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PATIENT NUMBER

© 1994 Wisconsin Dental Association  
(800) 243-4675

PATIENT'S NAME \_\_\_\_\_  
Last First Initial

Date \_\_\_\_\_ Date of Birth \_\_\_\_\_  Male  Female

IF CHILD:  
PARENT'S NAME \_\_\_\_\_  
Last First Initial

### DENTAL INSURANCE 1ST COVERAGE

HOW DO YOU WISH TO BE ADDRESSED \_\_\_\_\_

Single  Married  Separated  Divorced  Widowed  Minor

EMPLOYEE NAME \_\_\_\_\_

EMPLOYEE DATE OF BIRTH \_\_\_\_\_

RESIDENCE - STREET \_\_\_\_\_

EMPLOYER \_\_\_\_\_ # YRS. \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

NAME OF INSURANCE CO. \_\_\_\_\_

BUSINESS ADDRESS \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE: RES. \_\_\_\_\_ BUS. \_\_\_\_\_

TELEPHONE \_\_\_\_\_

PATIENT/PARENT EMPLOYED BY \_\_\_\_\_

PRESENT POSITION \_\_\_\_\_ HOW LONG HELD \_\_\_\_\_

PROGRAM OR POLICY # \_\_\_\_\_

SPOUSE/PARENT NAME \_\_\_\_\_

UNION LOCAL OR GROUP \_\_\_\_\_

SPOUSE EMPLOYED BY \_\_\_\_\_

SOCIAL SECURITY NO. \_\_\_\_\_

PRESENT POSITION \_\_\_\_\_ HOW LONG HELD \_\_\_\_\_

WHO IS RESPONSIBLE FOR THIS ACCOUNT \_\_\_\_\_

### DENTAL INSURANCE 2ND COVERAGE

DRIVERS LICENSE NO. \_\_\_\_\_

EMPLOYEE NAME \_\_\_\_\_

METHOD OF PAYMENT: Insurance  Credit Card  Cash

EMPLOYEE DATE OF BIRTH \_\_\_\_\_

PURPOSE OF CALL \_\_\_\_\_

EMPLOYER \_\_\_\_\_ # YRS. \_\_\_\_\_

OTHER FAMILY MEMBERS IN THIS PRACTICE \_\_\_\_\_

NAME OF INSURANCE CO. \_\_\_\_\_

WHOM MAY WE THANK FOR THIS REFERRAL \_\_\_\_\_

ADDRESS \_\_\_\_\_

PATIENT/PARENT SOCIAL SECURITY NO. \_\_\_\_\_

TELEPHONE \_\_\_\_\_

SPOUSE/PARENT SOCIAL SECURITY NO. \_\_\_\_\_

PROGRAM OR POLICY # \_\_\_\_\_

SOMEONE TO NOTIFY IN CASE OF EMERGENCY NOT LIVING WITH YOU \_\_\_\_\_

UNION LOCAL OR GROUP \_\_\_\_\_

SOCIAL SECURITY NO. \_\_\_\_\_

### RELEASE:

I authorize the dentist to perform diagnostic procedures and treatment as may be necessary for proper dental care.

I authorize release of any information concerning my (or my child's) health care, advice and treatment provided for the purpose of evaluating and administering claims for insurance benefits.

I authorize release of any information concerning my (or my child's) health care, advice and treatment to another dentist.

I hereby authorize payment of insurance benefits directly to the dentist or dental group, otherwise payable to me.

I understand that my dental care insurance carrier or payor of my dental benefits may pay less than the actual bill for services. I understand I am financially responsible for payments in full of all accounts. By signing this statement, I revoke all previous agreements to the contrary and agree to be responsible for payment of services not paid, in whole or in part by my dental care payor.

I attest to the accuracy of the information on this page.

PATIENT'S OR GUARDIAN'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

# REGISTRATION

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PATIENT NUMBER

PATIENT'S NAME \_\_\_\_\_  
 Last. First Initial Date of Birth

CIRCLE THE APPROPRIATE ANSWER. IF YOU DON'T KNOW THE CORRECT ANSWER PLEASE WRITE "DON'T KNOW" ON THE LINE AFTER THE QUESTION.

**COMMENTS**

1. Physician's Name \_\_\_\_\_  
 Address \_\_\_\_\_
2. Are you under a physician's care? .....YES NO  
 Since when \_\_\_\_\_ Why \_\_\_\_\_
3. When was your last complete physical exam? \_\_\_\_\_
4. Are you taking any medication or substances? .....YES NO  
 (If yes, please list medications on the back of this form.)
5. Do you routinely take health related substances? .....YES NO
6. Are you allergic to any medications or substances? .....YES NO
7. Do you have any other allergies? .....YES NO
8. Do you have any problems with penicillin, antibiotics, anesthetics  
 or other medications? .....YES NO
9. Are you sensitive to any metals or latex .....YES NO
10. Are you pregnant or suspect you may be? .....YES NO
11. Do you use any birth control medications? .....YES NO
12. Have you ever been treated for or been told you might have heart disease? YES NO
13. Do you have a pacemaker or an artificial heart valve implant? .....YES NO
14. Have you ever had rheumatic fever? .....YES NO
15. Are you aware of any heart murmurs? .....YES NO
16. Do you have high or low blood pressure? .....YES NO
17. Have you ever had a serious illness or major surgery? .....YES NO  
 If so, explain \_\_\_\_\_
18. Have you ever had radiation treatment, chemo treatment for tumor,  
 growth or other condition? .....YES NO
19. Do you have inflammatory diseases, such as arthritis or rheumatism? .....YES NO
20. Do you have any artificial joints/prosthesis? .....YES NO
21. Do you have any blood disorders, such as anemia, leukemia, etc? .....YES NO
22. Have you ever bled excessively after being cut or injured? .....YES NO
23. Do you have any stomach problems? .....YES NO
24. Do you have any kidney problems? .....YES NO
25. Do you have any liver problems? .....YES NO
26. Are you diabetic? .....YES NO
27. Do you have asthma? .....YES NO
28. Do you have epilepsy or seizure disorders? .....YES NO
29. Do you or have you had venereal disease? .....YES NO
30. Have you tested HIV positive? .....YES NO
31. Do you have AIDS? .....YES NO
32. Have you had or do you test positive for hepatitis? .....YES NO
33. Do you or have you had T.B.? .....YES NO
34. Do you smoke, chew, use snuff or any other forms of tobacco? .....YES NO
35. Do you consume alcoholic beverages? .....YES NO
36. Do you habitually use controlled substances? .....YES NO
37. Have you had psychiatric treatment? .....YES NO
38. Do you have any disease, condition, or problem not listed? If so, explain \_\_\_\_\_
39. Is there anything else we should know about your health that we have not covered in this form?  
 \_\_\_\_\_
40. Would you like to speak to the Doctor privately about any problem? .....YES NO

I CERTIFY THAT THE ABOVE INFORMATION IS COMPLETE AND ACCURATE

PATIENT'S / GUARDIAN'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

DENTIST'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**ANEST.**

**MED. ALERT**

# MEDICAL HISTORY

PATIENT NUMBER

PATIENT'S NAME Last First Initial Date of Birth

- 1. Purpose of initial visit
2. Are you aware of a problem?
3. How long since your last dental visit?
4. What was done at that time?
5. Previous dentist's name
6. When was the last time your teeth were cleaned?

COMMENTS

CIRCLE THE APPROPRIATE ANSWER. IF YOU DON'T KNOW THE CORRECT ANSWER, PLEASE WRITE "DON'T KNOW" ON THE LINE AFTER THE QUESTION.

- 7. Have you made regular visits? YES NO
8. Were dental x-rays taken? YES NO
9. Have you lost any teeth or have any teeth been removed? YES NO
10. Have they been replaced? YES NO
11. How have they been replaced?
12. Are you unhappy with the replacement? YES NO
13. Would you like to know about permanent replacements? YES NO
14. Have you ever had any problems or complications with previous dental treatment? YES NO
15. Do you clench or grind your teeth? YES NO
16. Does your jaw click or pop? YES NO
17. Have you experienced any pain or soreness in the muscles or your face or around your ear? YES NO
18. Do you have frequent headaches, neckaches or shoulder aches? YES NO
19. Does food get caught in your teeth? YES NO
20. Are any of your teeth sensitive to: Hot? Cold? Sweets? Pressure?
21. Do your gums bleed or hurt? YES NO
22. How often do you brush your teeth? When?
23. Do you use dental floss? YES NO
24. Are any of your teeth loose, tipped, shifted or chipped? YES NO
25. Are you unhappy with the appearance of your teeth? YES NO
26. How do you feel about your teeth in general?
27. Do you feel your breath is offensive at times? YES NO
28. Have you ever had gum treatment or surgery? YES NO
29. Have you had any orthodontic work? YES NO
30. Have you had any unpleasant dental experiences or is there anything about dentistry that you strongly dislike?
31. Do you have any questions or concerns? YES NO

Large empty rectangular box for patient comments.

I CERTIFY THAT THE ABOVE INFORMATION IS COMPLETE AND ACCURATE

PATIENT'S / GUARDIAN'S SIGNATURE DATE

DENTIST'S SIGNATURE DATE

ANEST.

MED. ALERT

DENTAL HISTORY

## **Financial Policy**

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Thank you for choosing our office for your dental care. We are committed to the success of your treatment. Please understand that payment of your bill is considered a part of your commitment to treatment.

The following is a statement of our financial policy that we ask you to read and sign prior to any treatment. **YOUR PAYMENT IN FULL & DEDUCTIBLE ARE DUE IN FULL AT THE TIME OF THE SERVICE.** To accommodate you, we accept cash, checks, Visa, MasterCard, & Discover Card. For extensive treatment plans, we offer extended payment plans with prior credit approval.

## **Regarding Insurance**

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We have made the choice to work for our patients without limiting care, as insurance companies require. Your payment and deductible are due in full at the time of the visit. We do not accept assignment of your insurance benefits. We will gladly process your claims, provided that you give us accurate insurance information. It is your responsibility to inform us of changes in your insurance coverage. Your insurance policy is a contract between you and your insurance company. We are not a party to the contract. Please be aware that some, and perhaps all, of the services provided may be non-covered services and/ or not considered reasonable or necessary under that policy your employer has selected. Regarding insurance plans where we are a participating provider, all co-pays and deductibles are due at the time the service is provided. We will accept the "allowed amount" as it is stipulated in our contract with the insurance company. However, if a service is not covered, then it is your financial responsibility.

## **Missed Appointments**

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Our policy is to charge for missed appointments at the rate of your scheduled visit. Please help us serve you and our other patients better by keeping scheduled appointments. Appointments that are missed or changed at the last minute are unavailable to patients who need appointments. Please consider your schedule carefully when scheduling appointments. We require two business days to change or cancel appointments.

Thank you for taking the time to read and understand our financial policy. Our Practice is committed to providing the best treatment for our patients. Please let us know if you have any questions. Any of our staff members would be glad to review the financial policy with you at any time.

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Signature of Patient or Responsible Party

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Date

# Please Handle Me with Care

Put a check mark in the box next to the statement that concerns you or describes your problem. Then share this information with the Team!

- I gag easily.
- I feel out of control when I'm lying down in the dental chair.
- I have not been to the dentist for a long time, and I feel uncomfortable about what you will say about my teeth and dental hygiene.
- Pain relief is a top priority for me.
- I don't like shots (or I've had a bad reaction to shots).
- Please tell me what I need to know about my mouth in order to make an informed decision.
- My teeth are very sensitive.
- I don't like the sound of that tool that makes the picking and scraping noise. It's like someone is scratching fingernails on a blackboard.
- I don't like dry cotton in my mouth.
- I hate the noise of the drill.
- Please respect my time. I don't want to be left sitting in the reception area.
- I want to know the costs up front. No money surprises, please.
- I have difficulty listening and remembering what I hear while sitting in the dental chair.
- I have health problems and questions that we need to discuss.



## THE HANDLE ME WITH CARE PARTNERSHIP ACT

*I ask that you honestly inform me of all my dental problems. I want you to make me aware of the best quality dentistry available today. Then we can discuss how I can make healthy choices that will work within my budget. I also want to know all the pain relief options available to me in your dental office, how each dental procedure will work, and how much of my time will be required.*