Salt Lake Prosthodontics

4020 S 700 E Suite #3
Salt Lake City, UT 84107
ph: 801-261-8056 fax: 801-261-8060
www.saltlakeprosthodontics.com

PATIENT LAST NAME: _____ **FIRST:** _____ **INITIAL:** _____

How do you wish to be addressed? _____ Date of Birth _____

Address _____ City _____ State _____ Zip _____

Telephone (Mobile) _____ (Work) _____ (Home) _____

Email _____

How did you hear about our practice? _____

INSURANCE INFORMATION

Primary Insurance	Secondary Insurance
Subscriber Name _____	Subscriber Name _____
Subscriber ID _____	Subscriber ID _____
Date of Birth _____	Date of Birth _____
Relationship to Subscriber ☐Self ☐Spouse ☐Child ☐Other	Relationship to Subscriber ☐Self ☐Spouse ☐Child ☐Other
Employer Name _____	Employer Name _____
Employer Phone _____	Employer Phone _____
Insurance Company _____	Insurance Company _____
Insurance Group _____	Insurance Group _____
Insurance Phone _____	Insurance Phone _____

Please present your insurance card to be photocopied for our records.

RESPONSIBLE PARTY *(If minor)*

Last Name: _____ First: _____ Initial: ____

Address *(If different)* _____ Date of Birth _____

City _____ State _____ Zip _____

Telephone (Home) _____ (Work) _____ (Mobile) _____

Email _____

EMERGENCY CONTACT

Last Name: _____ First: _____ Initial: ____

Telephone (☐Mobile ☐Work ☐Home) _____

AUTHORIZATION

I consent to the diagnostic procedures and dental treatment performed by my dentist, and to the release of information concerning my (or my child's) health care, advice, and treatment to another dentist, or for evaluating and administering any claims for insurance benefits. I consent to the direct payment of my insurance benefits to dentist or dental group and understand that my insurance benefits may pay less than the actual bill for services and that I am responsible for any services not paid or covered by my insurance benefits and any account balance.

ELECTRONIC COMMUNICATIONS. I consent to receiving HIPAA-compliant electronic communications, such as email and text messages regarding treatment, payment and health care operations. I understand that there is no obligation to receive these electronic communications. Message/data rates may apply, and I may opt-out of receiving electronic communications at any time by clicking the unsubscribe link provided in emails, or by replying STOP via text to 98269. *Go to www.greatexpressions.com for more information.*

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

Signature _____ Date _____
(Responsible Party, if under 18)

PATIENT REGISTRATION

Salt Lake Prosthodontics

PLEASE COMPLETE ALL INFORMATION – THANK YOU

PATIENT LAST NAME: _____ **PATIENT FIRST NAME:** _____

DENTAL HISTORY

Reason for today's visit _____ Date of last dental visit _____

Former dentist _____ Date of last dental x-rays _____

Please check if you have/had:	Yes	No		Yes	No
Bad breath	☐	☐	Head, neck, jaw pain, or aches	☐	☐
Blisters on lips or mouth	☐	☐	Lip or cheek biting	☐	☐
Burning sensation on tongue	☐	☐	Loose teeth or broken fillings	☐	☐
Chew on one side of mouth	☐	☐	Mouth breathing	☐	☐
Cigarette, pipe, or cigar smoking	☐	☐	Orthodontic treatment	☐	☐
Smokeless tobacco	☐	☐	Nitrous Oxide	☐	☐
Dry mouth	☐	☐	Periodontal treatment	☐	☐
Food collection between teeth	☐	☐	Sensitivity to pressure or irritants	☐	☐
Clench or grind teeth	☐	☐	(cold, heat, sweets)		
Growths or sore spots in your mouth	☐	☐	How often do you floss? _____		
Gums swollen, tender or bleeding	☐	☐	How often do you brush? _____		

Have you ever had an allergic reaction to Novocaine, local, or general anesthetics? ☐Yes ☐No

If Yes, please explain _____

_____

_____

Have you ever had trouble from previous dental care?

☐Yes ☐No If Yes, please explain _____

_____

_____

MEDICAL HISTORY

Physician's name _____ Date of last visit _____

Physician's address _____ _____Blood Pressure_____

Have you had any serious illnesses or operations Yes ☐ No ☐ If yes, please describe _____

Have you ever had a blood transfusion Yes ☐ No ☐ If yes, give approximate dates _____

(Women) Are you pregnant? Yes☐ No ☐ Due date _____ Nursing? Yes ☐ No☐ Taking birth control pills? Yes ☐ No ☐

Please check if you have/had:	Yes	No		Yes	No		Yes	No
Allergies, hay fever, sinusitis	☐	☐	Headaches	☐	☐	Slow healing wounds	☐	☐
Anemia	☐	☐	Heart murmur	☐	☐	Stroke	☐	☐
Arthritis, Rheumatism	☐	☐	Heart problems	☐	☐	Swelling of feet or ankles	☐	☐
Artificial heart valves	☐	☐	Hepatitis type _____	☐	☐	Thyroid problems	☐	☐
Artificial joints	☐	☐	Herpes	☐	☐	Tonsilitis	☐	☐
Asthma	☐	☐	High blood pressure	☐	☐	Tuberculosis	☐	☐
Required Hospitalization	☐	☐	Any immune deficiency	☐	☐	Tumor or growth on head/neck	☐	☐
Have you used steroids	☐	☐	Jaundice	☐	☐	Ulcer	☐	☐
Date of last episode _____	☐	☐	Kidney disease	☐	☐	Venereal disease	☐	☐
Bleeding abnormally with operations or surgery	☐	☐	Low blood pressure	☐	☐	Weight loss, unexplained	☐	☐
Blood disease, clotting disorders	☐	☐	Mitral valve prolapse	☐	☐	Do you wear contact lenses?	☐	☐
Cancer	☐	☐	Osteoporosis	☐	☐	Do you consume alcoholic beverages?	☐	☐
Chemical dependency	☐	☐	Osteopenia	☐	☐	Are you currently under the care of a Physician?	☐	☐
Chemotherapy	☐	☐	Pacemaker	☐	☐	Are you allergic/sensitive to Latex?	☐	☐
Circulatory problems	☐	☐	Radiation treatments	☐	☐	Allergic to Penicillin, Aspirin, or other drugs?	☐	☐
Cortisone treatments	☐	☐	Respiratory disease	☐	☐	*If Yes, please specify* _____		
Cough, persistent or bloody	☐	☐	Rheumatic fever	☐	☐	_____		
Diabetes	☐	☐	Scarlet fever	☐	☐	_____		
Emphysema	☐	☐	Shortness of breath	☐	☐	List any medications that you are taking:		
Epilepsy	☐	☐	Sinus trouble	☐	☐	_____		
Fainting	☐	☐	Sickle cell anemia	☐	☐	_____		
Glaucoma	☐	☐	Skin rash	☐	☐	_____		

AUTHORIZATION AND RELEASE

I have read and answered the above questions to the best of my knowledge.

Patient/Guardian Signature _____ Date _____

Reviewed by: _____ Date _____

DENTAL & MEDICAL HEALTH HISTORY

MEDICAL HEALTH HISTORY – UPDATE AND EXCEPTIONS

I have read my medical history and confirm that it adequately states past and present conditions

DATE	EXCEPTIONS	NONE	PATIENT INITIALS	REVIEWED BY

Salt Lake Prosthodontics

SECTION A: PATIENT GIVING CONSENT

Patient Name: _____

Address: _____

Telephone: _____ E-mail: _____

Patient Number: _____ Social Security Number: _____

SECTION B: TO THE PATIENT – PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY.

Purpose of Consent: By signing this form, you will consent to our use and disclosure of your protected health information to carry out treatment, payment activities, and healthcare operations.

Notice of Privacy Practices: You have the right to read the Notice of Privacy Practices before you decide whether to sign this Consent. Our Notice provides a description of our treatment, payment activities, and healthcare operations, of the uses and disclosures we may make of your protected health information, and of other important matters about your protected health information. A copy of our Notice may be found on our website at www.saltlakeprosthodontics.com under the "schedule and appointment" section. We encourage you to read it carefully and completely before signing this Consent.

We reserve the right to change our privacy practices as described in our Notice of Privacy Practices. If we change our privacy practices, we will issue a revised Notice of Privacy Practices, which will contain the changes. Those changes may apply to any of your protected health information that we maintain.

You may obtain a copy of our Notice of Privacy Practices, including any revisions of our Notice, at any time by contacting:

Compliance Officer: **Dr. Darren Goring**
Telephone: **801-261-8056**
Address: **4020 S 700 E STE 3, Salt Lake City, UT 84107**

Right to Revoke: You will have the right to revoke this Consent at any time by giving us written notice of your revocation submitted to the Contact Person listed above. Please understand that revocation of this Consent will *not* affect any action we took in reliance on this Consent before we received your revocation.

SECTION C: SIGNATURE

I, _____ have had full opportunity to read and consider the contents of this Consent form and the Notice of Privacy Practices. I understand that, by signing this Consent form, I am giving my consent to your use and disclosure of my protected health information to carry out treatment, payment activities, and heath care operations.

Signature: _____ Date: _____

If this Consent is signed by a personal representative (parent/guardian) on behalf of the patient, complete the following:

Personal Representative's Name: _____

Relationship to Patient: _____

SECTION D: 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 the acknowledgement
- ❑ An emergency situation prevented us from obtaining acknowledgement
- ❑ Other (please specify) _____

Signature: _____ Date: _____

You are entitled to a copy of this consent after you sign it.

PRIVACY PRACTICES RECEIPT / CONSENT FORM

SECTION E: REVOCATION OF CONSENT

I revoke my Consent for your use and disclosure of my protected health information for treatment, payment activities, and healthcare operations.

I understand that revocation of my Consent will *not* affect any action you took in reliance on my Consent before you received this written Notice of Revocation. I also understand that you may decline to treat or to continue to treat me after I have revoked my Consent.

Signature: _____ Date: _____

If this Revocation of Consent is signed by a personal representative (parent/guardian) on behalf of the patient, complete the following:

Personal Representative's Name: _____

Relationship to Patient: _____

SECTION F: PATIENT/RELATIVE HIPAA CONSENT

I, _____ , understand that by signing this Consent form, I am giving my consent to Salt Lake Prosthodontics to disclose and discuss my protected health information to carry out treatment, payment activities and health care operations with the following family member:

Name: _____

Relationship: _____

Right to Revoke: You will have the right to revoke this Consent at any time by giving us written notice of your revocation submitted to the Compliance Officer listed on Section B.

_____ _____

Patient's Signature (Legal Guardian, if Patient is a minor) Date:

SECTION G: RESTRICTION OF PROTECTED HEALTH INFORMATION (PHI)

I request Salt Lake Prosthodontics restrict the disclosure of my PHI to those specified below:

Name: _____

Name: _____

Signature: _____ Date: _____

If this Restriction of PHI is signed by a personal representative (parent/guardian) on behalf of the patient, complete the following:

Personal Representative's Name: _____

Relationship to Patient: _____

Salt Lake Prosthodontics

PATIENT NAME: _____ **DATE:** _____

Salt Lake Prosthodontics, the doctors, and staff are committed to providing you with the best possible care, and we are pleased to discuss our professional fees with you at any time. Your clear understanding of our Financial Policy is important to our professional relationship. Please ask if you have any questions about our fees, Financial Policy, or your responsibility.

- **ALL PATIENTS MUST COMPLETE OUR "PATIENT INFORMATION FORM" BEFORE SEEING THE DENTAL PROFESSIONAL.**
- **FULL PAYMENT IS DUE AT TIME OF SERVICE. BEFORE ANY LAB COSTS ARE INCURRED BY THE PRACTICE AT LEAST HALF OF THE COST OF TREATMENT NEEDS TO BE PAID. THE REMAINING BALANCE MUST BE PAID WITHIN 30 DAYS.**
- **DUE TO THE NATURE OF PROSTHODONTIC TREATMENT SOME TREATMENT PLAN COSTS MAY BE LARGER THAN GENERAL DENTISTRY. IN EXTENUATING CIRCUMSTANCES ALTERNATE PAYMENT PLANS MAY BE ARRANGED BUT MUST BE ESTABLISHED PRIOR TO INITIATING TREATMENT.**
- **WE ACCEPT CASH, CHECKS, VISA and MASTER CARD.**
- **SALT LAKE PROSTHODONTICS DOES NOT CONTRACT WITH ANY SPECIFIC INSURANCE COMPANIES BUT WILL PROVIDE BILLING AS A COURTESY TO OUR PATIENTS.**

ADULT PATIENTS

Adult patients are responsible for full payment at time of service unless previous arrangements have been made with Salt Lake Prosthodontics and its doctors prior to starting a treatment plan.

MINORS ACCOMPANIED BY AN ADULT

The adult accompanying a minor, his/her parents or guardians, are responsible for full payment at time of service.

UNACCOMPANIED MINORS

The parents or guardians are responsible for full payment at time of service.

INSURANCE

Salt Lake Prosthodontics provides insurance company billing as *courtesy* to our patients. The patient is responsible for payment in full at time of service. Any portion of treatment that the insurance company covers will then be reimbursed to the patient. In addition, certain insurance companies have annual limitations for the amount of dental services that can be reimbursed within each plan year. If you or your family exceed these annual limitations in any plan year, you will be responsible for the full amount of dental services that exceed the particular plan's limitations. The patient is responsible for monitoring the amount of his/her remaining benefits for any annual benefit period. The patient may not rely upon any information provided by Salt Lake Prosthodontics staff regarding his/her remaining benefit in any such benefit period.

The claims we submit to insurance companies indicate that you have assigned those benefits to Salt Lake Prosthodontics or the treating doctor. However, if you are paid by the insurance company instead of Salt Lake Prosthodontics and its doctors, you then become responsible for the total account balance and payment would be expected immediately.

If you or your family has more than one dental insurance program, we will assist you in obtaining the maximum benefits available.

You as a patient are always responsible for any charges that are not covered by your insurance.

DELINQUENT PAYMENTS

It is our policy to charge finance fees at 1.5% for outstanding patient balances after the balance has been outstanding 30 days unless specific arrangements have been made prior to initiating treatment. In addition, all payments returned due to non-sufficient funds will be subject to a NSF fee of $25.00.

MISSED APPOINTMENTS

Unless cancelled at least 48 hours in advance, our policy is to charge for missed appointments at the rate of $35.00 per each 30 minutes of missed appointment time. Please help us service you better by keeping scheduled appointments.

Thank you for understanding and accepting our Financial Policy. Please let us know if you have any questions or concerns.

Responsible Party Signature _____ **Date** _____