Maser Dental

30 Orchard Street, Dover, NJ 07801

New Patient Registration – Adult

PATIENT Last Name: _____ First Name: _____ MI: _____ DOB**:** _____

Street: _____ Apt: ____ City: _____ ST: ____ ZIP:_____ SS#: _____

Phone: Home: _____ Cell: _____ Work: _____ ☐ Married ☐ Single ☐ Other

We prefer that you confirm your appointments electronically by email. Please provide your email so we can send appointment reminders. We respect your privacy and will not share this information.
Email _____ @ _____

EMPLOYER: _____ Occupation: _____

Work Address: _____ City: _____ ST: ____ ZIP: _____ Ph: _____

SPOUSE Last Name: _____ First Name: _____ MI: _____ DOB**:** _____

Street: _____ Apt: ____ City: _____ ST: ____ ZIP:_____ SS#: _____

Phone: Home: _____ Cell: _____ Work: _____

SPOUSE'S EMPLOYER: _____ Occupation: _____

Employer Address: _____ City: _____ ST: _____ ZIP: _____

PRIMARY Dental Insurance: _____

Subscriber Name: _____

Relationship to Patient: _____

ID#:_____

Group#:_____

◈ **SECONDARY Dental Insurance**: _____

◈ **Subscriber Name:** _____

◈ **Relationship to Patient:** _____

◈ **ID#:**_____

◈ **Group#**_____

Financial Policy

I understand that I am responsible for all charges incurred for any treatment rendered regardless of insurance coverage, and that payment in full is expected at time of treatment. We will file claims to your insurance on your behalf, but any amount not covered by your insurance is your responsibility and payable immediately. If we have received a predetermination of eligibility from your insurance provider, any deductible and/or charges not covered by your insurance and deemed payable by you are expected at the time of your appointment.

We accept payment in cash, check or debit/credit card. Checks returned for insufficient funds will result in a $35.00 returned check fee.

We require a minimum 24 hours notice of cancellation for all appointments. We reserve the right to charge a cancellation fee of $50.00 for the time that was scheduled for you if an appointment is missed or cancelled with less than 24 hours notice.

Any outstanding balance is due within 30 days of billing. Accounts more than 90 days past due are considered delinquent and will be sent to Savit Collection Agency. Any account sent to collection will incur a charge equal to 20% of the unpaid balance, which will be added to your account.

Thank you for your cooperation in understanding our financial policy. If you have any questions, please feel free to ask us. We will be happy to help you in any way that we can.

I have read and understand the above financial policy and agree to abide by its terms.

Patient Signature: _____ **Date:** _____

Adult Patient Health History

Patient's Name: _____ Date of Birth: _____

Address: _____ Home Ph: _____ Cell: _____

We confirm appointments electronically by email. Please provide your email so we may send appointment reminders.

Email: _____ @ _____

DENTAL HISTORY

Check (√) if you have had any of the following:

☐ bad breath ☐ clicking or popping jaw ☐ periodontal treatment ☐sensitivity to hot/cold
☐ bleeding gums ☐ grinding teeth ☐ sores/growths in the mouth ☐ sensitivity to sweets
☐ broken fillings ☐ loose teeth ☐ pain when biting/chewing ☐ difficulty flossing
☐ other *(please explain)* : _____

New Patients Only
Name of former dentist: _____ Date of last dental exam: _____
Address: _____ Date of last dental x-rays: _____

MEDICAL HISTORY

Physician's Name/Location: _____ Date of last visit: _____

Have you ever had any serious illnesses or operations? ☐ No ☐ Yes *(please explain)* _____

Have you taken any of the group of drugs collectively referred to as *fen-phen* ? ☐ Yes☐ No

Women only
Are you pregnant? ☐ No ☐ Yes *due date:* _____ Are you nursing? ☐ Yes ☐ No

Check (☆) all that apply:

☐ alcohol abuse
☐ artificial heart valve
☐ artificial joints
☐ bleeding disorder
☐ chemotherapy
☐ ***Coumadin or warfarin***
☐ drug abuse
☐ heart murmur
☐ hepatitis
☐ HIV/AIDS
☐ mitral valve prolapse
☐ ***need premedication***
☐ pacemaker
☐ tuberculosis

☐ anemia
☐ arthritis/rheumatism
☐ asthma
☐ birth control pills
☐ cancer
☐ chronic sinusitis
☐ circulatory problems
☐ cortisone treatment
☐ cough (persistent)
☐ coughing up blood
☐ diabetes
☐ epilepsy / seizures
☐ fainting
☐ GERD

☐ glaucoma
☐ headaches
☐ heart disease
☐ hemophilia
☐ herpes
☐ high cholesterol
☐ high blood pressure
☐ jaw pain
☐ kidney disease
☐ liver disease
☐ osteoporosis medication
☐ radiation treatment
☐ COPD/respiratory
☐ scarlet or rheumatic fever

☐ shortness of breath
☐ slow healing wounds
☐ stomach/digestive problems
☐ stroke
☐ swollen feet/ankles
☐ thyroid condition
☐ tobacco use
☐ tonsillitis
☐ tumors/growths
☐ ulcers - gastric
☐ venereal disease
☐ other _____
☐ other _____
☐ other _____

ALLERGIES

☐ *NONE*
☐ aspirin ☐ local anesthetic ☐ penicillin
☐ codeine ☐ **LATEX** ☐ sulfa
☐ other: _____
☐ other: _____

MEDICATIONS

*List **ALL** medications and supplements you are taking.*
Use other side if necessary.
_____
_____
_____

I certify that the above information is complete and correct. I will not hold my dentist of any member of his staff responsible for any action they take or do not take because of errors or omissions I may have made on this form.

Patient signature: _____ Date: _____

STAFF USE ONLY

☐ COUMADIN ☐ No EPI HX taken by: _____
☐ **LATEX ALLERGY** ☐ See med list ☐ Chart Flagged
☐ PRE MED ☐ Other _____ ☐ Dentrix *rev 10/17*

Maser Dental 30 Orchard Street, Dover, NJ 07801 973-366-0311

Notice of Privacy Practices & Authorization to Use or Disclose Personal Health Information for Insurance Claim Purposes

THIS NOTICE DESCRIBES HOW YOUR HEALTH INFORMATION MAY BE USED OR DISCLOSED AND HOW YOU CAN GET ACCESS TO YOUR HEALTH INFORMATION. PLEASE REVIEW THIS NOTICE CAREFULLY.

Our practice is required by law to protect the privacy of your personal health information, provide this notice about our privacy practices and follow those practices described herein. Upon request, we will provide you with a copy of our full privacy policy.

USE AND DISCLOSURE OF HEALTH INFORMATION

Our practice uses only the minimum necessary personal health information for the following purposes:

- Your treatment
- To obtain payment for treatment
- For internal administrative procedures

For example, we may use your personal health information to contact another provider regarding your treatment, to contact your insurance company regarding eligibility, coverage and payment, to contact you to discuss appointments and for internal administrative matters. We may also disclose your personal health information without prior authorization from you for public health purposes, government, insurance and healthcare auditing purposes and for emergencies. We will also provide information when required to do so by law. In any other situation it is our policy to obtain your written authorization before disclosing your personal health information. You may revoke that authorization in writing at any time. This policy is subject to change at any time. If changes are made, a revised Notice of Privacy Practices will be posted and a copy will be provided to you upon request. You may request a full copy of this Notice any time.

PATIENT'S INDIVIDUAL RIGHTS

- You have the right to make a written request to review your personal health information with a staff member or to obtain a copy of your personal health information. We may charge a reasonable fee for processing your request, as provided by law.
- You have the right to request that we correct any inaccurate or incomplete information you believe to be in your health records.
- You have the right to request a list of instances where you believe we have disclosed your personal health information for reasons other than those specified above. We will provide this information within 60 days of the receipt of such request and may charge a reasonable administrative fee.
- You may request in writing that we not use or disclose your personal health information for treatment, payment and administrative purposes, except when specifically authorized by you or when required by law for legal or emergency circumstances. We will consider all such requests on a case by case basis, but are not legally required to abide by those requests.
- You have the right to access the full Privacy Policy of this practice and receive a written copy of same.

CONCERNS AND COMPLAINTS

If you believe that this practice may have violated your privacy rights, or if you disagree with any decisions we have made regarding access to or disclosure of your personal health information, please contact our Privacy Officer at the address below. You may also contact the United States Department of Health and Human Services.

Sara Hudock, Privacy Officer
30 Orchard Street
Dover, NJ 07801
973-366-0311

I have read this Notice or have had it explained to me. I understand this Notice and have had the opportunity to ask questions about any part of it that I did not understand. I hereby authorize this office and any of its employees to use or disclose my personal health information for the purpose of filing any claim for services to my health insurance company. I also authorize the dental benefits otherwise payable to me be paid directly to this office. I understand that I have the right to refuse this authorization, and that by doing so, I acknowledge that I am personally responsible for filing any insurance claims and am expected to pay in full for any services at the time they are rendered. I understand that this authorization shall remain in effect until revoked by me in writing

_____ _____ _____

Signature (patient, parent or guardian) *Print Patient Name* *Date*

I hereby grant my permission to this office to discuss my personal health information with the following person(s):

_____ _____ _____ _____

Print Name *Relationship* *Print Name* *Relationship*

Staff Notes: ☐ Individual refused to sign ☐ No Insurance ☐ Communications barrier ☐ Other_____ Rev 10/17

Maser Dental

30 Orchard Street *Dover, NJ 07801* *973-366-0311*

Insurance Agreement

Your dental insurance coverage is a contract between you, your insurance carrier and your employer, if your coverage is obtained as a benefit of your employment. As a provider, we do not have any input or control over the coverage provided by your plan. The benefits, allowances, frequencies, deductibles and out of pocket responsibilities for your treatment are determined by your contract with your insurance carrier.

Our office collects your portion of treatment expenses at the time of treatment and we submit a claim on your behalf to your insurance. The amount we collect for your portion is based on the *general* coverage estimates for each carrier. *Please note that your individual plan may vary and that you may actually owe more or less than our estimates.* We will do our best to obtain coverage information on your behalf, however, you are responsible for knowing and understanding the details of your specific insurance contract.

Once all outstanding claims are received from your insurance, we will bill you for any amount due. In the event you have paid more than required by your insurance, we will promptly issue a refund for the credit balance on your account.

While we do our best to accurately estimate what your insurance will cover, the final decision lies with your carrier. We do not get a final determination until they have completed processing each claim. There are many procedures that are “downgraded” by insurance, such as white composite fillings and porcelain crowns. In these cases many insurance policies will only pay what they allow for amalgam fillings and steel crowns. You are responsible for the difference between the amount paid by your insurance for such downgraded procedures and the fee allowance for procedures actually completed.

By signing below, I affirm that I have read and understand the information stated above. I understand that it is my responsibility to know and understand the details of my dental insurance coverage, and that payment for all treatment is my responsibility, regardless of my insurance coverage.

_____ _____

Patient Name *(please print)* *Date*

_____

Signature