

### PATIENT INFORMATION

Date: \_\_\_\_\_ NEW PATIENT UPDATE

Patient: \_\_\_\_\_

LAST FIRST MI PREFERRED TITLE  
MALE FEMALE CHILD\* STUDENT\*\* SINGLE MARRIED DIVORCED WIDOWED

\*IF CHILD, PROVIDE PARENT/GUARDIAN NAME(S) BELOW: \*\*IF STUDENT, PLEASE COMPLETE: FULL-TIME PART-TIME

PARENT/GUARDIAN NAME(S) SCHOOL/LOCATION

Patient Date of Birth: \_\_\_\_\_ Patient SSN: \_\_\_\_\_

Address: \_\_\_\_\_ HOME: \_\_\_\_\_

ADDRESS LINE 1 CELL: \_\_\_\_\_

ADDRESS LINE 2 OTHER: \_\_\_\_\_

CITY ST ZIP CODE PAGER: \_\_\_\_\_

E-Mail: \_\_\_\_\_ FAX: \_\_\_\_\_

Referral? Yes No Referred by: \_\_\_\_\_

### EMERGENCY INFORMATION

In case of emergency, please provide information for the nearest relative or designated contact person not at the patient's address:

NAME RELATIONSHIP Tel: \_\_\_\_\_

### EMPLOYMENT INFORMATION

Employer: \_\_\_\_\_ Occupation: \_\_\_\_\_

Address: \_\_\_\_\_ WORK: \_\_\_\_\_

ADDRESS LINE 1 DIRECT: \_\_\_\_\_

ADDRESS LINE 2 OTHER: \_\_\_\_\_

CITY ST ZIP CODE PAGER: \_\_\_\_\_

E-Mail: \_\_\_\_\_ FAX: \_\_\_\_\_

### INSURANCE INFORMATION

Subscriber: \_\_\_\_\_

LAST FIRST MI PREFERRED TITLE

Subscriber Date of Birth: \_\_\_\_\_ Subscriber SSN: \_\_\_\_\_

Subscriber Employer: \_\_\_\_\_

Patient Relationship to Subscriber: SELF SPOUSE CHILD OTHER

PRIMARY INSURANCE CARRIER: \_\_\_\_\_

Group/Policy No.: \_\_\_\_\_ ID No.: \_\_\_\_\_

Address: \_\_\_\_\_ TEL: \_\_\_\_\_

TOLL-FREE: \_\_\_\_\_

CITY ST ZIP CODE FAX: \_\_\_\_\_

SECONDARY INSURANCE CARRIER: \_\_\_\_\_

Group/Policy No.: \_\_\_\_\_ ID No.: \_\_\_\_\_

Address: \_\_\_\_\_ TEL: \_\_\_\_\_

TOLL-FREE: \_\_\_\_\_

CITY ST ZIP CODE FAX: \_\_\_\_\_

## PREVIOUS DENTIST INFORMATION

Dentist: \_\_\_\_\_ Telephone: \_\_\_\_\_

Clinic/Facility: \_\_\_\_\_

Address: \_\_\_\_\_

CITY

ST

ZIP CODE

Reason for changing: \_\_\_\_\_

## DENTAL HISTORY

ORAL HEALTH: EXCELLENT GOOD FAIR POOR

Date of Last Dental Visit: \_\_\_\_\_ Treatment Type: \_\_\_\_\_

Would you like to have an oral cancer screening performed? Y N

*\*Note: Some insurance plans do not cover this service; please check your plan documents for details.*

Y N Are you currently having dental discomfort? If yes, explain:

Y N Any unhappy/unpleasant dental experiences? If yes, explain:

Y N Any injuries to mouth/teeth/head? If yes, explain:

Y N Any missing teeth other than wisdom teeth or orthodontic extractions?

Y N Have missing teeth been replaced?

Y N Orthodontic appliances now or in the past?

Y N Gums bleed when brushing or flossing?

Y N Concerned about gum disease? History of gum disease? 0Y0N

Y N Any concerns about the appearance of your teeth?

Y N Does it hurt to bite or chew?

Y N Do you clench or grind your teeth? If so, do you wear a night guard or splint? 0Y0N

Y N Do you want to become a regular continuing care patient in our practice?

Y N Do you want your mouth properly restored and pain free?

Y N Does any type of dental treatment make you nervous? If yes, please explain below:

The most important concerns regarding my dental treatment are:

What factors are most important for your satisfaction with our office?

Have you ever had Onabotulinumtoxin (Botox) or Facial Fillers before? If yes, please explain below: Y N

## CHILD/MINOR PATIENTS: PLEASE ANSWER THE FOLLOWING QUESTIONS:

Y N Any mouth habits? (thumb sucking, nail biting, mouth breathing, nursing/bottle habits, pacifier, etc.)

Y N Any unusual speech habits? If yes, explain: \_\_\_\_\_

Y N Any lost teeth? If yes, list: \_\_\_\_\_

Y N Does the patient receive assistance with brushing and flossing? If yes, how often?



## FINANCIAL GUIDELINES

*We are committed to providing you with the best care possible to achieve total oral health. In order to achieve these goals, we need your assistance and your understanding of our financial guidelines.*

### Insurance

**We accept all major dental insurance payments, however we may not be an in-network provider for your plan.** If we are not an in-network provider, review your plan details, as in many cases insurance reimbursement is very similar.

**No estimate is a guarantee of payment.** Please understand, you are responsible for all charges not paid by your insurance. Also, many insurance companies are excluding certain dental procedures or downgrading procedures to a lesser reimbursement level; in which case, you would be responsible for the difference. Contract write offs will apply only to plans our office is in network for and for procedures the insurance carrier lists as being a covered procedure for any claim submitted.

**Minors must be accompanied by a parent or legal guardian.** If the parents are separated or divorced, the person accompanying the minor will be responsible for payment at the time of service.

### Payments

**Patient portion or patient co-pays are due at the time services are rendered** - unless prior financial arrangements have been made and approved by our office.

#### **Payment Information:**

- o All major credit cards are accepted (Visa, MasterCard, Discover, AMEX)
- o 10% Discount for our uninsured cash/check paying patients
- o Financing options with CareCredit®
- o In-House Insurance purchased in office providing discounts and preventative care coverage (see office manager for details, purchase options, and application information)

**Balances left over 90 days** will be turned over to our collection department. Any balances due, including all collection fees, interest, and other charges will be the sole responsibility of the patient/responsible party.

### NSF Checks

If any check is returned NSF, the patient and/or responsible party will be responsible for any bank fees incurred by Mekari Laser Dentistry in addition to a \$25 dollar inconvenience fee.

### Copies of Records

There is a \$35 dollar charge for the release of x-rays, clinical notes, and progress notes

### Short Cancelled/ Missed Appointments

**Please give 48 hours notice** if you are unable to keep your reserved time. Unless an emergency occurs, we expect to run on time for your appointments, and we appreciate the same courtesy from you.

**Short canceled or missed appointments** will be a \$75.00 charge per hour scheduled.

By signing below I acknowledge I have read and understand the guidelines above.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## ACKNOWLEDGEMENT OF PRIVACY PRACTICES

Updated 2020

My signature confirms that I have been informed of my rights to privacy regarding my protected personal and health information, under the Health Insurance Portability & Accountability Act of 1996 (HIPAA). I understand the terms in which my personal health and identification information may be used.

I have been informed of my dental provider's Notice of Privacy Practices containing a more complete description of the uses and disclosures of my protected health information. I have been given the right to review and receive a copy of such Notice of Privacy Practices. I understand that my dental provider has the right to change the Notice of Privacy Practices and that I may contact this office at the address above to obtain a current copy of the Notice of Privacy Practices.

I understand that I may request in writing that you restrict how my private information is used or disclosed to carry out treatment, payment or health care operations and I understand that you are not required to agree to my requested restrictions, but if you do agree then you are bound to abide by such restrictions.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

RELATIONSHIP TO PATIENT:    ADULT PATIENT    PARENT    GUARDIAN    OTHER

Please list any dependent children under the age of 18 also covered by this acknowledgement:

\_\_\_\_\_  
\_\_\_\_\_

I give permission for the following communications to be used by Mekari Laser Dentistry (please check all that apply) :

Cell phone:	Text Message reminders permitted
Home phone	Work                      E-Mail

I am granting permission for Mekari Laser Dentistry to disclose their identity to anyone who may answer my home, work or cell phone.

I am granting permission for Mekari Laser Dentistry to leave a message with any person who may answer my phone or on my voicemail of the following numbers (please check all that apply):

Home Phone	Cell Phone	Work Phone	None- please just ask for a call back
Other (Please explain) _____			

I would like to give permission for the following person(s) to have access to personal information including but not limited to appointments, treatment, and billing of myself and any dependent children listed above:

NAME: \_\_\_\_\_ RELATIONSHIP TO PATIENT: \_\_\_\_\_

NAME: \_\_\_\_\_ RELATIONSHIP TO PATIENT: \_\_\_\_\_

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### For Office Use Only:

We were unable to obtain the patient's written acknowledgement of our Notice of Privacy Practices due to the following reason:

The patient refused to sign  
Communication barriers  
Emergency situation  
Other – please list: \_\_\_\_\_

**PATIENT CONSENT – PAYMENT AUTHORIZATION – SIGNATURE ON FILE**

To the best of my knowledge, all of the preceding answers are correct. If I have any changes in my health status or if my medication changes, I shall inform the dentist and staff at the next appointment without fail.

I hereby authorize payment directly to Mekari Laser Dentistry of the dental benefits otherwise payable to me.

I hereby authorize Mekari Laser Dentistry to release any information concerning my health or dental care, advice, treatment or supplies provided. This information is to be used in administering dental claims and/or discussing treatment options with other dental professionals.

I understand and agree that (regardless of my insurance status) I am ultimately responsible for the balance on my account for any professional services rendered.

I understand and agree that by signing this form I am giving Mekari Laser Dentistry full consent to provide treatment for all procedures which are performed and services which are provided.

**By signing below, I acknowledge that I have read and understand the statements mentioned above.**

Signature of Patient/Responsible Party: \_\_\_\_\_

Patient Name (Printed): \_\_\_\_\_

Date: \_\_\_\_\_