

ADULT/CHILD HEALTH HISTORY Appointment Date/ Time: _____ Office: _____

PATIENT INFORMATION (CONFIDENTIAL) Today's Date _____

Name: _____ Date of Birth: _____ Age: _____
Address: _____ City: _____ State: _____ Zip: _____
Home Phone: _____ Alt # _____ SSN: _____

RESPONSIBLE PARTY + Billing Information

Name of Person Responsible for the Account/Parent/Guardian/Self: _____
Relationship to Patient: _____ Group Home: _____
Home Phone: _____ Alt # _____ SSN: _____

BILLING: (circle one) Medicaid / Cash / Visa / MC / Care Credit			
Account Number	Exp Date	Billing Zip	CSC
_____	_____	_____	_____

MEDICAL HISTORY Height: _____ Weight: _____

Has the patient ever had any of the following medical problems?

- | | |
|-----------------------------------------|-------------------------------|
| Y N Allergies to any drugs | Y N Diabetes |
| Y N Any Hospital Stays | Y N Seizures / Epilepsy |
| Y N Any Operations | Y N Handicaps / Disabilities |
| Y N Heart Defects | Y N Cerebral Palsy |
| Y N Heart Murmurs | Y N Developmentally Delayed |
| Y N Asthma / Lung Problems | Y N Rheumatic / Scarlet Fever |
| Y N Hepatitis / Liver Problems | Y N Cancer |
| Y N Kidney Problems | Y N Tuberculosis |
| Y N Bleeding Problems | Y N Autism / Down Syndrome |
| Y N Endocrine Disease | Y N Pregnancy |
| Y N Family Hx of problems w/ Anesthesia | Y N Latex Allergy |

Please Discuss any medical problems the patient has/had: _____

Is the Patient currently under the care of a physician? YES NO Date of Last Visit: _____
Patient's Physician: _____ Phone Number: _____

Please describe the Patient's current physical Health: (circle) EXCELLENT GOOD POOR
Please List all medications currently taking: _____

<i>The information on this questionnaire is accurate to the best of my knowledge. I understand that the information will be held in the strictest of confidence and it is my responsibility to inform Toothfairy Pediatric Dental of any changes in my child's medical status at the earliest possible time.</i>	
Signature of Patient/Parent/Legal Guardian: _____	Date: _____
Reviewed By: _____	Date: _____

PATIENT INFORMATION (CONFIDENTIAL)

Today's Date _____

Name: _____ Date of Birth: _____ Age: _____

FOR PATIENTS UNDER AGE 18 (MINORS)

PARENT/GUARDIAN #1

Name: _____

Date of Birth: _____

Address: _____

City, State, ZIP: _____

Home Phone: _____

Cell Phone: _____

Social Security Number: _____ - _____ - _____

Employer: _____

Occupation: _____

Work Phone: _____ ext: _____

PARENT/GUARDIAN #2

Name: _____

Date of Birth: _____

Address: _____

City, State, ZIP: _____

Home Phone: _____

Cell Phone: _____

Social Security Number: _____ - _____ - _____

Employer: _____

Occupation: _____

Work Phone: _____ ext: _____

DENTAL INSURANCE INFORMATION

PRIMARY DENTAL COVERAGE

Insurance Company: _____

Phone Number: _____

Group / Policy Number: _____

Subscriber Name: _____

Subscriber ID: _____

Subscriber Date of Birth: _____ / _____ / _____

Subscriber SSN: _____ - _____ - _____

SECONDARY DENTAL COVERAGE

Insurance Company: _____

Phone Number: _____

Group / Policy Number: _____

Subscriber Name: _____

Subscriber ID: _____

Subscriber Date of Birth: _____ / _____ / _____

Subscriber SSN: _____ - _____ - _____

****Please notify Toothfairy Pediatric Dental if additional dental coverage is available.**

_____	<i>I have reviewed the above information and acknowledge my answers are true and accurate.</i>
initial	
_____	<i>I acknowledge full responsibility for my account regardless of any insurance involvement</i>
Initial	
Signature of Patient/Parent/Legal Guardian: _____	Date: _____
Reviewed By: _____	Date: _____

Financial Policy

*We accept Cash, Debit Cards, MasterCard, Visa, American Express and Care Credit all with valid ID

*Personal checks up to \$150 will be accepted; Social Security and Nevada ID is required. No "third party" checks are accepted.

*There is a \$25.00 "returned check" fee. "Bad Checks" are prosecuted to the full extent of the law by the District Attorney's Office.

*Financing is available through Care Credit for treatment. Patients may enroll at CareCredit.com.

*Any account over 90 days is considered delinquent and could be subject to third party collection. Any fees associated with third party collection are the responsibility of the parent/guardian.

HIPAA

In accordance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA), personal identifiable information will be used for, but not limited to, the following: treatment; to obtain pre-treatment authorization or payment from dental insurance; to obtain records from previous dental office; referral to a specialist; referral to a surgery center and associated anesthesiologist; electronic claims submissions; fax transmissions; sign in sheets; appointment reminders or recall cards; or for third party collection on delinquent accounts. A full disclosure of HIPAA statement is available at the front desk and is posted in the office.

FOR PATIENTS WITH DENTAL INSURANCE: Due to the HIPAA laws, we are provided *general* information only about your dental policy. Your child's previous dental history is not disclosed when verifying eligibility. *It is the parent/caregiver or adult patient's responsibility* to notify the office of previous dental procedures such as bitewing films, panoramic films and sealants. We accept no responsibility if your insurance denies payment. **Our office is a participating provider with: Diversified Dental Services (aka Dental Benefit Providers and Dental Health Alliance); MetLife, Delta Dental, Loomis, Cigna, and Medicaid. We do not accept any HMO programs.** Our office assumes no responsibility for ANY insurance information received, including but not limited to the allowable benefits; limitations; restrictions; exclusions; termination date; or 'cobra' status of a policy. Dental insurance is a contract between the subscriber and the insurance company, not the dental office. It is the responsibility of the subscriber/parent to understand their dental policy and limitations, restrictions or exclusions cobra status or termination date specific to that policy. This information is available from the Human Resource department, directly from the dental carrier or in the policy handouts provided by the employer

IF YOUR INSURANCE IS NOT LISTED ABOVE, we may be out-of-network with your dental carrier. Contact your dental carrier to verify our 'network' status. All co-payments for out-of-network plans are *estimated* and based on a 'reasonable and customary' fee schedule utilized nationally by dental carriers for "out of network" providers. Estimated co-payments are due at the time of visit. If your (or your child) requires extensive dental treatment, our office will submit a pre-treatment estimate prior to initiating treatment. **You will be responsible for ANY balance not covered by your dental carrier. Any disputes are handled by the subscriber directly with their insurance.**

PRE-TREATMENT ESTIMATES are never a guarantee of benefit or payment. **Actual benefit is not determined until your insurance receives a treatment claim for final processing.** Most insurance companies have specific guidelines regarding payment for procedures. Dental benefits are based on your yearly maximum allowance, deductible, and any limitations, restrictions or exclusions specific to your policy, and the fee schedule established by your dental carrier. Also, many insurance companies have a 'maximum allowable' per procedure which may be less than the fees submitted by our office. **The patient, parent or guardian is responsible for ANY remaining balance unless otherwise determined by a participating provider contract as stated above.** If you have dual coverage, the secondary carrier will base payment on the 'coordination of benefits' clause. Dual insurance does not guarantee payment in full for treatment. Read the information offered by your insurance to understand coordination of benefits clause.

Insurance claims or pre-treatment estimates are submitted as a courtesy to our patients. The filing of your dental claim in no way reduces your personal or financial responsibility or obligation to the office. We will resubmit claims one time if an insurance company does not respond with an authorization or payment within 60 days. Regardless of a patient's affiliation with a specific dental insurance or the type of dental coverage, the patient and/or subscriber are ultimately responsible for ANY unpaid balance.

ANESTHESIA PATIENTS paying with credit card may be charged half the cost of the *estimated* treatment cost prior to treatment, with the remaining balance charged prior to or after services are rendered. Please note that the actual anesthesia cost is based on treatment time which may run shorter or longer than anticipated. Cancelled anesthesia appointments may be subject to half the cost of the estimated treatment, which would be applied as a credit to the patient upon a completed treatment.

FOR ALL PATIENTS:

I have read, understand and accept the financial policy contract. I understand and fully accept the financial responsibility for myself/my child/children's account. I understand and fully accept that I am responsible for ANY balance on the account regardless of my involvement with any dental insurance. If I am insured, my signature allows for assignment of benefits directly to Toothfairy. This agreement covers but is not limited to consults, exams and treatments performed from the initial date up to 1 (one) year.

I understand Toothfairy Pediatric Dental reserves the right to charge a \$50 minimum fee for appointments failed or broken without 24 hour notice.

Patient/Parent/Guardian Signature _____

Date _____

5 – Financial Agreement – 5

Toothfairy Pediatric Dental
775-971-4252 fax 775-971-4772

OUR PRIVACY PLEDGE

We respect your privacy. Other than the necessary uses and disclosures we describe, we will not sell your health information or provide any of your health information to any outside marketing company.

USES & DISCLOSURES Below you will find examples of how we may have to use or disclose your health care information:

1. Your doctor or a staff member may have to disclose your health information to another health care provider or a hospital if it is necessary to refer you to them for diagnosis, assessment or treatment of your health condition.
2. It may be necessary for our insurance and/or billing staff to disclose your examination and treatment records and your billing records to another party, such as an insurance carrier, your employer, a family member, other relative or close personal friend, who is involved in your care or to facilitate the payment related to your care.
3. It may be necessary to use your health information, examination and treatment records / billing records for quality control purposes or for other administrative purposes to efficiently and effectively run our practice.
4. It may be necessary to use your information (ex. Name, address, phone number, and your clinical records) to contact you to provide appointment reminders, information about treatment alternatives, or other health related information that may be of interested to you. 164520(b)(1)(iii)(A). If you are not at home to receive an appointment reminder, a message will be left on your answering machine.
*Note, as our patient you do possess the 'right to refuse' our office to contact you regarding the above-mentioned circumstances. However, if you do not give us authorization, it could affect the methods we use to obtain reimbursement for your care.

PERMITTED USES AND DISCLOSURES WITHOUT YOUR CONSENT OR AUTHORIZATION

Under federal law, we are permitted or required to use or disclose your health information without your consent or authorization in these following circumstances:

1. If we are providing services to you based on the orders of another health care provider.
2. If we provide health care services to you in an emergency or disaster relief situation.
3. If we are required by law to treat you and we are unable to obtain your consent after attempting to do so.
4. If we provide health care services to you as a result of a Worker's Compensation injury.
5. If you are/were a member of the armed forces, we are required by military command authorities to release your health information.
6. If we provide health care services to you as an inmate.
7. If there are substantial barriers to communicating with you, but in our professional judgment we believe that you intend for us to provide care.

Other than the circumstances above, any other use or disclosure of your health information will only be made with your written consent.

Your right to revoke your authorization

You may revoke your privacy release authorization from us at any time. However, your revocation must be in writing. You can call for information about revoking your authorization during normal business hours, or send your request to the address above. There are two circumstances under which we will not be able to honor your revocation request.

1. If we have already released your health information before we have received your request to revoke authorization. 164.508(b)(5)(i).
2. If you were required to give your authorization as a condition of obtaining insurance, the insurance company may have a right to your health information if they decide to contest any of your claims. If you wish to revoke your authorization, a written statement must be received at Toothfairy Pediatric Dental.

Your right to limit use or disclosures

If there are health care providers, hospitals, employers, insurers, or other individuals or organizations to whom you do not want us to disclose your health information, please let us know in writing what individuals or organizations to whom you do not want us to disclose your health information. We are not required to agree to your restrictions. However if we agree with your restrictions, the restriction is binding on us. If we do not agree to your restrictions, you may drop your request or you are free to seek care from another health care provider.

We normally provide information about your health to you in person at the time you receive services from us. We may also mail you information regarding your health or about the status of your account. We will do our best to accommodate any reasonable request if you would like to receive information in a different form. To help us respond to your needs, please make any request in writing.

Your right to inspect and copy your health information

You have the right to inspect and copy your health information for seven years from the date the record was created or as long as the information remains in our files. We require your request to inspect and/or copy your health information be in writing.

Your right to amend your health information

You have the right to request that we amend your health information for seven years from the date the record was created or as long as the information remains in our files. We require your request to amend your records to be in writing and for you to give us a reason to support the change you are requesting us to make.

(PATIENT PRIVACY CONT'D)

Your right to receive an accounting of the disclosures we have made of your records.

You have a right to request that we give you an accounting if the disclosures we have made of your health information for the last six years before the date of your request. This accounting will include all disclosures except:

- Those disclosures required for your treatment, to obtain payment for your services or to run our practice.
- Those disclosures made to you.
- Those disclosures necessary to maintain a directory of the individuals in our facility or to individuals involved in your care.
- Those disclosures made for national security or intelligence purposes.
- Those disclosures made to correctional officers or law enforcement officers.
- Those disclosures that were made prior to the effective date of the HIPPA privacy law.

Our duties

We are required by law to maintain the privacy of your health information. We are also required to provide you with this notice of our legal duties and our privacy practices with respect to your health information.

We must abide by the terms of this notice while it is in effect. However, we reserve the right to change the terms of our privacy notices. If we make a change in our privacy terms the change will apply for all of our health information in our files.

Re-disclosure

Information that we use or disclose may be subject to re-disclosure by the person to whom we provide the information and may no longer be protected by the federal privacy rules.

For more information or to report a problem

If you have any questions and would like additional information, you may contact our practice in writing. If you believe your privacy rights have been violated, you can either file a complaint with Toothfairy Pediatric, or with the office of Civil Rights, U.S. Department of Health and Human Services (OCR). There will be no retaliation for filing a complaint with either our practice or the OCR. The address for the OCR regional office for Nevada is as follows:

**Seattle Office
Office for Civil Rights
U.S. Department of Education
915 Second Avenue Room 3310
Seattle, WA 98174-1099**

ALL PATIENTS:

***** **PLEASE CHOOSE AND SIGN ONE ONLY** *****

I AUTHORIZE Toothfairy Pediatric Dental to use or disclose my health information in the manner described above. **Authorization to release records:** I voluntarily authorize the release of any information pertinent to my case to any insurance company, adjuster, attorney or care facility involved in my health and well being. I am also acknowledging that I understand that I may receive a paper copy with this authorization at my request.

This notice is effective as of ____ / ____ / _____. This authorization will expire seven years after the date in which you last received services from us, unless we receive written notice to term this authorization sooner.

Patient Name: _____

Signature of Patient/Parent/Legal Guardian: _____ Date: _____

OR

I DO NOT AUTHORIZE Sedation Dental Center of Las Vegas to use or disclose my health information in the manner described above. This notice is effective as of ____ / ____ / _____.

Signature of Patient/Parent/Legal Guardian: _____ Date: _____