

Medical Information

1. Are you having pain or discomfort at this time? ..... YES NO
2. Have you been a patient in the hospital during the past two years? ..... YES NO
3. Have you been under the care of a medical doctor during the past two years?..... YES NO  
Physician's Name \_\_\_\_\_ Phone No. \_\_\_\_\_  
Reason \_\_\_\_\_
4. Are you now taking any medication or drugs?..... YES NO  
If yes, please list: \_\_\_\_\_
5. Are you sensitive or allergic to any medication or anesthetics? ..... YES NO  
If yes, please list: \_\_\_\_\_
6. Indicate which of the following you have had or have at present. Circle "yes" or "no" to each item.  
Heart Disease or Attack..... YES NO      Emphysema ..... YES NO  
Angina Pectoris..... YES NO      Tuberculosis ..... YES NO  
Heart Murmur ..... YES NO      Asthma ..... YES NO  
High Blood Pressure..... YES NO      Allergies or Hives..... YES NO  
Mitral Valve Prolapse ..... YES NO      Sinus Trouble..... YES NO  
Artificial Heart Valve ..... YES NO      Hepatitis A, B, or C..... YES NO  
Heart Pacemaker..... YES NO      Latex Allergy..... YES NO  
Rheumatic Fever..... YES NO      Venereal Disease ..... YES NO  
Cortisone Medicine..... YES NO      H.I.V. Positive or AIDS ..... YES NO  
Drug Addiction ..... YES NO      Anemia ..... YES NO  
Stroke ..... YES NO      Liver Disease ..... YES NO  
Artificial Joints (hip, knee, etc.) .. YES NO      Epilepsy or Seizures..... YES NO  
Kidney Trouble ..... YES NO      Fainting or Dizzy Spells ..... YES NO  
Diabetes..... YES NO      Anxiety..... YES NO  
Cancer ..... YES NO      Tobacco / Alcohol Use ..... YES NO
7. Have you lost or gained more than 10 pounds in the past year?..... YES NO
8. Are you on a special diet?..... YES NO      Ever taken Fen-Phen ..... YES NO
9. Do you have any disease or condition not listed? Have you ever taken a bone-producing medication (bisphosphonates)? ..... YES NO  
If yes, please list: \_\_\_\_\_

**FOR WOMEN ONLY:**

Are you pregnant? ( ) YES, What month? \_\_\_\_\_ ( ) NO. Are you nursing? ( ) YES ( ) NO  
Are you taking birth control pills? ( ) YES ( ) NO

I understand the above information is necessary to provide me with dental care in a safe and efficient manner. I have answered all questions truthfully and to the best of my knowledge.

Patient Signature \_\_\_\_\_ Date \_\_\_\_\_

**CONSENT:**

1. The undersigned hereby authorizes doctor to take x-rays, study models, photographs, or any other diagnostic aids appropriate by doctor to make a thorough diagnosis of the patient's dental needs.
2. I also authorize doctor to perform all recommended treatment mutually agreed upon by me and to use the appropriate medication and therapy indicated for such treatment in connection with (name of patient) \_\_\_\_\_. I understand that using anesthetic agents embodies a certain risk.  
Furthermore, I authorize and consent that doctor choose and employ such anesthetic as deemed fit to provide recommended treatment.
3. I understand that all responsibility for payment for dental services provided in this office for myself or my dependents is mine, due and payable at the time services are rendered unless other arrangements have been made. In the event payments are not received by the agreed upon dates, I understand that a 1.83% APR may be added to my account.
4. I understand that where appropriate, credit bureau reports may be obtained.
5. I understand that it is my responsibility to advise your office of any changes in the information contained on this form.

Patient \_\_\_\_\_ Date \_\_\_\_\_ Witness \_\_\_\_\_  
Parent or Responsible Party \_\_\_\_\_ Relationship to Patient \_\_\_\_\_

FOR OFFICE USE: Review \_\_\_\_\_ DATE \_\_\_\_\_

**Patient Information**

Date \_\_\_\_\_

Patient's Name \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Street City State Zip

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Birthdate \_\_\_\_\_ Social Security # \_\_\_\_\_ Drivers License # \_\_\_\_\_

E-Mail: \_\_\_\_\_

If patient is a minor, give parent's or guardian's name \_\_\_\_\_

Whom may we thank for referring you to our office? \_\_\_\_\_

Name of nearest relative not living with you \_\_\_\_\_

Complete Address \_\_\_\_\_ Phone \_\_\_\_\_

**Responsible Party Information**

Name \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Street City State Zip

Mailing Address \_\_\_\_\_  
Street City State Zip

How long at this address \_\_\_\_\_

Previous Address (if less than 3 years) \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Social Security # \_\_\_\_\_ Birthdate \_\_\_\_\_ Relationship to patient \_\_\_\_\_

Employer \_\_\_\_\_ Occupation \_\_\_\_\_ No. Years Employed \_\_\_\_\_

Employer Address \_\_\_\_\_

Spouse's Name \_\_\_\_\_ Relationship to patient \_\_\_\_\_

Employer \_\_\_\_\_ Occupation \_\_\_\_\_ No. Years Employed \_\_\_\_\_

Social Security # \_\_\_\_\_ Birthdate \_\_\_\_\_ Work Phone \_\_\_\_\_

**Insurance Information**

Insured's Name \_\_\_\_\_ Insured's Social Security # \_\_\_\_\_

Insurance Company \_\_\_\_\_ Group No. \_\_\_\_\_

Insurance Co. Address \_\_\_\_\_ Phone # \_\_\_\_\_

Is policy connected with your union? Yes \_\_\_ No \_\_\_ (If yes: Please complete the following insurance information)

Insured's Name \_\_\_\_\_ Insured's Social Security # \_\_\_\_\_

Insurance Co. \_\_\_\_\_ Group No. \_\_\_\_\_ Local No. \_\_\_\_\_

Insurance Co. Address \_\_\_\_\_ Phone # \_\_\_\_\_

Insured's Employer \_\_\_\_\_ Phone # \_\_\_\_\_

**Dental Information**

Do your gums bleed when you brush? Yes \_\_\_ No \_\_\_

Are your teeth sensitive to heat or cold? Yes \_\_\_ No \_\_\_ Pressure? Yes \_\_\_ No \_\_\_ Sweets? Yes \_\_\_ No \_\_\_

Do you grind or clench your teeth? Yes \_\_\_ No \_\_\_

Do you have any fear of dental work? Yes \_\_\_ No \_\_\_

Date of last dental examination \_\_\_\_\_ What was done at that time? \_\_\_\_\_

How would you describe your current dental problem? \_\_\_\_\_

How do you feel about the appearance of your teeth? \_\_\_\_\_

Have you ever had orthodontic braces? \_\_\_\_\_



Curtis E. McRae, D.D.S., Inc.  
General/Cosmetic/Implant Dentistry

## Assignment of Benefits Agreement

Our office will accept an assignment of benefits from your insurance company with the following provisions. It is important to understand, though, that the contract regarding your dental benefits is between you, your employer, and your insurance company. The obligation you have with our practice is to pay for treatment, regardless of the amount that may or may not be reimbursed by your insurance company. The following provisions identify our policies governing insurance claims.

- Although we are willing to complete insurance forms and submit a claim on your behalf, we do not accept responsibility for the outcome of the transaction. Completing insurance forms is a courtesy we extend to you in an effort to maximize your insurance reimbursement. By having our office process your insurance forms, it is important that you understand that this does not eliminate your financial obligation for your treatment.
- We require you to sign this form and/or other necessary assignment documents that may be required by your insurance company. This instructs your insurance company to make payment directly to our office.
- It is your responsibility to pay the copayment, which is the amount not covered by your insurance company, at the time we provide service to you.
- Insurance payments ordinarily are received within 30-60 days from the time of billing. If your insurance company has not made payment to our office within 60 days, we ask you to pay the balance due at that time. You will be responsible for seeking reimbursement from your insurance company at that time.
- Our office does not guarantee that your insurance company will pay for treatment you receive from our office. We perform routine insurance billing procedures upon verification of coverage. However, if your claim is denied, you will be responsible for paying the full amount at that time.
- Our office will not enter into a dispute with your insurance company over any claim, although we will provide necessary documentation your insurance company requests to sort out any confusion or questions that may arise. We will cooperate fully with regulations and the requests of your insurance company. It is ultimately your responsibility to resolve any type of dispute over payments made or not made by your insurance company.

**I HAVE READ AND UNDERSTAND THE ABOVE TERMS AND CONDITIONS. I AUTHORIZE MY INSURANCE COMPANY TO PAY MY DENTAL BENEFITS DIRECTLY TO CURTIS E. McRAE, D.D.S., INC.**

**I AUTHORIZE CURTIS E. McRAE, D.D.S., INC. TO DEBIT MY CREDIT CARD IF PAYMENT FROM MY INSURANCE COMPANY HAS NOT BEEN RECEIVED WITHIN 60 DAYS OF RECEIVING TREATMENT.**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Credit Card Number

\_\_\_\_\_  
Expiration

\_\_\_\_\_  
V-code (3 digits on back)

\_\_\_\_\_  
Signature of Patient/Responsible Party

\_\_\_\_\_  
Date



**Curtis E. McRae, D.D.S., Inc.**  
*General/Cosmetic/Implant Dentistry*

## **Financial Policy**

This statement is to inform you of our financial policy. We are committed to providing you with the highest quality dental care using only the best materials and technology available in the market today. We are also committed to providing you with up-to-date information and educational tools so that you may fully participate in maintaining optimum oral health. Our financial policy is intended to facilitate service to you while minimizing our administrative costs.

All charges that incur are your responsibility regardless of your insurance coverage. We must emphasize that as your dental care provider, our relationship is with you, our patient, not with your insurance company. Your insurance policy is a contract between you, your employer, and the insurance company. Our office is not a party to that contract. If payment from your insurance company is not received within 60 days from date of service, you will be expected to pay the balance in full.

As a courtesy to you, we will help you process all your insurance claims. You may direct your insurance company to pay your benefits directly to our office by signing the authorization on the Assignment of Benefits Agreement. In order for our office to file your insurance claim, you must bring a completed dental insurance form or proof of insurance to our office.

Payment is due at the time of service provided. Our office accepts cash, personal checks, MasterCard, Visa, and Discover. Outside financing is available through CareCredit upon request and approval.

Returned checks and balances older than 60 days must be subject to collection fees and finance charges at the rate of 1.83% per month. Additionally, our office may charge you for broken appointments and appointments cancelled without 48-hour advance notice.

If you have any questions regarding our financial policy, please ask. We are committed to providing you with the most positive experience in dental care.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date