

Dr. Edward T. Dougherty Jr.

Date: _____

D.O.B: _____

SS #: _____

PERSONAL INFORMATION

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: (Home) _____ (Work) _____

(Cell) _____ (E-mail) _____

Sex: F ___ M ___ Marital Status: _____ Spouse

Name: _____

Occupation: _____ Company: _____

HOW DID YOU HEAR ABOUT US?

Has any member of your immediate family been in this office before:

_____ Name _____ of _____ that _____ person:

Referred by another doctor or patient: _____

Did you hear our radio ad? _____

Have you visited our website: _____

PERSON RESPONSIBLE FOR ACCOUNT (IF OTHER THAN ABOVE)

Name: _____ Relationship : _____ SS# : _____

Address:

City: _____ State: _____ Zip: _____

Telephone (H): _____ (W): _____

EMERGENCY NOTIFICATION

Name: _____ Phone: _____

Address:

I understand that my dental insurance is a contract between the insurance carrier and me, and not between the insurance carrier and doctor and that I am responsible for all dental fees.

Signature

Date

Medical / Dental History

PATIENT NAME _____

Although dental personnel primarily treat the area in and around your mouth, your mouth is a part of your entire body. Health problems that you may have, or medication that you may be taking, could have an important interrelationship with the dentistry you will receive. Thank you for answering the following questions.

Have you ever been hospitalized or had a major operation?
Have you ever had a serious head or neck injury?
Do you take, or have you taken, Phen-Fen or Redux?
Are you on a special diet?
Do you use or have you used tobacco products?
Have you stopped the use of tobacco products?
Does your family have a history of oral cancer?
Do you use controlled substances?

Women: Are you Pregnant/Trying to get pregnant? Taking oral contraceptives? Nursing?

Are you allergic to any of the following?
Aspirin Penicillin Codeine Acrylic Metal Latex Local Anesthetics NSAIDs
Other If yes, please explain:

Table with 4 columns of medical conditions and Yes/No response options. Includes conditions like AIDS, Diabetes, Hypertension, etc.

Have you ever had any serious illness not listed above? If yes, please explain:

Are you under a physician's care now? Are you taking any prescription medications, herbal supplements, or over the counter drugs?

Blank lines for listing physician names, medication names, and other details.

Is there any additional information that we should be aware of regarding your medical history?

Medical / Dental History

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Do you have any of the following problems:

- ◆Sensitivity (hot, cold, sweet) Yes No
- ◆Tooth pain or discomfort when chewing Yes No
- ◆Headaches, earaches, neck pain Yes No
- ◆Jaw joint pain Yes No
- ◆Teeth or fillings breaking Yes No
- ◆Grinding or clenching teeth Yes No
- ◆Bleeding, swollen or irritated gums Yes No
- ◆Loose, tipped or shifting teeth Yes No
- ◆Bad breath or bad taste in your mouth Yes No

Do you have or have you had any of the following?

- ◆Dentures Yes No
- ◆Partial dentures Yes No
- ◆Braces Yes No
- ◆Periodontal (gum) treatments Yes No

Please share the following dates:

- ◆Your last cleaning / /
- ◆Your last oral cancer screening / /
- ◆Your last complete X-Rays / /

What is the most important thing that you would like us to address, at today's dental visit?

If I could change my smile, I would:

- ◆Make my teeth brighter
- ◆Make my teeth straighter
- ◆Close spaces
- ◆Replace black metal fillings with natural, tooth- colored fillings
- ◆Repair chipped teeth
- ◆Replace missing teeth
- ◆Replace old crowns that don't match
- ◆ Show less gum tissue when smiling
- ◆Have a smile makeover

On a scale of 1 – 10, with 10 being the highest rating:

- ◆How important is your dental health to you? 1 2 3 4 5 6 7 8 9 10
- ◆Where would you rate your current dental health? 1 2 3 4 5 6 7 8 9 10

What are your most important future goals for your smile and dental health?

To the best of my knowledge, the questions on these forms have been accurately answered. I understand that providing incorrect information can be dangerous to my (or patient's) health. It is my responsibility to inform the dental office of any changes in medical status.

SIGNATURE OF PATIENT, PARENT, or GUARDIAN _____ **DATE** _____

NOTICE OF PRIVACY PRACTICES ACKNOWLEDGEMENT

I understand that, under the Health Insurance Portability & Accountability Act of 1996 ("HIPPA"), I have certain rights to privacy regarding my protected health information. I understand that this information can and will be used to:

- Conduct, plan, and direct my treatment and follow-up among the multiple healthcare providers who may be involved in that treatment directly and indirectly.
- Obtain payment from third-party payers.
- Conduct normal healthcare operations such as quality assessments and physician certifications.

I have received, read and understand your *Notice of Privacy Practices* containing a more complete description of the uses and disclosures of my health information. I understand that this organization has the right to change it's *Notice of Privacy practices* from time to time and that I may contact this organization at any time at the address above to obtain a current copy of the *Notice of Private Practices*.

I understand that I may request in writing that you restrict how my private information is used or Disclosed to carry out treatment, payment or health care operations. I also understand you are not required to agree to my requested restrictions, but if you do agree then you are bound to abide by such restrictions.

Patient Name: _____

Relationship to Patient: _____

Signature: _____

Date: _____

I hereby authorize you to use or disclose the specific information described above, only for the purposes and parties also described below.

Description of the specific information to be used or disclosed: _____

Person or entity requesting the information and authorized to make the requested use or disclosure: _____

Recipient of the information: _____

OFFICE USE ONLY

I attempted to obtain the patients signature in acknowledgement on this Notice of Privacy Practices Acknowledgement, but was unable to do so as documented below.

| | | |
|-------|-----------|---------|
| Date: | Initials: | Reason: |
|-------|-----------|---------|

NOTICE OF PRIVACY PRACTICES

DOUGHERTY DENTAL, PA.

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

The Health Insurance Portability & Accountability Act of 1996 ("HIPPA") is a federal program that requires that all medical records and other individually identifiable health information used or disclosed by us in any form, whether electronically, on paper, or orally, are kept properly confidential. This Act gives you, the patient, significant new rights to understand and control how your health information is used. "HIPPA" provides penalties for covered entities that misuse personal health information.

As required by "HIPPA", we have prepared this explanation of how we are required to maintain the privacy of your health information and how we may use and disclose your health information.

We may use and disclose your medical records only for each of the following purposes: treatment, payment, and health care operations.

- **Treatment** means providing, coordinating, or managing health care and related services by one or more health care providers. An example of this would include teeth cleaning services.
- **Payment** means such activities as obtaining reimbursement for services, confirming coverage, billing, or collection activities, and utilization review. An example of this would be sending a bill for your visit to your insurance company for payment.
- **Health care operations** include the business aspects of running our practice, such as conducting quality assessment and improvement activities, auditing functions, cost-management analysis, and customer service. An example would be an internal quality assessment review.

We may also create and distribute de-identified health information by removing all references to individually identifiable information.

We may contact you to provide appointment reminders or information about treatment alternatives or other health-related benefits and services that may be of interest to you.

Any other uses and disclosures will be made only with your written authorization. You may revoke such authorization in writing and we are required to honor and abide by that written request, except to the extent that we have already taken actions relying on your authorization.

You have the following rights with respect to your protected health information, which you can exercise by presenting a written request to the Privacy Officer (Cathy Bryan):

- The right to request restrictions on certain uses and disclosures of protected health information, including those related to disclosures to family members, other relatives, close personal friends, or any other person identified by you. We are, however, not required to agree to a requested restriction. If we do agree to a restriction, we must abide by it unless you agree in writing to remove it.
- The right to reasonable requests to receive confidential communications of protected health information from us by alternative means or at alternative locations.
- The right to inspect and copy your protected health information.

- The right to amend your protected health information.
- The right to receive an accounting of disclosures of protected health information.
- The right to obtain a paper copy of this notice from us upon request.

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

This notice is effective as of April, 2003 and we are required to abide by the terms of the Notice of Privacy Practices currently in effect. We reserve the right to change the terms of our Notice of Privacy Practices and to make the new notice provisions effective for all protected health information that we maintain. We will post and you may request a written copy of a revised Notice of Privacy Practice from this office.

You have recourse if you feel that your privacy protections have been violated. You have the right to file written complaint with our office, or with the Department of Health & Human Services, Office of Civil Rights, about violations of the provisions of this notice or the policies and procedures of our office. We will not retaliate against you for filing a complaint.

Please contact us for more information:

For more information about HIPPA
or to file a complaint:

The U.S. Department of Health & Human Services
Office of Civil Rights
200 Independence Avenue, S.W.
Washington, D.C. 20201
(202) 619-0257
Toll Free: 1-877-696-6775