



PATIENT INFORMATION

Personal Information:

Patient's Legal Name: Ms. Mrs. Mr. Dr. _____

Name that you prefer we call you: _____

Date of Birth: ___ / ___ / _____ SSN: _____ - _____ - _____

Sex: ___ M ___ F Marital Status: ___ S ___ M ___ D ___ W Spouse Name: _____

Address: _____ Employer: _____

_____ Work Address _____

City: _____ State _____ Zip _____

Phone Numbers: Home _____ Cell: _____ Work: _____

Spouse Work _____ Spouse Cell: _____

Email Address: _____

Emergency Contact Name and Phone Number: _____

Who may we thank for sending you to our office? _____

(How did you find out about us?)

Insurance Information:

Primary Dental Insurance: _____

Primary Insured's Name _____

Primary Insured's SSN (or ID #) _____ Group Number: _____

Employer: _____

Address of Insurance Company: (Where should we mail the claim?)

City _____ State _____ Zip _____

Insurance Company Phone Number: _____ Fax Number: _____

Dental History:

What is the primary reason for your appointment today? _____

When was your last dental appointment? _____ Treatment received? _____

When were your last x-rays taken? _____ What type? ___ Bitewings ___ Panorex

May we request your dental records and x-rays from your previous dentist? ___ Yes ___ No

If so, Name of previous dentist: _____

Address: _____ Phone number: _____



RESPONSIBLE PARTY INFORMATION

Name: (Last, First, MI)	SSN:
Home Address:	Work Address:
D.O.B	Employer:
Home Phone:	Work Phone:
Cell Phone:	Occupation:
Email:	

Payment Options:

Davis Dental Group is pleased to accept MasterCard, Visa, Discover Card, American Express, as well as Debit Cards. While we do not typically offer in house financing for services, we do accept *Care Credit*, an external financing option. Please let us know if you are interested in pursuing this option and our staff will be happy to provide you with information and an application.

Insurance Claims:

As a courtesy, Davis Dental Group will submit a claim to your primary insurance company for services rendered. All estimated co-payments and any applicable deductible will be due at time of service and will be collected at the beginning of each appointment. We will do our best to provide you with the most accurate estimate possible based on information obtained from your insurance company, however, these estimates are subject to final approval by your insurance company and could change. Please note that any claim not paid within forty-five (45) days becomes your responsibility. Your insurance policy is a contract between you, your employer, and the insurance company. Our office is not a party to that contract. If you have any questions regarding payment on a specific claim or about your covered benefits, please speak with your human resources department or the insurance company directly.

Cancellation Policy/Deposits:

Any appointment missed or canceled without adequate notice may be subject to a cancellation fee of \$40.00 per one-half (1/2) hour. We ask that you give us a minimum of seventy-two (72) hours notice (96 hours for Monday appointments) if you are not going to be able to make your appointment. Please note that our office is not open on Fridays and messages left with the answering service do not constitute adequate notice. You may be asked to leave a \$100.00 non-refundable deposit for any appointment that is scheduled for more than 1 and 1/2 hours. This deposit will be applied to any co-payment amount you will owe for that appointment.

Contractual Agreement:

I, the undersigned, understand that I am financially responsible for all charges on this account. If all charges are not paid within sixty (60) days from the date of service, I agree to pay a service charge of 2% per month, 24% per annum, on the unpaid balance. If this account is turned over for legal collections, I agree to pay all cost of collection, including, but not limited to, thirty three and one third (33.33%) percent collection costs and/or attorney's fees in addition to the balance owed.

Patient Signature (or Guardian if under 18)

Date

Printed Name

Relationship to Patient (if under 18)



H.I.P.P.A

Due to the Health Insurance Portability and Privacy Act or H.I.P.P.A, the Davis Dental Group is required by law to maintain the privacy of protected health information ("PHI") and to provide individuals with notice of our legal duties and privacy practices with respect to PHI. PHI is information that may identify you and that relates to your past, present or future health condition and related health care services. This Notice of Privacy Practices ("Notice") describes how Davis Dental Group may use and disclose PHI to carry out treatment, payment or health care operations and for other specified purposes that are permitted or required by law. The Notice also describes your rights with respect to PHI about you. The current Notice is posted in our main waiting room as well as on our web site at www.davisdentalgroup.com. If you would prefer a printed copy of this Notice, please let one of our staff members know and we will be happy to provide you with a printed copy.

Your signature below indicates that you have been given an opportunity to read our Notice of Privacy Practices and have been offered a copy for your records. Additionally, your signature is required so that we may process insurance claims electronically on your behalf. Should you have questions regarding this notice or any of the information included on this form, please let us know.

Patient Signature (or Guardian if under 18)

Date

Printed Name

Relationship to Patient (if under 18)

Consent for Use of Image

From time to time, we would like to include pictures of our patients along with testimonials, before and after images of completed work, and of patient participation in our community events on our website at www.davisdentalgroup.com . Your signature below gives us permission to use your image however, you will be notified before any image is published and retain the right to request that certain images not be used. Requests should be made in writing and you must allow 90 (ninety) days for the removal of images already posted. We will do our best to use images that do not have any identifying features if that is your wish. Please feel free to ask should you have any questions.

I hereby consent to and authorize the use and reproduction, in print or electronic format, by Davis Dental Group or anyone authorized by Davis Dental Group, of any and all images taken, without compensation. All images--electronic, negatives and positives, together with the prints, are owned by DDG.

I hereby acknowledge that I have read and understood the terms of this release and that this release may be revoked at any time by providing a written request to DDG.

Patient Signature (or Guardian if under 18)

Date

Printed Name

Relationship to Patient (if under 18)