



How did you hear about our office? \_\_\_\_\_

**Personal Information:**

Patient Name \_\_\_\_\_  
Social Security # \_\_\_\_\_ Birthdate \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Address \_\_\_\_\_  
E-mail \_\_\_\_\_  
Home Phone \_\_\_\_\_ Mobile \_\_\_\_\_ Work \_\_\_\_\_  
Employer \_\_\_\_\_  
Occupation \_\_\_\_\_  
Employer Address \_\_\_\_\_  
Spouse/Partner or Guardian's Name \_\_\_\_\_  
Phone \_\_\_\_\_  
In case of emergency, whom should we contact? \_\_\_\_\_ Phone \_\_\_\_\_

**Responsible Party Information:**

Person Responsible for your Account \_\_\_\_\_  
Relationship to Patient \_\_\_\_\_ Birthday \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Social Security # \_\_\_\_\_  
Primary Dental Insurance Company \_\_\_\_\_  
Group # \_\_\_\_\_ Subscriber ID # \_\_\_\_\_  
Insured's Employer: \_\_\_\_\_  
Insurance Company Address \_\_\_\_\_ Phone \_\_\_\_\_  
Do you have dual coverage: YES NO If Yes, Please complete the following:  
Secondary Dental Insurance Company \_\_\_\_\_  
Group # \_\_\_\_\_ Subscriber ID # \_\_\_\_\_  
Insured's Employer: \_\_\_\_\_  
Insurance Company Address \_\_\_\_\_ Phone \_\_\_\_\_

**Oral Health Information & History:**

What brings you into our office today? \_\_\_\_\_

Are you in pain?  Yes  No

If yes, how would you describe your current dental problem?

\_\_\_\_\_

Any sensitivity to heat or cold?  Yes  No

Pressure?  Yes  No

Sweets?  Yes  No

Do your gums bleed when you brush?  Yes  No

Do you grind your clench your teeth?  Yes  No

Any pain in your jaw or TMJ issues?  Yes  No

Do you ever experience dry mouth symptoms?  Yes  No

Do you or have you ever-used tobacco in any form?  Yes  No

Have you ever taken medications containing bisphosphonates, like Fosamax, Boniva, or Actonel?  Yes  No

Date of last dental visit? \_\_\_\_\_ Former Dentist Name: \_\_\_\_\_

What was done at the time? \_\_\_\_\_

Do you have any concerns about having dental treatment?

\_\_\_\_\_

Have you ever had any serious problems associated with dental treatment?  Yes  No

If yes, please explain

\_\_\_\_\_

Do you like the appearance of your teeth?  Yes  No

If no, please explain \_\_\_\_\_

\_\_\_\_\_

**Medical Information:**

Are you currently under the care of a physician?  Yes  No

Physician's Name \_\_\_\_\_ Date of last physical exam \_\_\_\_\_

Physician's Phone # \_\_\_\_\_

Please list any medications, blood thinners, vitamins, and/or herbal supplements you are currently taking

\_\_\_\_\_

Please list any allergies that you have (i.e. medications, latex, metals, local anesthetics, etc.):

\_\_\_\_\_

**PLEASE CIRCLE ANY OF THE FOLLOWING YOU PREVIOUSLY HAD or CURRENTLY HAVE:**

- |                          |                                    |                                |
|--------------------------|------------------------------------|--------------------------------|
| Heart Failures           | Artificial Joints (knee, hip, etc) | Hepatitis                      |
| Heart Disease or Attack  | Kidney Trouble                     | If yes, which strain, A B or C |
| Angina Pectoris          | Ulcers                             | AIDS                           |
| Congenital Heart Disease | Diabetes                           | HIV Positive                   |
| Heart Murmur             | Thyroid Problems                   | Venereal Disease               |
| High Blood Pressure      | Glaucoma                           | Cold Sores/Fever Blisters      |
| Arteriosclerosis         | Cancer                             | Blood Transfusion              |
| Mitral Valve Prolapse    | Emphysema                          | Hemophilia                     |
| Artificial Heart Valve   | Chronic Cough                      | Anemia                         |
| Heart Pacemaker          | Tuberculosis                       | Sickle Cell Disease            |
| Heart Surgery            | Asthma                             | Bruise Easily                  |
| Rheumatic Fever          | Hay Fever                          | Liver Disease                  |
| Arthritis                | Allergies or Hives                 | Yellow Jaundice                |
| Rheumatism               | Sinus Trouble                      | Epilepsy or Seizures           |
| Cortisone Medicine       | Radiation Therapy                  | Fainting or Dizzy Spells       |
| Drug Addiction           | Chemotherapy                       | Nervousness                    |
| Stroke                   | Developmental Disabled             | Tumors                         |
| Allergy to Latex         | Allergy to Metal                   | Osteoporosis                   |
| High Cholesterol         | Allergy to Antibiotics             | Allergy to Anesthesia          |

Do you have or had any diseases not listed or any conditions we need to know about ?

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***FOR WOMEN ONLY:***

Are you pregnant?  Yes  No If Yes, What month? \_\_\_\_\_

Are you nursing?  Yes  No

Are you taking birth control pills?  Yes  No

*I understand that the above information is necessary to provide me with dental care in a safe and efficient manner. I have answered all questions truthfully and to the best of my knowledge. I also agree to let the doctor know if my health or medications change before my next appointment.*

Patient Signature \_\_\_\_\_ Date \_\_\_\_\_

(Legal Guardian Signature if Patient is UNDER the 18 YEARS OF AGE)

**AUTHORIZATION FOR DISCLOSURE OF HEALTH INFORMATION**

I have been provided with and understand Cen-Tex Dental's Notice of Privacy Practices. Cen-Tex Dental may use and disclose protected health information about me to carry out treatment, payment, and healthcare operations as described in Cen-Tex Dental's Notice of Privacy Practices.

**I give consent to Cen-Tex Dental to call me, leave voicemails, speak directly to family members answering my phone, and send mail and email to the addresses I provided, in reference to any items that assist the practice in carrying out treatment, payment, or operations, such as appointment reminders, billing information, insurance items, and any other information pertaining to my oral health.**

I understand that I have the right to request restrictions as to how my health information may be used or disclosed to carry out treatment, payment, or healthcare operations and that Cen-Tex Dental is required to agree to the requested restrictions, if they are reasonable. The restrictions I request are:

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I understand that I may revoke this consent in writing, except to the extent that the office has already taken action in reliance thereon.

I have the right to request a copy of Cen-Tex Dental's Notice of Privacy Practices at any time.

**By signing below, I hereby certify that I have read and understand the above statements and those statements are true and correct.**

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PRINTED NAME OF PATIENT

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PATIENT SIGNATURE, OR LEGAL GUARDIAN IF UNDER 18

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DATE

## GENERAL INFORMED CONSENT

I authorize Dr. \_\_\_\_\_ and/or designated staff to perform such diagnostic aids deemed appropriate to make a proper and thorough diagnosis of my dental needs. Upon such diagnosis I authorize the dentist and/or designated staff to perform all recommended treatments, procedures, and medication administrations as prescribed by the dentist and agreed upon by me, or my legal guardian. I understand that during treatment it may be necessary to change or add procedures to my treatment plan because of conditions found while treating the teeth that were not discovered during examination. I give my permission to the dentist to make all changes and additions to my treatment plan, as necessary.

Medical History: I have disclosed all of my medical history including, but not limited to, any and all drugs and medications that I am currently taking and have taken within the last 72 hours. I have also disclosed all medications, foods, and other substances to which I am allergic.

Radiographs: I understand that the dentist and/or his staff may need to take and evaluate radiographs (x-rays) to aid with proper diagnosis.

Local Anesthesia: I understand that local anesthesia is often used during dental treatment. I further understand that the risks of local anesthesia include, but are not limited to dizziness, nausea, vomiting, increases or decreases in heart rate, allergic reactions that may require medical management or hospitalization, restricted mouth opening, accidental self-injury from biting numb cheeks, lips, or tongue, and/or temporary or permanent numbness, pain, or changed feelings in the teeth, gums, lip, chin and/or tongue (including possible loss of taste).

No Guarantee: I understand that dentistry is not an exact science and that, therefore, dentists cannot fully guarantee results. I acknowledge that no guarantee or assurance has been made by anyone regarding the dental treatment which I have requested and authorized.

Insurance: I assign all dental insurance benefits to which I am entitled to the extent permitted under my insurance policy to Cen-Tex Dental, and authorize Cen-Tex Dental to submit claim forms and receive payments directly with the notation "signature on file". I authorize release of my treatment records, x-rays, and other matters in my file deemed pertinent to my insurance as requested. I agree to be responsible for payment of all services rendered by Cen-Tex Dental on my behalf or to my dependents. I agree that I am responsible for all unpaid claims.

**By signing below, I hereby certify that I have read and understand the above statements and those statements are true and correct. My signature below also indicates that I am freely giving my informed consent to authorize Dr. \_\_\_\_\_ and any authorized staff to perform dental treatment.**

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PRINTED NAME OF PATIENT

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PATIENT SIGNATURE, OR LEGAL GUARDIAN'S SIGNATURE  
IF PATIENT IS YOUNGER THAN 18 YEARS OF AGE

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DATE

## **FINANCIAL AND APPOINTMENT POLICY**

Insurance coverage and participation can not be guaranteed until insurance is verified. We are happy to discuss coverage prior to your visit and check your benefits. All other open plan dental insurances are accepted on an out-of-network basis. If you choose to schedule with an out-of-network provider, you are responsible for all fees not covered by your insurance plan. If we have received all of your insurance information on the day of the appointment, we will be happy to file your claim for you. You must be familiar with your insurance benefits, as we will collect from you the estimated amount insurance is not expected to pay. Your insurance processes the claim and sends you notice of the result (estimation of benefits, or "EOB"). Insurance will typically process claims within 30 days. You will be responsible for any deductibles, co-payments, or balances not covered by insurance.

You are responsible for any balance on your account after 45 days, whether insurance has paid or not. We will be glad to send a refund to you if your insurance pays us. Although rare, some insurance carriers will not reimburse our office directly. In such instances, you will be responsible for the full cost of each visit at the time services are provided, and your insurance company will send you the reimbursement check directly.

**Insurance is a contract between you, your employer and the insurance company. We are not a party to that contract. Depending on your individual plan, all services may not be covered.**

Please understand that we file dental claims as a courtesy to our patients. Claims are filed promptly to expedite communication with your insurance company. It is important for you to keep us informed of any insurance changes such as policy name, group and id number, or a change of employment. We are not, however, responsible for how your insurance company processes the claims or for what benefits are ultimately paid on a claim.

An appointment in our office is reserved specifically for you and the doctor or hygienist.

- If you are unable to make your reserved time, we ask you to call our office during business hours at least 2 business days (48 hours) in advance.
- A "no-show" appointment is simply one where the patient does not call our office or leave a message in accordance with the above guideline.
- On the first no-show appointment, our cancellation fee will be waived.
- On the second no-show appointment, you will be charged a no-show fee of \$75 for every 30 minutes.
- Any further no-shows may result in dismissal from our practice.

We understand life can be busy and unpredictable. If you are running late for an appointment, all we ask is that you call us to keep us informed. This will allow our schedule to flow as smoothly as possible. We will do all we can to adjust our schedule to get you in for your appointment. Our front desk staff will try to accommodate you as best as possible.

**By signing below, I hereby certify that I have read and understand the above statements.**

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PRINTED NAME OF PATIENT

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PATIENT SIGNATURE, OR LEGAL GUARDIAN'S IF PATIENT  
IS UNDER THE AGE OF 18

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DATE