PATIENT INFORMATION

WELCOME TO OUR OFFICE!

Date:_____

Patient's Name:_____
Last *First* *Middle*

Address:_____
Street *City* *State* *Zip*

Home Phone:_____**Birth Date:**_____**Social Security #:**_____

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

If patient is minor, give parent or guardian's name:_____

Patient:_____**Responsible Party:**_____
Email Address *Email Address*

Names & ages of any other children in the family:

_____ _____ _____

RESPONSIBLE PARTY INFORMATION

Name:_____
Last *First* *Middle* *Marital Status*

Residence:_____
Street *City* *State* *Zip*

Mailing Address:_____
Street *City* *State* *Zip*

How long at this address:_____**Home Phone:**_____**Work Phone:**_____

Previous Address (if less than 3 years):_____
Street *City* *State* *Zip*

Social Security #:_____**Birth Date:**_____**Relationship to Patient:**_____

Employer:_____**Occupation:**_____**No. Years Employed:**_____

Spouse's Name:_____**Relationship to Patient:**_____
Last *First* *Middle*

Spouse's Employer:_____**Occupation:**_____**No. Years Employed:**_____

Spouse's Social Security #:_____**Spouse's Birth Date:**_____

INSURANCE INFORMATION

Insured's Name:_____**DOB**_____**Insured's Soc. Sec. #:**_____

Insurance Company_____**Group #:**_____**Local No.**_____

Insurance Co. Address:_____

Do you have dual coverage? Yes:_____**No:**_____**If yes, please continue:**_____

Insured's Name:_____**DOB**_____**Insured's Soc. Sec. #:**_____

Insurance Company:_____**Group #:**_____**Local No.**_____

Insurance Co. Address:_____

Insured's Employer:_____

Emergency Information

Name of nearest relative not living with you:_____

Complete Address:_____

Phone #:_____**Relationship to Patient:**_____

Signature (Parent's signature, if minor):_____**Date:**_____

I understand that where appropriate, credit bureau reports may be obtained.

Dr. John B. Benton, Jr., D.D.S.
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A / B /

Medical History Form

1. Is the patient in good health? _____ Yes___ No___
2. Does the patient have any history of major illness? _____ Yes___ No___
3. Has the patient ever been under the care of a physician for illness? _____ Yes___ No___
4. Please list (if yes): _____
5. Circle any of the following for which the patient has been treated:

Diabetes	Tuberculosis	Endocrine Problems
Pneumonia	Anemia	Prolonged Bleeding
Heart Trouble	Epilepsy	Fainting or Dizziness
Rheumatic Fever	Asthma	Nervous Disorders
Bone Disorders	Kidney Involvement	Liver Involvement

6. Does the patient have tendency to colds _____ sore throats _____ ear infections _____?
7. Have tonsils and adenoids been removed?_____ What age?_____
8. List any allergies or drug sensitivities:_____
9. Are you currently taking any medications? Yes____ No____
10. Please list (if yes): _____
11. Girls: Has she started menstruation? Boys: Has his voice changed?_____
12. Girls: (if yes) date of first menstrual cycle?_____
13. Height:_____ Weight:_____
14. Has there been any injuries to the face, mouth, or teeth? Yes_____ No_____
15. Has the patient ever sucked a thumb or fingers? Yes_____ No_____ Until what age?_____
16. Does the patient have any speech problem? Yes_____ No_____
17. Is the patient a mouth breather? Yes_____ No_____ While asleep?___ While awake?____
18. Have you been informed of any missing or extra permanent teeth? Yes_____ No_____
19. Has an orthodontist been consulted previously? Yes_____ No_____
20. Has either parent had orthodontic treatment? Yes_____ No_____
21. Reason for consultation:_____

_____

22. General Dentist: _____ Date of last visit? _____

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Acknowledgement of Receipt of Notice of Privacy Practices

****You May Refuse to Sign This Acknowledgement****

I, _____, parent or legal guardian of _____ have read a copy of this office's Notice of Privacy Practices. I also agree _____, disagree_____ to have my child's dental treatment discussed with me in the lobby.

_____
(Please Print Name)

_____
(Signature)

_____
(Date)

For Office Use Only

We attempted to obtain written acknowledgement of receipt of our Notice of Privacy Practice, but acknowledgement could not be obtained because:

- ☐ **Individual refused to sign**
- ☐ **Communications barriers prohibited obtaining the acknowledgement**
- ☐ **An emergency situation prevented us from obtaining acknowledgement**
- ☐ **Other(PleaseSpecify)**_____

_____

_____

_____

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NOTICE OF PRIVACY PRACTICES

THIS NOTICE DESCRIBES HOW HEALTH INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION

PLEASE REVIEW IT CAREFULLY.
THE PRIVACY OF YOUR HEALTH INFORMATION IS IMPORTANT TO US.

OUR LEGAL DUTY

We are required by applicable federal and state law to maintain the privacy of your health information. We are also required to give you this Notice about our privacy practices, our legal duties, and your rights concerning your health information. We must follow the privacy practices that are described in this Notice while it is in effect. This Notice takes effect as of 01/01/2019, and will remain in effect until we replace it.

We reserve the right to change our privacy practices and the terms of this Notice at any time, provided such changes are permitted by applicable law. We reserve the right to make the changes in our privacy practices and the new terms of our Notice effective for all health information that we maintain, including health information we created or received before we made the changes. Before we make a significant change in our privacy practices, we will change this Notice and make the new Notice available upon request.

You may request a copy of our Notice at any time. For more information about our privacy practices, or for additional copies of this Notice, please contact us using the information listed at the end of this Notice.

USES AND DISCLOSURES OF HEALTH INFORMATION

We use and disclose health information about you for treatment, payment, and healthcare operations. For example:

Treatment: We may use or disclose your health information to a physician or other healthcare provider providing treatment to you.

Payment: We may use and disclose your health information to obtain payment for services we provide to you.

Healthcare Operations: We may use and disclose your health information in connection with our healthcare operations. Healthcare operations include quality assessment and improvement activities, reviewing the competence or qualifications of healthcare professionals, evaluating practitioner and provider performance, conducting training programs, accreditation, certification, licensing or credentialing activities.

Your authorization: In addition to our use of your health information for treatment, payment or healthcare operations, you may give us written authorization to use your health information or to disclose it to anyone for any purpose. If you give us an authorization, you may revoke it in writing at any time. Your revocation will not affect any use or disclosures permitted by your authorization while it was in effect. Unless you give us a written authorization, we cannot use or disclose your health information for any reason except those described in this Notice.

To Your Family and Friends: We must disclose your health information to you, as described in the Patient Rights section of this Notice. We may disclose your health information to a family member, friend or other person to the extent necessary to help with your healthcare or with payment for your healthcare, but only if you agree that we may do so.

Persons Involved In Care: We may use or disclose health information to notify, or assist in the notification of (including identifying or locating) a family member, your personal representative or another person responsible for your health care, of your location, your general condition, or death. If you are present, then prior to use or disclosure of your health information, we will provide you with an opportunity to object to such uses or disclosures. In the event of your incapacity or emergency circumstances, we will disclose health information based on a determination using our professional judgement disclosing only health information that is directly relevant to the person's involvement in your healthcare. We will also use our professional judgement and our experience with common practice to make reasonable inferences of your best interest in allowing a person to pick up filled prescriptions, medical supplies, x-rays, or other similar forms of health information.

Marketing Health-Related Services: We will not use your health information for marketing communications without your written authorization.

Required by Law: We may use or disclose your health information when we are required to do so by law.

Abuse or Neglect: We may disclose your health information to appropriate authorities if we reasonably believe that you are a possible victim of abuse, neglect, or domestic violence or the possible victim of other crimes. We may disclose your health information to the extent necessary to avert a serious threat to your health or safety or the health or safety of others.

National Security: We may disclose to military authorities the health information of Armed Forces personnel under certain circumstances. We may disclose to authorized federal officials health information required for lawful intelligence, counterintelligence, and other national security activities. We may disclose to correctional institution or law enforcement official having lawful custody of protected health information of inmate or patient under certain circumstances.

Appointment Reminders: We may use or disclose your health information to provide you with appointment reminders (such as voicemail messages, postcards, or letters).

PATIENT RIGHTS

Access: You have the right to look at or get copies of your health information, with limited exceptions. You may request that we provide copies in a format other than photocopies. We will use the format you request unless we cannot practically do so. (You must make a request in writing to obtain access to your health information. You may obtain a form to request access by using the contact information listed at the end of this Notice. If you request copies, we will charge you $5.00 for each page, $7.00 per hour for staff time to locate and copy your health information, and postage if you want the copies mailed to you. If you request an alternative format, we will charge a cost-based fee for providing your health information in that format. If you prefer, we will prepare a summary or an explanation of your health information for a fee. Contact us using the information listed at the end of this Notice for a full explanation of our fee structure.)

Disclosure Accounting: You have the right to receive a list of instances in which we or our business associates disclosed your health information for purposes, other than treatment, payment, healthcare operations and certain other activities, for at least 6 years, but not before April 14, 2003. If you request this accounting more than once in a 12-month period, we may charge you a reasonable, cost-based fee for responding to these additional requests.

Restriction: You have the right to request that we place additional restrictions on our use or disclosure of your health information. We are not required to agree to these additional restrictions, but if we do, we will abide by our agreement (except in an emergency).

Alternative Communication: You have the right to request that we communicate with you about your health information by alternative means or to alternative locations. **(You must make your request in writing.)** Your request must specify the alternative means or location, and provide satisfactory explanation how payments will be handled under the alternative means or location you request.

Amendment: You have the right to request that we amend your health information. (Your request must be in writing, and it must explain why the information should be amended.) We may deny your request under certain circumstances.

Electronic Notice: If you receive this Notice on our Web site or by electronic mail (e-mail), you are entitled to receive this Notice in written form.

QUESTIONS AND COMPLAINTS

If you want more information about our privacy practices or have questions or concerns, please contact us.

If you are concerned that we may have violated your privacy rights, or you disagree with a decision we made about access to your health information or in response to a request you made to amend or restrict the use or disclosure of your health information or to have us communicate with you by alternative means or at alternative locations, you may complain to us using the contact information listed at the bottom of this Notice. You also may submit a written complaint to the U.S. Department of Health and Human Services. We will provide you with the address to file your complaint with the U.S. Department of Health and Human Services upon request.

We support your right to the privacy of your health information. We will not retaliate in any way if you choose to file a complaint with us or with the U.S. Department of Health and Human Services.

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