

Please take a moment to enter or update your information to help us ensure the quality of your care is excellent.

### Patient Information

Patient Name: \_\_\_\_\_  
*Last Name* *First Name* *MI* *Preferred Name*

Title: (Mr./Mrs./Ms) \_\_\_\_\_ Gender:  Male  Female Family Status:  Married  Single  Child  Other

Birth Date: \_\_\_\_\_ Social Security # \_\_\_\_\_ Previous Visit: \_\_\_\_\_

Email: \_\_\_\_\_ Best Time to Call: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_ Ext. \_\_\_\_\_

Fax: \_\_\_\_\_ Other: \_\_\_\_\_

Primary Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Address 2: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Relationship to the Patient: \_\_\_\_\_ Referred by: \_\_\_\_\_

### Spouse or Responsible Party

The following is for:  Patient's Spouse  Person responsible for Payment  Both  Neither Not Applicable

Name: \_\_\_\_\_  
*Last Name* *First Name* *MI* *Preferred Name*

Title: (Mr./Mrs./Ms) \_\_\_\_\_ Gender:  Male  Female Family Status:  Married  Single  Child  Other

Birth Date: \_\_\_\_\_ Email Address: \_\_\_\_\_ Best Time to Call: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_ Ext. \_\_\_\_\_

Primary Address: \_\_\_\_\_ Address 2# \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### Employment Information

The following is for  the patient  the person responsible for payment  both  Not applicable

Employer Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Address 2: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### Primary Dental Insurance Information

Patient's Relationship to Insured:  Self  Spouse  Child  Other

Name of Insured: \_\_\_\_\_  
*Last Name* *First Name* *MI*

Insured Date of Birth: \_\_\_\_\_ ID#: \_\_\_\_\_ Group #: \_\_\_\_\_

Insured's Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Insured's Employer Name: \_\_\_\_\_

Employer Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Insurance Plan Name: \_\_\_\_\_

Insurance Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### Primary Medical Insurance Information

Patient's Relationship to Insured:  Self  Spouse  Child  Other

Name of Insured: \_\_\_\_\_  
*Last Name* *First Name* *MI*

Insurance Plan Name: \_\_\_\_\_

Name of Insured: \_\_\_\_\_  
*Last Name* *First Name* *MI*

Insured Date of Birth: \_\_\_\_\_ ID#: \_\_\_\_\_ Group #: \_\_\_\_\_

Insured's Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Insured's Employer Name: \_\_\_\_\_

Employer Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Patient's Relationship to Insured:  Self  Spouse  Child  Other

Insurance Plan Name: \_\_\_\_\_

Insurance Address: \_\_\_\_\_ Address 2: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Patient Acknowledgment  
Recipient of the California Dental Fact Sheet**

By checking this box, I certify that I have read the Fact Sheet describing the risks and benefits of dental restorative materials. I have also had an opportunity to discuss and ask questions regarding the information contained in this material fact sheet with my treating dentist and/or a member of the dental team.

Acknowledgment of receipt of Notice of Privacy Practices

“You may refuse to sign this Acknowledgment”

I understand that I may inspect or copy the protected health information described by this authorization.

I understand that at any time, this authorization may be revoked, when the office that receives the authorization receives a written revocation, although that revocation will not be effective as to the disclosure of records whose release I have previously authorized, or where other action has been taken in reliance on an authorization I have signed. I understand that my health care and the payment for my healthcare will not be affected if I refuse to sign this form.

I understand that information used or disclosed, pursuant to this authorization, could be subject to re-disclosure by the recipient and, if so, may not be subject to federal or state law protecting its confidentiality.

I authorize this dental practice to release any financial or dental information to the following person(s) listed below:

\_\_\_\_\_

\_\_\_\_\_

**Consent for Examination, X-Ray Diagnostic Series, Insurance Authorization/Pre-Estimates:**

To my knowledge, the information contained in this form is correct to date. I authorize this practice to take diagnostic x-rays, models, photographs or other records to be used in the diagnosis and treatment of conditions found. I have received the notice of privacy practices required by HIPAA. I am informed and aware that I have the right to read the “Notice of Privacy Practices” before giving consent to use or disclose personal information to third party reimbursement, financing or other payment arrangement organizations.

I understand that I am solely responsible for any and all fees incurred in my treatment. I am aware that this practice will assist me in providing specific information to third party reimbursement and/or insurer organizations with my authorization to do so.

By checking this box, I understand the above information and agree with its contents and this will serve as my signature for the HIPAA Disclosure Form.

Name of the Person Completing the Form (Please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Dr./Staff Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## Patient Health History

Patient Name: \_\_\_\_\_  
*Last Name*
*First Name*
*MI*
*Preferred Name*

Height: \_\_\_\_\_ Weight: \_\_\_\_\_

**Please indicate any of the following conditions that you have had or presently have:**

- |   |   |   |   |
|---|---|---|---|
| <input type="checkbox"/> *Pre-Med - Amoxicillin | <input type="checkbox"/> *Pre-Med - Clindamycin | <input type="checkbox"/> *Pre-Med - Other _____ | <input type="checkbox"/> Allergies            |
| <input type="checkbox"/> Allergy - Aspirin      | <input type="checkbox"/> Allergy - Codeine      | <input type="checkbox"/> Allergy - Ethromycin   | <input type="checkbox"/> Allergy - Hay Fever  |
| <input type="checkbox"/> Allergy - Latex        | <input type="checkbox"/> Allergy - Other _____  | <input type="checkbox"/> Allergy - Penicillin   | <input type="checkbox"/> Allergy - Sulpha     |
| <input type="checkbox"/> Anemia                 | <input type="checkbox"/> Arthritis              | <input type="checkbox"/> Artificial Joints      | <input type="checkbox"/> Asthma               |
| <input type="checkbox"/> Blood Disease          | <input type="checkbox"/> Cancer                 | <input type="checkbox"/> Diabetes               | <input type="checkbox"/> Dizziness            |
| <input type="checkbox"/> Epilepsy               | <input type="checkbox"/> Excessive Bleeding     | <input type="checkbox"/> Fainting               | <input type="checkbox"/> Glaucoma             |
| <input type="checkbox"/> Head Injuries          | <input type="checkbox"/> Heart Disease          | <input type="checkbox"/> Heart Murmur           | <input type="checkbox"/> Hepatitis            |
| <input type="checkbox"/> High Blood Pressure    | <input type="checkbox"/> High Blood Pressure    | <input type="checkbox"/> Jaundice               | <input type="checkbox"/> Kidney Disease       |
| <input type="checkbox"/> Liver Disease          | <input type="checkbox"/> HIV                    | <input type="checkbox"/> Liver Disease          | <input type="checkbox"/> Other _____          |
| <input type="checkbox"/> Pacemaker              | <input type="checkbox"/> Mental Disorders       | <input type="checkbox"/> Nervous Disorders      | <input type="checkbox"/> Respiratory Problems |
| <input type="checkbox"/> Rheumatic Fever        | <input type="checkbox"/> Pregnancy              | <input type="checkbox"/> Radiation Treatment    | <input type="checkbox"/> Stomach Problems     |
| <input type="checkbox"/> Stroke                 | <input type="checkbox"/> Rheumatism             | <input type="checkbox"/> Sinus Problems         | <input type="checkbox"/> Ulcers               |
| <input type="checkbox"/> Veneral Disease        | <input type="checkbox"/> Tuberculosis           | <input type="checkbox"/> Tumors                 |   |

- |   |  |
|---|--|
| <input type="checkbox"/> Yes <input type="checkbox"/> No Active Tuberculosis                            | <input type="checkbox"/> Yes <input type="checkbox"/> No Been exposed to anyone with Tuberculosis? |
| <input type="checkbox"/> Yes <input type="checkbox"/> No Persistent cough greater than 3 week duration? | <input type="checkbox"/> Yes <input type="checkbox"/> No Cough that produces blood                 |

**DENTAL INFORMATION**

- |  |  |
|--|--|
| <input type="checkbox"/> Yes <input type="checkbox"/> No Do your gums bleed when you brush or floss?   | <input type="checkbox"/> Yes <input type="checkbox"/> No Are you currently experiencing dental pain or discomfort?   |
| <input type="checkbox"/> Yes <input type="checkbox"/> No Are your teeth sensitive to cold, hot, sweets or pressure?  | <input type="checkbox"/> Yes <input type="checkbox"/> No Do you have earaches or neck pain?                          |
| <input type="checkbox"/> Yes <input type="checkbox"/> No Is your mouth dry?  | <input type="checkbox"/> Yes <input type="checkbox"/> No Do you have any clicking, popping or discomfort in the jaw? |
| <input type="checkbox"/> Yes <input type="checkbox"/> No Have you had periodontal (gums) treatment?  | <input type="checkbox"/> Yes <input type="checkbox"/> No Do you brux or grind your teeth?                            |
| <input type="checkbox"/> Yes <input type="checkbox"/> No Have you ever had orthodontic (braces) treatment?   | <input type="checkbox"/> Yes <input type="checkbox"/> No Do you have sores or ulcers in your mouth?                  |
| <input type="checkbox"/> Yes <input type="checkbox"/> No Have you ever had problems associated with previous dental treatment?   | <input type="checkbox"/> Yes <input type="checkbox"/> No Do you wear dentures or partials?                           |
| <input type="checkbox"/> Yes <input type="checkbox"/> No Is your home water supply fluoridated?  | <input type="checkbox"/> Yes <input type="checkbox"/> No Do you participate in active recreational activities?       |
| <input type="checkbox"/> Yes <input type="checkbox"/> No Do you drink bottled or filtered water? If yes, how often? <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Occasionally | <input type="checkbox"/> Yes <input type="checkbox"/> No Have you ever had a serious injury to your head or mouth?   |

Date of your last dental exam? \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

What was done at that time? \_\_\_\_\_

Date of last dental xrays? \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

What is the reason for your visit today? \_\_\_\_\_

How do you feel about your smile? \_\_\_\_\_

**Medical Information**

Are you now under the care of a physician?  Yes  No Physician's Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Are you in good health?  Yes  No Has there been any changes in your general health within the past year?  Yes  No

If yes, what condition is being treated? \_\_\_\_\_

Date of last physical exam: \_\_\_\_/\_\_\_\_/\_\_\_\_

Have you had a serious illness, operation or been hospitalized in the last 5 years?  Yes  No

If yes, what was the illness or problem? \_\_\_\_\_

Are you taking or have you recently taken any prescription or over the counter medicine?  Yes  No

List all over the counter and prescription medications, vitamins, natural or herbal preparations, and/or dietary supplements.

\_\_\_\_\_

\_\_\_\_\_

Do you wear contact lenses?  Yes  No

Have you had orthopedic joint (hip, knee, elbow, finger) replacement?  Yes  No If yes, what was the date? \_\_\_\_/\_\_\_\_/\_\_\_\_

Did you have any complications? \_\_\_\_\_

Are you taking or have you ever taken either of the medications Alendronate (Fosamax®) or Risedronate (Actonel®) for osteoporosis or Paget's Disease?  Yes  No

Are you taking or have you ever taken Phen-fen (Fenfluramine-phenterine combination)?  Yes  No

Since 2001, were you treated or are you presently scheduled to being treatment with the intravenous bisphosphonates (Aredia or Zometa) for bone pain, hypercalcemia or skeletal complications resulting from Paget's Disease, multiple myeloma, or metastatic cancer?  Yes  No Date treatment began: \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you use controlled substances?  Yes  No Do you use tobacco (smoking, snuff, chew, bidis)?  Yes  No

If yes, how interested are you in stopping?  Very Interested  Somewhat Interested  Not Interested

Do you drink alcoholic beverages?  Yes  No If yes, how much alcohol did you drink in the last 24 hours? \_\_\_\_\_

If yes, how much do you typically drink each week?  1-3 drinks/week  4-7 drinks/week  More than 7 drinks/week

**Women Only**

Are you pregnant?  Yes  No If yes, how many weeks? \_\_\_\_\_ Are you currently nursing?  Yes  No

Are you taking birth control pills or hormone replacement?  Yes  No

**Allergies**

Are you allergic to or have you had a reaction to:

- |   |   |
|---|---|
| <input type="checkbox"/> Yes <input type="checkbox"/> No Aspirin                                    | <input type="checkbox"/> Yes <input type="checkbox"/> No Latex (Rubber)       |
| <input type="checkbox"/> Yes <input type="checkbox"/> No Local Anesthetics                          | <input type="checkbox"/> Yes <input type="checkbox"/> No Iodine               |
| <input type="checkbox"/> Yes <input type="checkbox"/> No Penicillin or other Antibiotics            | <input type="checkbox"/> Yes <input type="checkbox"/> No Hay Fever / Seasonal |
| <input type="checkbox"/> Yes <input type="checkbox"/> No Barbiturates, sedatives, or sleeping pills | <input type="checkbox"/> Yes <input type="checkbox"/> No Animals              |
| <input type="checkbox"/> Yes <input type="checkbox"/> No Sulfa drugs                                | <input type="checkbox"/> Yes <input type="checkbox"/> No Food                 |
| <input type="checkbox"/> Yes <input type="checkbox"/> No Codeine or other narcotics                 | <input type="checkbox"/> Yes <input type="checkbox"/> No Other                |
| <input type="checkbox"/> Yes <input type="checkbox"/> No Metals                                     |   |

If you checked yes to any of the above items, please specify the type of reaction: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please indicate any of the following conditions that you have had in the past or presently have:**

- |   |  |
|---|--|
| <input type="checkbox"/> Yes <input type="checkbox"/> No Artificial (Prosthetic) heart valve  | <input type="checkbox"/> Yes <input type="checkbox"/> No Unrepaired, cyanotic Congenital heart disease |
| <input type="checkbox"/> Yes <input type="checkbox"/> No Previous infective endocarditis      | <input type="checkbox"/> Yes <input type="checkbox"/> No Repaired CHD (completely) in last 6 months    |
| <input type="checkbox"/> Yes <input type="checkbox"/> No Damaged valves in transplanted heart | <input type="checkbox"/> Yes <input type="checkbox"/> No Repaired CHD with residual defect             |

Note: Except for conditions listed above, antibiotic prophylaxis is no longer recommended for any other form of CHD.

**Please indicate any of the following conditions that you have had in the past or presently have:**

- |  |   |
|--|---|
| <input type="checkbox"/> Yes <input type="checkbox"/> No Cardiovascular Disease                  | <input type="checkbox"/> Yes <input type="checkbox"/> No Gastrointestinal Disease             |
| <input type="checkbox"/> Yes <input type="checkbox"/> No Angina                                  | <input type="checkbox"/> Yes <input type="checkbox"/> No GE Reflux/Persistent Heartburn       |
| <input type="checkbox"/> Yes <input type="checkbox"/> No Arteriosclerosis                        | <input type="checkbox"/> Yes <input type="checkbox"/> No Ulcers                               |
| <input type="checkbox"/> Yes <input type="checkbox"/> No Congestive Heart Failure                | <input type="checkbox"/> Yes <input type="checkbox"/> No Thyroid Problems                     |
| <input type="checkbox"/> Yes <input type="checkbox"/> No Damaged Heart Valve                     | <input type="checkbox"/> Yes <input type="checkbox"/> No Stroke                               |
| <input type="checkbox"/> Yes <input type="checkbox"/> No Heart Attack                            | <input type="checkbox"/> Yes <input type="checkbox"/> No Glaucoma                             |
| <input type="checkbox"/> Yes <input type="checkbox"/> No Heart Murmur                            | <input type="checkbox"/> Yes <input type="checkbox"/> No Hepatitis, Jaundice or Liver Disease |
| <input type="checkbox"/> Yes <input type="checkbox"/> No Low Blood Pressure                      | <input type="checkbox"/> Yes <input type="checkbox"/> No Epilepsy                             |
| <input type="checkbox"/> Yes <input type="checkbox"/> No High Blood Pressure                     | <input type="checkbox"/> Yes <input type="checkbox"/> No Fainting Spells or Seizures          |
| <input type="checkbox"/> Yes <input type="checkbox"/> No Other Congenital Heart Defects          | <input type="checkbox"/> Yes <input type="checkbox"/> No Neurological Disorders               |
| <input type="checkbox"/> Yes <input type="checkbox"/> No Mitral Valve Prolapse                   | If yes, explain: _____  |
| <input type="checkbox"/> Yes <input type="checkbox"/> No Pacemaker                               | _____   |
| <input type="checkbox"/> Yes <input type="checkbox"/> No Rheumatic Fever                         | <input type="checkbox"/> Yes <input type="checkbox"/> No Sleep Disorder                       |
| <input type="checkbox"/> Yes <input type="checkbox"/> No Rheumatic Heart Disease                 | <input type="checkbox"/> Yes <input type="checkbox"/> No Snoring                              |
| <input type="checkbox"/> Yes <input type="checkbox"/> No Abnormal Bleeding                       | <input type="checkbox"/> Yes <input type="checkbox"/> No Mental Health Disorder               |
| <input type="checkbox"/> Yes <input type="checkbox"/> No Blood Transfusion When ____/____/____   | If yes, explain: _____  |
| <input type="checkbox"/> Yes <input type="checkbox"/> No Hemophilia                              | _____   |
| <input type="checkbox"/> Yes <input type="checkbox"/> No Arthritis                               | <input type="checkbox"/> Yes <input type="checkbox"/> No Recurrent Infections                 |
| <input type="checkbox"/> Yes <input type="checkbox"/> No Autoimmune Disease                      | If yes, explain: _____  |
| <input type="checkbox"/> Yes <input type="checkbox"/> No Rheumatoid Arthritis                    | _____   |
| <input type="checkbox"/> Yes <input type="checkbox"/> No Systemic Lupus Erythematosus            | <input type="checkbox"/> Yes <input type="checkbox"/> No Kidney Problems                      |
| <input type="checkbox"/> Yes <input type="checkbox"/> No Asthma                                  | <input type="checkbox"/> Yes <input type="checkbox"/> No Night Sweats                         |
| <input type="checkbox"/> Yes <input type="checkbox"/> No Bronchitis                              | <input type="checkbox"/> Yes <input type="checkbox"/> No Osteoporosis                         |
| <input type="checkbox"/> Yes <input type="checkbox"/> No Emphysema                               | <input type="checkbox"/> Yes <input type="checkbox"/> No Persistent Swollen Glands in Neck    |
| <input type="checkbox"/> Yes <input type="checkbox"/> No Sinus Trouble                           | <input type="checkbox"/> Yes <input type="checkbox"/> No Severe Headaches/Migraines           |
| <input type="checkbox"/> Yes <input type="checkbox"/> No Tuberculosis                            | <input type="checkbox"/> Yes <input type="checkbox"/> No Severe or Rapid Weight Loss          |
| <input type="checkbox"/> Yes <input type="checkbox"/> No Cancer/Chemotherapy/Radiation Treatment | <input type="checkbox"/> Yes <input type="checkbox"/> No Sexually Transmitted Disease         |
| <input type="checkbox"/> Yes <input type="checkbox"/> No Chest Pain Upon Exertion                | <input type="checkbox"/> Yes <input type="checkbox"/> No Excessive Urination                  |
| <input type="checkbox"/> Yes <input type="checkbox"/> No Chronic Pain                            |   |
| <input type="checkbox"/> Yes <input type="checkbox"/> No Diabetes Type I or II                   |   |
| <input type="checkbox"/> Yes <input type="checkbox"/> No Eating Disorder                         |   |
| <input type="checkbox"/> Yes <input type="checkbox"/> No Malnutrition                            |   |

Yes  No Has a physician or previous dentist recommended that you take antibiotics prior to your dental treatment?

Doctor or Dentist Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Please list any diseases, conditions or problems not listed above that you think I should know about: \_\_\_\_\_

**NOTE: Both doctor and patient are encouraged to discuss any and all relevant patient health issues prior to treatment.**

Emergency Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship to the Patient: \_\_\_\_\_

By checking this box, I certify that I have read and understand the above and that the information given on this form is accurate. I understand the importance of a truthful health history and that my dentist and his staff will rely on this information for treating me. I acknowledge that my questions, if any, about inquiries set forth above have been answered to my satisfaction. I will not hold my dentist, or any other members of his staff, responsible for any action they take or do not take because of errors or omissions that I may have made in the completion of this form.

Name of the Person Completing the Form (Please print): \_\_\_\_\_

Patient Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Dr. Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## Financial Agreement

Patient Name: \_\_\_\_\_  
*Last Name* *First Name* *MI* *Preferred Name*

As a courtesy, we assist you in billing your insurance if you choose to use insurance benefits to pay for dental treatment. However, we are limited to billing services rendered and possibly, assign payment to us. Insurance benefits and fees are agreed upon by you and your insurance company. The insurance pays for your benefits based on a fee schedule. Therefore, you are responsible for the following:

- Any portion not paid by insurance. Treatment fees are based on insurance ESTIMATES only.
- Deductibles and co-payments due on the day services are rendered.
- Keeping track of maximum benefits allowed and remaining.
- Any treatment unpaid by the insurance. Some treatment may not be covered by your insurance plan. If you have questions about your coverage, please call the insurance company and as a subscriber, they can give you all the information you need.

If you are not using insurance benefits to pay your dental treatment, we can assist you with a third party payment plan such as Care Credit, based on treatment recommended by the doctor. Treatment fees are ESTIMATES only, The fee may change if you or your child's dental needs change. We will inform you of the charges beforehand.

A late notice though will result in a cancellation fee. We gladly accept checks and should the bank return it unpaid, there is a \$35.00 fee. We will require subsequent payments in cash, cashier's check, money order or debit/credit card.

By checking this box, I am authorizing Anil Chowdhary DMD Inc./All Care Dental and their constituents to obtain insurance information and to bill my insurance for services. I have read and understood the forgoing policies.

Name of the Person Completing the Form (Please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## Office Policy

### Dear Patients:

We appreciate the opportunity to serve your dental health needs. Our goal is to provide the best care possible for our patients. We want to give you the opportunity to enjoy optimal dental health throughout your life. This statement has been prepared to give you some information about our office policies. Please ask the front desk staff if you have any questions about the information covered in this statement.

### Estimates:

Before we begin treatment, we will provide you with a complete ideal diagnosis. Based on the information we will give you an estimate of the total cost of your treatment. As we proceed with this treatment, we may encounter additional problems or circumstance that may not have been apparent at the time of the initial examination. In this event, we will make every effort to fully discuss the problem with you, including the effect, if any, it may have on your financial obligation,

### Down Payments:

We request that professional services be paid for at the time of the appointment unless arrangements have been made. We offer payment options below, with valid ID.

- Cash
- VISA
- Discover
- Master Card
- Checks

Patients paying in cash in advance of treatment may be eligible for a discount. Please ask our Office Manager for more details.

### Broken Appointments:

We require a minimum of 48 hours notification in the event you are unable to keep your scheduled appointment. As long as this notice is received, there will be absolutely no charge for canceled or rescheduled appointment. However, if you fail to provide us with this notice during regular business hours, your account will be subject to a \$50.00 charge.

### Patients with Dental Insurance:

We will provide as much assistance as possible with insurance eligibility, coverage, and exclusions; however, the patient assumes full responsibility for the understanding of their policy's limitations and provisions. In the event of an eligibility concern, please contact your dental insurance plan to confirm that you are eligible to receive treatment at our office. We will require payment of the portion of the charges that your insurance company will not cover, including all deductibles and estimated co-payments at the time services are rendered.

### PPO (Preferred Provider Organization) - Most common form of Insurance

It is our policy to receive full payment at the time services are rendered, for your convenience, we accept cash, checks and most major credit cards. We also have a monthly payment plan available to those who qualify. Responsibility for treatment of a minor is the adult parent or guardian accompanying the child. We do not bill services to the unaccompanied minor.

### Accounting Concerns / Delinquent Accounts:

We will make every attempt to assist you with questions regarding your account and billing concerns, in the event that an account is deemed delinquent, outside collection action may be taken and the responsible party for the account is liable for all reasonable attorney's fees and collection costs.

By checking this box, I understand the above information and agree with its contents of this Administration form.

Patient Name: \_\_\_\_\_  
*Last Name* *First Name* *MI* *Preferred Name*

Name of the Person Completing the Form (Please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_





3200 Mowry Avenue | Suite A, Fremont, CA 94538

Phone: (510) 648-2487  
Fax: (510) 894-2597  
Email: [info@allcaredentalca.com](mailto:info@allcaredentalca.com)  
[www.allcaredentalca.com](http://www.allcaredentalca.com)

---

## Acknowledgement of Receipt of Notice of Privacy Practices

*You May Refuse to Sign This Acknowledgement*

I, \_\_\_\_\_ [full name], have received a copy of the \_\_\_\_\_ All Care Dental/ Notice of Privacy Practices.

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

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

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

**Personal Representative's name** \_\_\_\_\_

**Relationship to Patient** \_\_\_\_\_