurance has not paid, you will be responsible for the entire balance. Upon request, we will supply you with a copy of your claim so you may resubmit it if necessary. You are responsible to provide your insurance company with any additional information they may need from you. It is your responsibility to inform us of any changes in your address, phone numbers, employment and dental benefits. In order for us to honor your insurance, you must provide proof of insurance coverage and we must be able to verify your coverage and current benefits. If verification can not be made you will be responsible for full charges to be paid at the time of service. You will be given the proper paperwork to file with your insurance company.

USUAL AND CUSTOMARY FEES:

Our fees are usual and customary in our area, not what your insurance company feels are usual and customary. You are responsible for any fees that are above your insurance company's usual and customary fees unless we have a contract fee with your insurance company or are a participating preferred provider (PPO) for your insurance company.

FEE SCHEDULES:

Some insurance plans pay from a fee schedule. We may not have your insurance company's fee schedule. In order for us to accept assignment for your insurance, you will need to provide us with a copy of your fee schedule. You will find this in your benefits book or you can obtain it from your human resources department.

BROKEN APPOINTMENT POLICY:

Please consider your schedule appointments carefully. We require 24 hour cancellation notice. If we do not receive a 24 hour cancellation notice you will be charged with a \$50.00 broken appointment that will not be paid by your insurance company. If you repeatedly miss scheduled appointments you will be asked to pursue treatment at our discretion.

OFFICE FEES:

If you present a check for insufficient funds, or place a stop payment on an issued check, you will be charged a \$25.00 fee for processing. Insufficient funds check will not be reprocessed. You must pay by cash, credit card or money order. We will charge a 1.5% monthly (18% annual) interest on all past due balances.

I HAVE READ, UNDERSTAND AND AGREE TO THE STATEMENTS OUTLINED ABOVE.

Name: _____ Date: _____