Dental Registration & History

Health History

Primary Care Physician: _____

Phone #: _____ Last Visit:_____

Check all that apply:

- □ AIDS
- □ Allergies/Hives
- □ Anemia
- □ Angina Pectoris
- □ Arthritis/Rheumatism
- □ Artificial Heart Values
- □ Artificial Joints
- □ Asthma
- □ Back Problems
- □ Blood Disease
- □ Blood Transfusion
- □ Bruise Easily
- □ Cancer:_____
- □ Chemical Dependency
- □ Chemotherapy
- □ Circulatory Problems
- □ Cold Sores
- □ Congenital Heart Lesions
- □ Diabetes
- □ Emphysema
- □ Epilepsy/Seizures
- □ Fainting
- □ Glaucoma
- □ Hay fever
- □ Headaches
- □ Heart Murmur
- □ Heart Problems
- □ Hemophilia
- □ Hepatitis _____
- □ High Blood Pressure
- □ HIV Positive
- □ Jaw Pain
- □ Kidney Disease
- □ Liver Disease
- □ Pacemaker
- □ Psychiatric Care
- □ Radiation Treatment
- □ Respiratory Disease
- □ Rheumatic Fever
- □ Scarlet Fever
- □ Sickle Cell Anemia
- □ Shortness of Breath
- □ Sinus Problems
- □ Stroke
- □ Swelling of Feet/Ankles
- □ Thyroid Problems
- □ Tobacco Habit
- □ Tuberculosis (TB)
- □ Ulcers
- □ Venereal Disease

List **ALL** medicines you are currently taking:

_____

_____

_____

Allergies (medication, latex, ect)_____

_____

Are you pregnant? □Yes □ No Nursing? □ Yes □ No

Taking birth control pills? □Yes □No

Date of Last Dental Visit: _____

Last Dental X-Rays: _____

Reason for Today's Visit: _____

_____

General Information

Name: _____

Date of Birth: _____ SS#: _____

Home Address: _____

City/State/Zip code: _____

Home#: _____ Cell#: _____

Work#: _____ Best Daytime#: □ Home □ Cell □ Work

Email Address: _____

Status: □ Minor □ Single □ Married □ Widowed □ Separated □ Divorced

Employer: _____ Occupation: _____

Work Address: _____

City/State/Zip: _____

Name of Parent/Guardian (**Minors)**:_____

How were you referred to this practice? _____

Dental Insurance

Subscriber's Name: _____

Relationship to Subscriber: _____

Subscriber's Date of Birth: _____

Subscriber's SS# _____

Subscriber's Employer: _____

Emergency Contact

Name: _____

Relationship: _____Phone: _____

Authorization

We reserve the right to charge for appointments cancelled or broken without 48 hours advance notice or 72 hours notice for major services.

I authorize the dental professionals to administer such medications and to perform such diagnostics and therapeutic procedures as may be necessary for proper dental care. If I am insured, I authorize dental benefits to be directly assigned to the dental practice. **I understand that I am financially responsible for <u>all</u> costs of dental treatment.** If the entire balance is not paid within 30 days of the monthly billing date, a finance charge will be added to the account for the current monthly billing period. The finance charge of 2.0% will be applied to the last month's balance. In case of default of payment, I promise to pay any legal interest on the balance due, together with any collection costs and reasonable attorney fees incurred in an effect to collect on this account.

_____ _____

Signature Date

ACKNOWLEDGEMENT OF RECEIPT OF NOTICE OF PRIVACY PRACTICES

You may refuse to sign this document

I _____have received a copy of this office's Notice of Privacy Practices.

_____

(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
- ☐ Communication barriers prohibited obtaining acknowledgement
- ☐ An emergency situation prevented us from obtaining acknowledgement
- ☐ Other (Please Specify):

_____

_____

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 this Notice while it is in effect. This Notice takes effect 04/01/03, and will remain in effect until we replace it.

We reserve the right to change our privacy practices and the terms of this 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 make 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:

Payment: We may use or disclose your health information to obtain payment for services we provide to you. Healthcare Operation: 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 Authorizations: 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 disclosers 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 you 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 your care, of your location, of your general condition, or death. If you-are present, then prior to use or disclosure of your health information, we will provide our 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 filed 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 for 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, or letters).

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. We will charge you a reasonable cost-based fee for expenses and staff time. You may also request access by sending us a letter to the address at the end of this Notice. If you request copies, we will charge you $.25 for each page, $21.00 per hour for staff time to locate and copy your health information and postage if you want the copies mailed to you. If you prefer, we will prepare a summary or an explanation of your health information for a fee. Contact us using the information listed at the end of this
Notice for a full explanation of our fee structure).
Disclosure Accounting: You have the right to receive a list of instances in which we or our business associated 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 communicate with you about our 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 circumstances.
Electronic Notice: If you receive this 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 any 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 means or at 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 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 the US. Department of Health and Human Services.
Contact Person: Eugene W McCollum, D.D.S. Telephone: (410) 276-4455
Address: 1501 Clinton Street Suite 335, Baltimore, MD 21224.