PATIENT & ACCOUNT INFORMATION

Date Today	Birthdate	Sex
Patient's Name First	Middle	Last Name
By what name may we call you?		
Home Phone	Work Phone	Cell Phone
E-mail		
Address		
City	State	Zip
Patient's Social Security Number		
Patient's Employer	Occupation	
Spouse's Name		
Person financially responsible for account		

If patient is a minor fill out the box below

Mother's Name	
Home Phone (if different from above)	Work Phone
Mother's Address (if different from above)	
Father's Name	
Father's Home Phone (if different from above)	Work Phone
Father's Address (if different from above)	

Primary Insurance		
Subscriber (person who carries insurance) First	Middle	Last Name
Subscriber Birthdate		
Employer of Subscriber		
Insurance Company		
Social Security Number of Subscriber		

Secondary Insurance		
Subscriber (person who carries insurance) First	Middle	Last Name
Subscriber Birthdate		
Employer of Subscriber		
Insurance Company		
Social Security Number of Subscriber		

Other than the names above who may we contact in case of emergency?

Name _____ **Relationship** _____ **Phone**_____

How did you hear about our office? _____

Payment, which includes insurance deductibles and co-payment, is due in full when services are rendered. Which method of payment will you be using today?

☐ Cash ☐ Mastercard ☐ Care Credit

☐ Check ☐ Discover

☐ Visa ☐ American Express

Patient's First	Middle	Last Name	Birthdate	Today's Date

HEALTH HISTORY

Do you have or have you ever had any of the following:

1. Serious congenital heart condition	Yes	No	23. Sensitive or allergic to:		
2. Infective endocarditis	Yes	No	Penicillin	Yes	No
3. High blood pressure	Yes	No	Clindamycin	Yes	No
4. Other serious heart problems	Yes	No	Aspirin/Ibuprofen	Yes	No
5. Artificial heart valve	Yes	No	Tetracycline	Yes	No
6. Stroke	Yes	No	Dental Anesthetic	Yes	No
7. Use of Bisphosphonate medications			Codeine/hydrocodone	Yes	No
(e.g. Actonel, Reclast, Fosamax, Boniva)	Yes	No	Latex (gloves)	Yes	No
8. Emphysema	Yes	No	Any other drug or chemical	Yes	No
9. Diabetes	Yes	No	24. Are you currently taking any medications	Yes	No
10. Hepatitis	Yes	No	25. HIV positive	Yes	No
11. Liver disease	Yes	No	26. Women: Pregnant	Yes	No
12. Tuberculosis	Yes	No	27. Artificial joint or implant of any type	Yes	No
13. Cancer	Yes	No	28. Hospitalization or surgery in last 5 years	Yes	No
14. Radiation treatment or chemotherapy	Yes	No	29. Any blood disorder	Yes	No
15. Ulcer	Yes	No	30. Pain in chest, shortness of breath, swollen		
16. Excessive bleeding or bruising	Yes	No	ankles	Yes	No
17. Kidney disease	Yes	No	31. Asthma	Yes	No
18. Central nervous system disorder	Yes	No	32. Allergies	Yes	No
19. Arthritis	Yes	No	33. Stomach or digestive problems	Yes	No
20. Epilepsy or seizures	Yes	No	34. Glaucoma	Yes	No
21. Chemical/Alcohol dependency	Yes	No	35. Eating disorder (e.g. Bulemia/Anorexia)	Yes	No
22. Thyroid condition	Yes	No	36. Any other medical condition	Yes	No

Name of physician _____ **Physician phone number**_____

Signature _____ **Date** _____

(Parent or guardian if a minor)

For Doctor Use Only

DENTAL HISTORY

Name: _____ **Please circle Yes or No**

Do any of your teeth ever hurt or bother you? ..... Yes No

If yes, for how long have they hurt and what causes the pain? _____

Do your gums ever hurt or bother you? ..... Yes No

If yes, for how long have they hurt and what causes the pain? _____

Do you clench or grind your teeth? ..... Yes No

Do you or have you used any tobacco products? ..... Yes No

Have you ever had any problems associated with previous dental treatment? ..... Yes No

If yes, please explain. _____

Have you been satisfied with previous dental care? ..... Yes No

If no, please explain. _____

What would you change about your smile? _____

_____

Why did you leave your last dentist? _____

When was your last visit to a dentist? _____

Are you nervous about receiving dental treatment? ..... Yes No

If yes, please rate how nervous you are: 1 2 3 4 5 6 7 8 9 10

Least ----------> extremely nervous

Please explain what part of dentistry makes you nervous _____

_____

Do you have any other dental concerns you would like evaluated today? ..... Yes No

If yes, please explain. _____

Are there any barriers or concerns that would keep you from scheduling treatment? (i.e. fear, cost, time, etc) Yes .....No

If yes, please explain. _____

CONSENT:

I understand the above information about my dental and health history 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.

The undersigned hereby authorizes the Doctor to take X-rays, study models, photographs, or any other diagnostic aids deemed appropriate by the Doctor to make a thorough diagnosis of the patient's dental needs.

Signature _____ **Date** _____

(Parent or guardian if a minor)

Allergies Drug/Food/Latex	Reaction

Pharmacy: _____

Phone: _____

Name: _____

Address: _____

_____

Phone:_____

Birth date:_____

Family Doctor:_____

Phone:_____

In Emergency Call:

Name: _____

Phone: (H)_____

Phone: (C) _____

ELITE DENTISTRY
5708 SUNNYBROOK DR
SIOUX CITY, IA 51106

(712) 224-4001
www.MyEliteDentistry.com

Include Prescribed, Over the Counter, Vitamins and Herbal Medications

NAME OF DRUG	DATE (Added or changed)	STRENGTH/DOSE	HOW MANY TIMES A DAY IT IS TAKEN	REASON FOR TAKING

Whenever you see a doctor, including your primary care physician and any specialist, review and update this medication list.

ELITE DENTISTRY
NOTICE OF PRIVACY PRACTICES
THIS NOTICE DESCRIBES HOW HEALTH INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION.
PLEASE REVIEW IT CAREFULLY.
THE PRIVACY OF YOUR HEALTH INFORMATION IS IMPORTANT TO US.

OUR LEGAL DUTY

We are required by applicable federal and state law to maintain the privacy of your health information. We are also required to give you this Notice about our privacy practices, our legal duties, and your rights concerning your health information. We must follow the privacy practices that are described in the Notice while it is in effect. This Notice takes effect February 10, 2014 and will remain in effect until we replace it.

We reserve the right to change our privacy practices and the terms of the Notice at any time, provided such changes are permitted by applicable law. We reserve the right to make the changes in our privacy practices and the new terms of our Notice effective for all health information that we maintain, including health information we created or received before we made the changes. Before we make a significant change in our privacy practices, we will change this Notice and make the new Notice available upon request. You may request a copy of our Notice at any time. For more information about our privacy practices, or for additional copies of this Notice, please contact us using the information listed at the end of this Notice.

USES AND DISCLOSURES OF HEALTH INFORMATION

We use and disclose health information about you for treatment, payment, and healthcare operations. For example:

Treatment: We may use or disclose your health information to a physician or other healthcare provider providing treatment to you.

Payment: We may use and disclose your health information to obtain payment for services we provide to you.

Healthcare Operations: We may use and disclose your health information in connection with our healthcare operations. Healthcare operations include quality assessment and improvement activities, reviewing the competence or qualifications of healthcare professionals, evaluating practitioner and provider performance, conducting training programs, accreditation, certification, licensing or credentialing activities.

Your Authorization: In addition to our use of your health information for treatment, payment or healthcare operations, you may give us written authorization to use your health information or to disclose it to anyone for any purpose. If you give us an authorization, you may revoke it in writing at any time. Your revocation will not affect any use or disclosures permitted by your authorization while it was in effect. Unless you give us a written authorization, we cannot use or disclose your health information for any reason except those described in this Notice.

To Your Family and Friends: We must disclose your health information to you, as described in the Patient Rights section of this Notice. We may disclose your health information to a family member, friend or other person to the extent necessary to help with your healthcare or with payment for your healthcare, but only if you agree that we may do so.

Persons Involved In Care: We may use or disclose health information to notify, or assist in the notification of (including identifying or locating) a family member, your personal representative or another person responsible for you care, of your location, your general condition, or death. If you are present, then prior to use or disclosure of your health information, we will provide you with an opportunity to object to such uses or disclosures. In the event of your incapacity or emergency circumstances, we will disclose health information based on a determination using our professional judgment disclosing only health information that is directly relevant to the person's involvement in your healthcare. We will also use our professional judgment and our experience with common practice to make reasonable inferences of your best interest in allowing a person to pick up filled prescriptions, medical supplies, x-rays, or other similar forms of health information.

Marketing Health-Related Services: We will not use your health information for marketing communications without your written authorization.

Required by Law: We may use or disclose your health information when we are required to do so by law.

Abuse or Neglect: We may disclose your health information to appropriate authorities if we reasonably believe that you are a possible victim of abuse, neglect, or domestic violence or the possible victim of other crimes. We may disclose your health information to the extent necessary to avert a serious threat to your health or safety or the health or safety of others.

National Security: We may disclose to military authorities the health information of Armed Forces personnel under certain circumstances. We may disclose to authorized federal officials health information required to lawful intelligence, counterintelligence, and other national security activities. We may disclose to correctional institution or law enforcement official having lawful custody of protected health information of inmate or patient under certain circumstances.

Appointment Reminders: We may use or disclose your health information to provide you with appointment reminders (such as voicemail messages, postcards with premed instructions, or letters). We may confirm your appointments at your place of employment with whoever answers the phone if voice mail is unavailable, unless otherwise stated by you.

PATIENT RIGHTS

Access: You have the right to look at or get copies of your health information, with limited exceptions. You may request that we provide copies in a format other than photocopies. We will use the format you request unless we cannot practicably do so. You must make a request in writing to obtain access to your health information. You may obtain a form to request access by using the contact information listed at the end of this Notice.

Disclosure Accounting: You have the right to receive a list of instances in which we or our business associates disclosed your health information for purposes, other than treatment, payment, healthcare operations and certain other activities, for the last 6 years, but not before April 14, 2003. If you request this accounting more than once in a 12-month period, we may charge you a reasonable, cost-based fee for responding to these additional requests.

Restriction: You have the right to request that we place additional restrictions on our use or disclosure of your health information. We are not required to agree to these additional restrictions, but if we do, we will abide by our agreement (except in an emergency).

Alternative Communication: You have the right to request that we communicate with you about your health information by alternative means or to alternative locations. {You must make your request in writing.} Your request must specify the alternative means or location, and provide satisfactory explanation how payments will be handled under the alternative means or location you request.

Amendment: You have the right to request that we amend your health information. (Your request must be in writing, and it must explain why the information should be amended.) We may deny your request under certain circumstances.

Electronic Notice: If you receive the Notice on our Web site or by electronic mail (e-mail), you are entitled to receive this Notice in written form.

QUESTIONS AND COMPLAINTS

If you want more information about our privacy practices or have questions or concerns, please contact us.

If you are concerned that we may have violated your privacy rights, or you disagree with a decision we made about access to your health information or in response to a request you made to amend or restrict the use or disclosure of your health information or to have us communicate with you by alternative locations, you may complain to us using the contact information listed at the end of this Notice. You also may submit a written complaint to the U.S. Department of Health and Human Services. We will provide you with the address to file your complaint with the U.S. Department of Health and Human Services upon request. We support your right to the privacy of your health information. We will not retaliate in any way if you choose to file a complaint with us or with the U.S. Department or Health and Human Services.

Contact: Dr. Jenny Gotch
Elite Dentistry
5708 Sunnybrook Dr.
Sioux City, IA 51106
Telephone: (712) 224-4001
Fax: (712) 224-4004

ELITE DENTISTRY
FINANCIAL POLICY &
ACKNOWLEDGEMENT OF NOTICE OF PRIVACY POLICIES

Thank you for choosing us as your health care provider. We are committed to your treatment being successful, and our main concern is that you receive the proper treatment needed to maintain your health. The following is a statement of our financial policy. We ask that all patients read and sign our financial policy, as well as complete our patient information form prior to seeing the doctor. If you have any questions or concerns about our payment policies, please do not hesitate to ask our office manager.

PAYMENT FOR SERVICES: All charges are your responsibility from the date services are rendered whether you insurance company pays or not. Not all services are a covered benefit in all contracts. Deductibles, co-payments and services not covered by insurance are due at the time of service. We accept cash, check, and most major credit cards. Extended payment plans are available with prior credit approval. Returned checks will be subject to a $15.00 processing fee.

INSURANCE: Your insurance policy is a contract between you, your employer and your insurance company. We are not part of that contract. Our relationship is with you, not your insurance company. We are not part of that contract. We will be happy to fill out a claim for any care that is covered by your dental insurance. Please remember that no insurance company attempts to cover all dental costs. Some companies pay fixed allowances for certain procedures and others pay a percentage of the charge. It is your responsibility to pay any deductible amount, co-payment or any other balance not paid by your insurance company. I authorize the release of any information relating to dental claims and authorize payment directly to Elite Dentistry.

MINOR PATIENTS: The adult accompanying a minor is responsible for payment. Unaccompanied minors can pay with cash, check, credit card.

ACKNOWLEDGEMENT OF PRIVACY PRACTICES

My signature confirms that I have been informed of my rights to privacy regarding my protected health information, under the Health Insurance Portability & Accountability Act of 1996 (HIPPA). I understand that this information can and will be used to:

1. Provide and coordinate my treatment among a number of health care providers who may be involved in that treatment directly and indirectly.

2. Obtain payment from third-party payers for my health care services.

I have been informed of my dental provider's Notice of Privacy Practices containing a more complete description of the uses and disclosures of my protected health information. I have been given the right to review and receive a copy of such Notice of Privacy Practices. I understand that my dental provider had the right to change the Notice of Privacy Practices and that I many contact this office at the address above to obtain a current copy of the Notice of Privacy Practices.

I have read the above information and agree to the policies stated therein.