

WELCOME

Thank you for selecting our dental healthcare team! We will strive to provide you with the best possible dental care. To help us meet all your dental needs, please fill out this form completely in ink. If you have any questions or need assistance, please ask us - we will be happy to help.

1 Personal Information

Date _____
Birthdate _____
SS#/SN _____ E-Mail _____
Name _____
Wishes to be called _____
 Male Female Minor Single Married Divorced Widowed Separated
Address _____
City _____ State _____ Zip _____
Employer _____
Referred by _____

2 Responsible Party

Who is responsible for the account?
Name _____
Relationship to patient _____
Birthdate _____ Driver's License # _____
SS#/SN _____ E-Mail _____
Address _____
City _____ State _____ Zip _____
Employer _____
Occupation _____
Work Phone _____ Ext. # _____
Home Phone _____ Cell Phone _____

3 Telephone

Home Phone _____
Work Phone _____ Ext. # _____
Cell Phone _____
Where do you prefer to receive calls? Home Work Cell
When is the best time to reach you? Time _____ Days _____
In the event of an emergency, who should we contact?
Name _____ Relationship _____ Work # _____ Home # _____

4 **Dental Insurance Information**

Primary Insurance

Name of Insured _____
Relationship to patient _____
Insured's birthdate _____
SS#/SN _____
Employer _____
Date Employed _____
Occupation _____

Insurance Company _____
Group # _____
Employee/Cert. # _____
Ins. Co. Address _____
Deductible _____
Amount already used _____
Max. annual benefit _____

Additional Insurance

Name of Insured _____
Relationship to patient _____
Insured's birthdate _____
SS#/SN _____
Employer _____
Date Employed _____
Occupation _____

Insurance Company _____
Group # _____
Employee/Cert. # _____
Ins. Co. Address _____
Deductible _____
Amount already used _____
Max. annual benefit _____

5 **Authorization and Release**

I authorize the dentist to release information including the diagnosis and the records of any treatment or examination rendered to me or my child during the period of such Dental care to third party payors and/or other health practitioners.

I authorize and request my insurance company to pay directly to the dentist or dental group insurance benefits otherwise payable to me.

I understand that my dental insurance carrier may pay less than the actual bill for services. I agree to be responsible for payment of all services on my behalf or my dependents.

x

Signature of patient or parent/guardian if minor

Date

6 **Financial Arrangements**

For your convenience, we offer the following methods of payment. Please check the option which you prefer.

Payment if full at each appointment.

_____ Cash

_____ Personal Check

_____ Credit Card _____ Visa _____ MC

_____ I wish to discuss the dental office's policy

Late Charges

If I do not pay the entire new balance within 25 days of the monthly billing date, a late charge of 1.5% on the balance then unpaid and owed will be assessed each month (if allowed by law). I realize that failure to keep this account current may result in you being unable to provide additional dental services except for dental emergencies or where there is prepayment for additional services. In the case of default on payment of this account, I agree to pay collection costs and reasonable attorney fee incurred in attempting to collect on this amount or any future outstanding account balances.

Thank you for filling out this form completely. The information you have provided will help us serve your dental healthcare needs more effectively and efficiently. If you have any questions at anytime, please ask - we are always happy to help.