

**Patient Information**

Patient Name: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

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

Please Circle: Male / Female      Patient resides with: Mom / Dad / Other: \_\_\_\_\_

In Case of Emergency Please Notify: \_\_\_\_\_

Relationship to Patient: \_\_\_\_\_ Contact Number: \_\_\_\_\_

**Financial Responsible Party**

Name: \_\_\_\_\_ Relationship to Patient: \_\_\_\_\_

Address (if different from patient): \_\_\_\_\_

SS#: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Drivers License Number: \_\_\_\_\_

Mobile: \_\_\_\_\_ Home: \_\_\_\_\_ Work: \_\_\_\_\_

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

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

Please Circle: Male / Female      Married / Single / Divorced / Separated / Widowed

**If the LEGAL GUARDIAN is different from the responsible party listed above, complete the following:**

Legal Guardian Name: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Relationship to Patient: \_\_\_\_\_ Contact Number: \_\_\_\_\_

**Please list all parties authorized to bring the patient listed to their dental appointments and make decisions regarding their dental care.**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

**Representative Name:** \_\_\_\_\_ **Relationship to Patient:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Insurance Information**

Insurance Carrier: \_\_\_\_\_ Phone Number: \_\_\_\_\_

PO Box: \_\_\_\_\_

Subscriber Name: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Employer: \_\_\_\_\_ Subscriber ID: \_\_\_\_\_ Group Number: \_\_\_\_\_

**Please initial one of the following:**

\_\_\_\_ I authorize the release of information necessary to process my dental benefit claims. I authorize payment, otherwise payable to me, directly to Taylor'd Smiles and its doctors.

\_\_\_\_ I do not authorize assignment of payment to Taylor'd Smiles. I will pay for my services in full and will be responsible for submission of my own dental insurance claims.

**Insurance Policies**

As a courtesy to you, we will file your services to your insurance company and follow up with them for sixty (60) days. If no payment has been received from your insurance company within that time period you will be responsible for any remaining balance.

Your dental plan is a contract between you, your employer, and the dental insurance company. Benefits and payments are based on the terms of the contract negotiated between you /your employer and the insurance company. Please note that you are responsible for knowing and understanding your benefits. You should contact your HR department directly if you have any questions regarding your benefits or if you feel your insurance company has not paid your claim appropriately. **It is your responsibility to insure you have provided our office with current and correct insurance information.**

Our office is currently in network with Delta Dental Premier, BCBS, Guardian, and United Health Care.

We make a diligent effort to verify your annual maximum, deductible, and plan information. If treatment is needed, our Treatment Coordinator will go over an **ESTIMATE** of your out of pocket costs based on the information provided to us by your insurance company. Our estimates are dependent on complete and accurate information provided by your insurance company. You are ultimately responsible for the entire treatment cost regardless of what your insurance pays for.

Representative Name: \_\_\_\_\_ Relationship to Patient: \_\_\_\_\_

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

**Release of Information**

Patient Name: \_\_\_\_\_ Date: \_\_\_\_\_

Taylor'd Smiles is authorized to release protected health information about this patient to the entities named below. The purpose is to inform others about the patient's information while following the patient's instructions.

**Person/Entity to receive information:****(check all that apply)**

Name: \_\_\_\_\_

Information to Release:

 Appointments Financials Medical Xrays, Charting, Other

Relationship to Patient: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Name: \_\_\_\_\_

Information to Release:

 Appointments Financials Medical Xrays, Charting, Other

Relationship to Patient: \_\_\_\_\_

Contact Number: \_\_\_\_\_

I understand that I have the right to revoke or amend this authorization at any time and that I have the right to inspect or copy the protected health information to be disclosed and described in this document. I understand that a revocation is not effective in cases where the information has already been disclosed but will only be effective going forward.

I understand the information used or disclosed as a result of this authorization may be subject to redisclosure by the recipient and may no longer be protected by federal or state law.

I understand that I have the right to refuse to sign this authorization and that my treatment will not be conditioned to signing. This authorization shall be in effect until revoked by myself.

**Communication**

I authorize Dr. Laura Olsen Taylor and Staff to leave personal information in my: (check all that apply)

 Voice Mail       Text Message       Email: \_\_\_\_\_

Unencrypted email is not a secure form of communication. There is some risk that any individually identifiable health information and other sensitive or confidential information that may be contained in email form may be misdirected, disclosed to, or intercepted by unauthorized third parties. However, you may consent to receive emails from us regarding your treatment. You may opt out of emails at any time.

**Representative Name:** \_\_\_\_\_ **Relationship to Patient:** \_\_\_\_\_**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Office Policies

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

### Patient Responsibility

We are committed to providing you with the best possible care and helping you achieve your optimum oral health. Toward these goals, we would like to explain your financial and scheduling responsibilities.

**Payment is due at the time services are rendered.** Financial arrangements are discussed at the time treatment is planned and, if needed, a financial agreement is completed in advance of performing any treatment with our practice. We accept Cash, Check, Visa, MC, Discover, American Express, and Care Credit as forms of payment. As a courtesy for our self pay patients, we offer a 10% discount for paying treatment costs in full with cash or check.

For overdue balances a **monthly finance charge of 1.5% (18% annually)** will be added to any balance, including unpaid insurance in excess of 60 days. If a third party (collection agency/legal action) should become involved in the collection of fees owed to Taylor'd Smiles, all cost associated with those collection proceedings will be charged to the responsible party.

For new patients coming into the office for **an emergency, all treatment is required to be paid in full** at the time of service. We will file your services to your insurance company and they will reimburse you directly.

### Recare Appointments

We individualize your dental care so your recare appointments will be specific to your dental needs, not to your insurance plan timetable. Depending on your oral condition you may be placed on a three, four, or six month recare schedule. If you have periodontal disease or previous periodontal therapy you will remain on periodontal maintenance (a treatment, not a preventative therapy) until such time as the doctor and hygienist determines moving you to preventative therapy will not place you at risk of future infection and destruction of oral tissues.

### Scheduling

We structure our daily schedule to allow us to provide the optimum care you deserve from your dental provider. In order to achieve this, we depend on your accountability for **your** scheduled appointments. **If for any reason you must cancel or change your appointment, we respectfully require 48 business hours notice.** We understand that there are rare circumstances beyond your control that would prohibit you from providing this notice and we will gladly take that into consideration.

In an attempt to meet the scheduling needs of all of our patients and ensure that our patients are committed to their scheduled appointments, **certain procedures require a \$100 deposit upon scheduling.** This deposit will go toward your treatment cost except in cases where appropriate notice is not given for a cancelation or reschedule. Should this occur the deposit will be forfeited.

Your appointment length is personalized to your individual care; therefore we need the entire appointment time to provide you with optimal care. **If you arrive more than 15 minutes late for your appointment, you may be asked to reschedule based upon the flexibility of our schedule.** If this happens, it will be considered a missed appointment.

### Authorizations

- I affirm that the information I provided today is correct to the best of my knowledge. I authorize Taylor'd Smiles to perform any necessary dental services that I may need and have consented to during diagnosis and treatment phases.
- I have read all of the above policies regarding financials, scheduling, and communication and have had all of my questions regarding these policies answered by a staff member of Taylor'd Smiles.
- I understand for overdue balances a **monthly finance charge of 1.5% (18% annually)** will be added to my balance, including unpaid insurance in excess of 60 days. If a third party (collection agency/legal action) should become involved in the collection of fees owed to Taylor'd Smiles, all cost associated with those collection proceedings will be charged to the responsible parties account.

Patient Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Representative Name: \_\_\_\_\_ Relationship to Patient: \_\_\_\_\_

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

### Acknowledgement of Receipt of Notice of Privacy Practices and Consent for Use and Disclosure of Health Information

Patient Name: \_\_\_\_\_ Date of Birth: \_\_\_/\_\_\_/\_\_\_

I have had full opportunity to read and consider the Notice of Privacy Practices. I understand that, by signing this Consent form, I am giving my consent to the use and disclosure of my protected health information to carry out treatment, payment activities, and healthcare operations.

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

If this Consent is signed by a personal representative on behalf of the patient, complete the following:

Personal Representative Name: \_\_\_\_\_

Relationship to the Patient: \_\_\_\_\_