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Patient Registration Information

Welcome to Westlake Family Dentistry

Please fill out new patient forms in ink and don't hesitate to ask if you have any questions!

Name: _____ _____ _____ _____

First Middle Last Preferred Name Date of birth Age

Address: _____ _____

City State Zip code Social Security #

☐ Home Phone: _____ ☐ Cell: _____ ☐ Work: _____

**Mark Preferred Number

☐ Single ☐ Married ☐ Divorced ☐ Minor Place of Employment: _____

Referred by: ☐ Friend/Family [Name] _____ ☐ Dr. _____

☐ Direct Mail ☐ Walk-in ☐ Insurance _____ ☐ Internet _____

Email Address: _____

Responsible Party Information (If under age 18 only)

Name: _____ _____

First Middle Last Date of Birth

Address: _____ _____

City State Zip code Social Security #

☐ Home Phone: _____ ☐ Cell: _____ ☐ Work: _____

**Mark Preferred Number

Place of Employment: _____ Relationship to Patient: _____

Dental Insurance Information

Name of Insured: _____ _____

First Middle Last Date of birth

Address of Insured: _____ _____

City State Zip code Social Security #

Phone: _____ Place of Employment: _____ Relationship to Patient: _____

Insurance Company: _____ Phone: _____ Member ID: _____

Emergency Contact Information (Outside of immediate household)

Name: _____ Home Phone: _____ Cell Phone: _____

Financial Arrangements

We will gladly check your insurance benefits, give you an estimate for any portions that may be due by you and bill your insurance at the time of treatment.

Payment for your estimated portion is due at the time services are rendered. For your convenience we accept the following methods of payment: **Cash, Checks, Visa, MasterCard, Discover, HSA/FSA cards & CareCredit.**

****Balances over 30 days may incur a 1.5% monthly finance charge.**

I acknowledge that I am financially responsible for all charges. If it becomes necessary to effect collections of any amount owed on this or subsequent visits, the undersigned agrees to pay for all costs and expenses, including reasonable attorney fees. I understand that chronically missed and/or canceled appointments may result in a $50-$100 fee. I authorize Westlake Family Dentistry to bill my insurance company as well as release any information needed to do so and assign benefits to Bradley E. Sievert, DMD, PC.

Printed Name: _____ Signature: _____ Date: _____

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Patient Dental History

Name: _____ Westlake Family Dentistry

What is your primary reason for your visit today? _____

When was your last dental visit? _____ Name of previous dentist: _____

Have your previous dental experiences been favorable? _____ If not, please explain: _____

_____

Reason for changing dentists: _____

Have you experienced any of the following:	**Yes**	**No**		**Yes**	**No**
Sensitivity to hot or cold……..	☐	☐	Root canal treatment…….....	☐	☐
Sensitivity to sweets or sour…….	☐	☐	Frequent headaches……..	☐	☐
Sensitivity to pressure/biting…….....	☐	☐	Habitual grinding or clenching of teeth…...	☐	☐
Bleeding gums while brushing/flossing……...	☐	☐	Jaw joint pain……...	☐	☐
Frequently bite cheeks/lips……...	☐	☐	Clicking or popping of jaw……..	☐	☐
Sores or lumps in or around your mouth……..	☐	☐	Pain in ear or side of face…….……	☐	☐
Gum recession……..	☐	☐	Crooked teeth…….……..	☐	☐
Periodontal (gum) treatment…….	☐	☐	Does food catch between your teeth ……...	☐	☐
Cracked or broken teeth……	☐	☐	Orthodontic treatment…….…….	☐	☐
Difficult extractions……..	☐	☐	Discolored teeth ……..	☐	☐

Medical History

This information will help us in preventing serious medical complications. Please let us know if there is anything not listed, that you feel we should know about, in regards to your medical/dental health.

Name of Physician: _____ Date of last physical: _____

Are you under medical treatment now? _____ If yes, describe: _____

Have you been hospitalized or had a serious illness in the last 3 years? ____ Explain: _____

Do you smoke or use smokeless tobacco? _____ If yes, how often? _____ How many years? _____

Please list any medications, including non-prescription medicine:

_____
_____
_____
_____
_____
_____

Allergies or reactions to:	**Y**	**N**
Local anesthetics…….....	☐	☐
Barbiturates/Sedatives……	☐	☐
Aspirin……	☐	☐
Latex……..	☐	☐
Sulfa drugs.……	☐	☐
Antibiotics……..	☐	☐
Please list:_____		
Other: _____		
Women: Are you pregnant?	☐	☐

Have you had, <u>at any time</u>, any of the following:	**Y**	**N**		**Y**	**N**
Aids/HIV……	☐	☐	Heart Murmur……	☐	☐
Anemia……...	☐	☐	Hepatitis……	☐	☐
Angina/Chest pain……..	☐	☐	Herpes……	☐	☐
Artificial joint/Implant...	☐	☐	High Blood Pressure..	☐	☐
Asthma/resp. problems...	☐	☐	Jaundice…….	☐	☐
Bleeding problems……..	☐	☐	Kidney Disease……..	☐	☐
Cancer……	☐	☐	Liver Disease…….	☐	☐
Chemotherapy……	☐	☐	Pacemaker…….	☐	☐
Diabetes…….	☐	☐	Psychiatric care…….	☐	☐
Dizziness/Fainting……..	☐	☐	Sleep Apnea…….	☐	☐
Easily Winded……	☐	☐	Stomach issues/ulcers	☐	☐
Epilepsy/Seizures……...	☐	☐	Stroke……	☐	☐
Emphysema/COPD……	☐	☐	Thyroid problems…..	☐	☐
Glaucoma/Cataracts……	☐	☐	Tuberculosis……..	☐	☐
Heart Attack……...	☐	☐	Use of CPAP……	☐	☐
Heart Disease……..	☐	☐	Other _____		

I have read and understand the above information and have answered truthfully to the best of my knowledge. I understand that providing incorrect information may be dangerous to my medical/dental health.

Printed Name: _____ Signature: _____ Date: _____

Reviewed by: Initials_____ Date_____ Initials_____ Date_____ Initials_____ Date_____ Initials_____ Date_____

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Financial Policy & Insurance

Westlake Family Dentistry

We are committed to providing you with the best possible care. If you have dental/medical insurance, we are happy to help you receive your maximum allowable benefits. In order to achieve these goals, we need your assistance and your understanding of our payment protocol.

Payment for treatment is due at the time services are rendered, unless payment arrangements have been approved in advance by our financial coordinator. We accept cash, checks, Visa, MasterCard, Discover, HSA/FSA cards and CareCredit. As a patient, you are fully responsible for all fees for services rendered. As a courtesy we file your insurance claims for you. We also accept payments directly from your primary insurance carrier in order to help you simplify the insurance process. If your insurance does not pay any portion of your bill you will be billed accordingly and are fully responsible for any outstanding balance. If you have secondary insurance we will be happy to bill them for you as well. **We offer a 5% discount on any amounts over $500, when paying by cash or check only, at the time of service.**

When using your dental/medical insurance benefits, please understand that:

1. Your insurance is a contract between you, your employer and the insurance company.
2. Some insurance policies restrict payment for some services. They use restricted fee schedules (called "UCR") and exclude some procedures based on prior conditions or length of time on the plan. All restrictions are based on the premium paid for the insurance, *NOT* our fees or recommended treatment. Some insurance companies arbitrarily select certain services they will not cover.

As dental care providers, we must emphasize that our relationship is with you, not your insurance company. While the filing of insurance claims is a courtesy that we extend to all our patients, all charges are your responsibility from the date the services are rendered. We realize that temporary financial problems may affect timely payment of your account. If such problems do arise, we encourage you to contact us promptly for assistance in the management of your account.

Returned checks are subject to a $30 charge and balances older than 30 days may be subject to interest charges of 1.5% per month or 18% per annum.

We require 48 business hours' notice for cancellations or rescheduling. Appointments canceled or rescheduled without 48 business hours' notice, and missed appointments may incur up to a $100 fee.

You will be given a printed treatment plan any time treatment is recommended, and we will gladly discuss your proposed treatment and answer any questions relating to your insurance benefits, before treatment is rendered. If you have any questions about the above information or any uncertainty regarding your insurance coverage, please don't hesitate to ask us. We are here to help.

I understand that Westlake Family Dentistry will make every effort to give accurate insurance benefit estimates for my treatment, however, I am responsible for any portion not covered by my insurance company after claims have processed, as well as my estimated portion due at the time of service.

I understand that I am responsible for payment in full, at the time of treatment, if dental insurance is not applicable to my situation, unless other arrangements have been made in advance.

I have read, understand and agree to abide by the above financial policy.

Printed Name: _____ Signature: _____ Date: _____

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Westlake Family Dentistry

Acknowledgement of Receipt of Privacy Policy Notice

I, _____, have read, received and/or have been offered a copy of Westlake Family Dentistry's PRIVACY POLICY NOTICE and consent to the use of my protected health information to carry out treatment, payment activities, and healthcare operations as explained.

I understand that my information will not be disclosed in any way not outlined in the above mentioned policy, unless I have given written consent, which may be revoked at any time by me, in writing. **This includes, but is not limited to my spouse, mother, father and/or siblings.** If under age 18, information will be shared with parents and/or legal guardians.

_____

Patient Name

_____ _____

Patient Signature or Parent/Guardian Signature **Date**

Patients age 18 and older: please complete the following and mark what information may be shared. If there is no one you consent to share information with, please leave section blank and do not sign.

I give consent to share my information with the following parties, should they inquire:

- ☐ Spouse: _____ Personal: YES / NO Financial: YES / NO
- ☐ Mother: _____ Personal: YES / NO Financial: YES / NO
- ☐ Father: _____ Personal: YES / NO Financial: YES / NO
- ☐ Other: _____ Personal: YES / NO Financial: YES / NO

_____ _____

Patient Signature **Date**

FOR OFFICE USE ONLY

We attempted to obtain written acknowledgement of receipt of our PRIVACY POLICY NOTICE, but acknowledgement could not be obtained because:

- ☐ Individual refused to sign
- ☐ Communication barriers prevented obtaining this acknowledgement
- ☐ OTHER: _____