Thank you for choosing **Northcutt Dental** as your health care provider.
To better serve you, we ask all patients to complete our patient information form completely before seeing the dentist or hygienist. PLEASE PRINT CLEARLY.

PATIENT INFORMATION (AGES 17 AND UNDER)

Name: _____ _____ _____ _____
Last Name First Name Middle Name Preferred Name

Address: _____ Apt#: _____ Home Phone: _____

City: _____ State: _____ Zip: _____ Cell Phone: _____

SSN: _____ – _____ – _____ DOB: _____ / _____ / _____ ☐ Male ☐ Female

How did you hear about us: _____

Who in your family has been here before? _____

In case of emergency, whom should we contact? (Someone not living with child)

Name: _____ Relationship to child: _____

Phone: _____ Address: _____

RESPONSIBLE PARTY INFORMATION

Who is responsible for this account? _____ Relationship to Patient: _____

Mother/Legal Guardian's Name: _____ Work Ph: _____ Cell Ph: _____

Father/Legal Guardian's Name: _____ Work Ph: _____ Cell Ph: _____

Email address for confirming appointments: _____

Does the patient have insurance? ☐ Yes ☐ No **(If no, skip to next page)**

Primary Insurance Company: _____ Subscriber's Relationship to Patient: _____

Subscriber's Name: _____ _____ _____
Last Name First Name Middle Name

Date of Birth: _____ / _____ / _____ SSN: _____ – _____ – _____

Subscriber's Employer: _____ Employer Phone: _____

Additional Insurance? ☐ Yes ☐ No

Secondary Insurance Company: _____ Subscriber's Relationship to Patient: _____

Subscriber's Name: _____ _____ _____
Last Name First Name Middle Name

Date of Birth: _____ / _____ / _____ SSN: _____ – _____ – _____

Subscriber's Employer: _____ Employer Phone: _____

I hereby authorize payment directly to Northcutt Dental for all insurance benefits otherwise payable to me for services rendered. I understand that I am financially responsible for all charges, whether or not paid by insurance, and for all services rendered on my behalf or my dependents. I authorize Northcutt Dental to release information required to secure the payment of benefits. I authorize the use of this signature on all insurance submissions.

_____ _____
Patient Signature (Responsible Party) Date

MEDICAL HISTORY

Physician's Name: _____ Date of Last Visit: _____

Is your child currently under medical treatment? ☐ YES ☐ NO If yes, for what? _____

MEDICATIONS:

List any medications you are currently taking and why:

Medication:	**Reason for Use:**

Check any known allergies:

None	☐	Local Anesthetics	☐
Aspirin	☐	Penicillin	☐
Codeine	☐	Other:_____	☐
Latex	☐		

Check "YES" or "NO" for each of the following:	YES	NO
Anemia/Free Bleeder	☐	☐
Asthma	☐	☐
Blood disease	☐	☐
Cancer (type: _____)	☐	☐
Diabetes: Type I or Type II	☐	☐
Epilepsy or seizures	☐	☐
Head Injuries	☐	☐
Heart Problem	☐	☐
Kidney Disease	☐	☐
Liver Disease	☐	☐
Mental Disorders	☐	☐
Respiratory Disease	☐	☐
Tuberculosis	☐	☐

Does your child have any other health issues we should be aware of? ☐ YES ☐ NO

If yes, for what? _____

_____

ASSIGNMENT and RELEASE

I give permission for Northcutt Dental and their clinical team to take any necessary radiographs, study models, and photographs to make a complete diagnosis of my child's dental needs.

I understand that under the Health Insurance Portability and Accountability Act ("HIPAA"), I have certain rights to privacy regarding my protected health information. I acknowledge that I have received or been given the opportunity to receive a copy of the Notice of Privacy Practices.

I hereby certify that I have read and understand the previous information and that it is accurate and true to the best of my knowledge. I understand that providing incorrect and/or inaccurate information has the potential of being hazardous to my child's health.

_____ _____

Parent Signature (Responsible Party) Date

FOR OFFICE USE ONLY

DATA ENTERED BY: _____ INITIALS

COPY OF DL AND/OR INS CARD MADE BY: _____ INITIALS

SCANNED TO DOCUMENT CENTER BY: _____ INITIALS

NORTHCUTT DENTAL

The following is a statement of our Financial Policy and Cancellation & No-Show Policy, which we require you to read and sign prior to any treatment. Please read carefully.

FINANCIAL POLICY

ALL INSURANCE COPAYMENTS, DEDUCTIBLES, AND ESTIMATED PATIENT PORTIONS ARE DUE ON THE DATE TREATMENT IS PERFORMED. We accept cash or Visa/MasterCard/American Express/Discover. We offer an extended payment plan with credit approval. We do not accept checks.

REGARDING INSURANCE: We are happy to accept assignment of insurance benefits from your insurance carrier. As a courtesy to you, we will file your insurance, help you maximize your benefits, and estimate both your insurance coverage and your portion due. Your estimated portion is due upfront (before treatment) on date of service. Should your insurance company refuse to comply with assignment of benefits, you may be asked to pay your bill in full and be reimbursed by your insurance company. **The balance is the patient's responsibility whether the insurance company pays or not.** If the insurance company has not paid the account in full within 45 days, the balance becomes the patient's responsibility. Should Northcutt Dental have to expend any fees (collection, court cost, etc) to collect any payment portion, insurance or other, these fees will automatically become the patient's responsibility. Please be aware that some and perhaps all, of the services provided may be non-covered and not considered reasonable and necessary under some dental insurance policies.

RETURN CHECK FEE FOR MAILED PAYMENTS: Any returned check will incur a $ 50.00 NSF fee.

PAYMENT OF SERVICES: Your estimated portion is due upfront (before treatment) on date of service.

MINOR PATIENTS: The adult accompanying a minor is responsible for seeing that payment is made in full. For unaccompanied minors, non-emergency treatment will be denied unless prior arrangements have been made for payment by cash, credit card or pre-approved credit plan.

AGREEMENT TO PAY COLLECTION FEES ADDED TO ACCOUNT BALANCES: I, the undersigned, accept the fee charged as a legal and lawful debt and agree to pay said fee, including any/all collection agency fees, (33.33%), attorney fees and/or court costs, if such be necessary.

CONSENT TO CONTACT PATIENT BY CELL PHONE OR E-MAIL: You agree, in order for us to service your account or to collect monies you may owe, Northcutt Dental and/or our agents may contact you by telephone at any telephone number associated with your account, including wireless telephone numbers, which can result in charges to you. We may also contact you by sending text messages or emails, using any email address you provide to use. Methods of contact may include using pre-recorded/artificial voice messages and/or use of automatic dialing device, as applicable.

CANCELLATION & NO SHOW POLICY

CANCELLATION OF AN APPOINTMENT: In order to be respectful of the needs of other patients, please be courteous and call Northcutt Dental promptly if you are unable to show up for an appointment. This time will be reallocated to someone who is in need of treatment. If it is necessary to cancel your scheduled appointment, we require that you call **at least 24 hours in advance**. Appointments are in high demand, and your early cancellation will give another person the possibility to have access to timely dental care.

HOW TO CANCEL YOUR APPOINTMENT: To cancel appointments, please call the office. If you do not reach us, you may leave a detailed message on our voicemail. If you would like to reschedule your appointment, please leave your phone number. We will return your call and give you the next available appointment time.

LATE CANCELLATIONS & NO-SHOWS: A late cancellation is considered when a patient fails to cancel their scheduled appointment with a 24-hour advance notice. A "no-show" is someone who misses an appointment without cancelling it in an adequate manner.

- First late cancellation or no-show: courtesy reschedule
- Second late cancellation or no-show: courtesy reschedule
- Third late cancellation or no-show: We will not be able to reserve time on our schedule for anymore appointments. You will need to call each morning that you are available to come in and we will let you know if there is an opening that day.
- Fourth late cancellation or no-show: Discharge from the Practice

By signing below, you agree that you have read, understand and agree to both policies above. Please let us know if you have any questions or concerns regarding these policies. We look forward to serving your dental needs.

Patient Signature (Responsible Party) _____ Date _____

Authorization for Release of Information

Under the requirements of HIPAA, we are not allowed to give this information to anyone without the patient's consent.

Many of our patients allow others besides the parent or guardian to call and request dental or billing information for their child. Under the requirements of HIPAA, we are not allowed to give this information to anyone without the patient's consent. If you wish to have dental or billing information released to anyone other than the parent or guardian, you must sign this form. Signing this form will only give information to family members indicated below.

I authorize **Northcutt Dental Practice** to release dental and/or billing information to the following individual(s):

1. _____ Relation to Patient: _____

2. _____ Relation to Patient: _____

3. _____ Relation to Patient: _____

_____ I elect **not** to disclose my child's PHI to anyone at this time.
Initial

Patient Information

I understand I have the right to revoke this authorization at any time and that I have the right to inspect or copy the protected health information to be disclosed. I understand that information disclosed to any above recipient is no longer protected by federal or state law and may be subject to redisclosure by the above recipient. You have the right to revoke this consent in writing.

_____ _____

Patient Signature (Responsible Party) Date