

ALICIA DENTAL PATIENT INFORMATION

ALICIA
DENTAL SPECIALTIES

Email

Today's Date

Welcome! Thank you for selecting Alicia Dental Specialties. This information is necessary for our files and will be considered **CONFIDENTIAL**. As required by law, Alicia Dental Specialties adheres to written policies and procedures to protect the privacy of information about you that we create, receive or maintain. Your answers are for our records only and will be kept confidential subject to applicable laws. Please note that you will be asked some questions about your responses to this questionnaire and there may be additional questions concerning your health. This information is vital and allows us to provide appropriate care for you. Alicia Dental Specialties does not use this information to discriminate.

Name:			Home Phone: <i>Include area code</i>		Business/Cell Phone: <i>Include area code</i>	
Last	First	Middle	()		()	
Address:			City:		State: Zip:	
Mailing address						
Occupation:			Height:	Weight:	Date of birth:	Sex: M F
SS# or Patient ID:		Emergency Contact:	Relationship:	Home Phone:	Cell Phone:	
				()	()	
<i>Include area codes</i>						
If you are completing this form for another person, what is your relationship to that person?						
Your Name			Relationship			
Do you have any of the following diseases or problems: (Check DK if you Don't Know the answer to the question)						
Active Tuberculosis.....						Yes No DK
Persistent cough greater than a 3 week duration.....						☐ ☐ ☐
Cough that produces blood.....						☐ ☐ ☐
Been exposed to anyone with tuberculosis.....						☐ ☐ ☐
If you answer yes to any of the 4 items above, please stop and return this form to the receptionist.						

Dental Information

For the following questions, please mark (X) your responses to the following questions.

	Yes	No	DK		Yes	No	DK
Do your gums bleed when you brush or floss?	☐	☐	☐	Do you have earaches or neck pains?	☐	☐	☐
Are your teeth sensitive to cold, hot, sweets or pressure?	☐	☐	☐	Do you have any clicking, popping or discomfort in the jaw?	☐	☐	☐
Does food or floss catch between your teeth?	☐	☐	☐	Do you brux or grind your teeth?	☐	☐	☐
Is your mouth dry?	☐	☐	☐	Do you have sores or ulcers in your mouth?	☐	☐	☐
Have you had any periodontal (gum) treatments?	☐	☐	☐	Do you wear dentures or partials?	☐	☐	☐
Have you ever had orthodontic (braces) treatment?	☐	☐	☐	Do you participate in active recreational activities?	☐	☐	☐
Have you had any problems associated with previous dental treatment?	☐	☐	☐	Have you ever had a serious injury to your head or mouth?	☐	☐	☐
Is your home water supply fluoridated?	☐	☐	☐	Date of your last dental exam:			
Do you drink bottled or filtered water?	☐	☐	☐	What was done at that time?			
If yes, how often? Circle one: DAILY / WEEKLY / OCCASIONALLY				Date of last dental x-rays:			
Are you currently experiencing dental pain or discomfort?	☐	☐	☐				
What is the reason for your dental visit today?							
How do you feel about your smile?							

Medical Information

For the following questions, please mark (X) your responses to the following questions.

	Yes	No	DK		Yes	No	DK
Are you now under the care of a physician?	☐	☐	☐	Have you had a serious illness, operation or been hospitalized in the past 5 years?	☐	☐	☐
Physician Name:				If yes, what was the illness or problem?			
Phone: <i>Include area code</i>							
()							
Address/City/State/Zip:							
Are you in good health?				Are you taking or have you recently taken any prescription or over the counter medicine(s)?			
☐ ☐ ☐				☐ ☐ ☐			
Has there been any change in your general health within the past year?				If so, please list all, including vitamins, natural or herbal preparations and/or diet supplements:			
☐ ☐ ☐				_____			
If yes, what condition is being treated?				_____			

Date of last physical exam:				_____			

Medical Information For the following questions, please mark (X) your responses to the following questions.

(Check DK if you Don't Know the answer to the question)			Yes	No	DK				Yes	No	DK									
Do you wear contact lenses?						☐	☐	☐	Do you use controlled substances (drugs)?.....						☐	☐	☐			
Joint Replacement. Have you had an orthopedic total joint (hip, knee, elbow, finger) replacement?						☐	☐	☐	Do you use tobacco (smoking, snuff, chew,						☐	☐	☐			
Date: _____ If yes, have you had any complications?.....						If so, how interested are you in stopping? (Circle one) VERY / SOMEWHAT / NOT INTERESTED														
Are you taking or scheduled to begin taking either of the medications, alendronate (Fosamax®) or risedronate (Actonel®) for osteoporosis or Paget's disease?						☐	☐	☐	Do you drink alcoholic beverages?.....						☐	☐	☐			
						If yes, how much alcohol did you drink in the last 24 hours?														
						If yes, how much do you typically drink In a week?														
Since 2001, were you treated or are you presently scheduled to begin treatment with the intravenous bisphosphonates (Aredia® or Zometa®) for bone pain, hypercalcemia or skeletal complications resulting from Paget's disease, multiple myeloma or metastatic cancer?.....						☐	☐	☐	WOMEN ONLY Are you:											
Date Treatment began:						Pregnant?						☐	☐	☐						
						Number of weeks:														
						Taking birth control pills or hormonal replacement?						☐	☐	☐						
						Nursing?						☐	☐	☐						

Allergies - Are you allergic to or have you had a reaction to:				Yes	No	DK
To all yes responses, specify type of reaction.						
Local anesthetics	☐	☐	☐	Metals	☐	☐
Aspirin	☐	☐	☐	Latex (rubber)	☐	☐
Penicillin or other antibiotics	☐	☐	☐	Iodine	☐	☐
Barbiturates, sedatives, or sleeping pills	☐	☐	☐	Hay fever/seasonal	☐	☐
Sulfa drugs	☐	☐	☐	Animals	☐	☐
Codeine or other narcotics	☐	☐	☐	Food	☐	☐
				Other	☐	☐

Please mark (X) your response to indicate if you have or have not had any of the following diseases or problems.				Please mark (X) your response to indicate if you have or have not had any of the following diseases or problems.				Please mark (X) your response to indicate if you have or have not had any of the following diseases or problems.						
Yes	No	DK		Yes	No	DK		Yes	No	DK				
Artificial (prosthetic) heart valve	☐	☐	☐	Autoimmune disease	☐	☐	☐	Hepatitis, jaundice or						
Previous infective endocarditis	☐	☐	☐	Rheumatoid arthritis	☐	☐	☐	liver disease.....	☐	☐	☐			
Damaged valves in transplanted heart	☐	☐	☐	Systemic lupus erythematosus	☐	☐	☐	Epilepsy	☐	☐	☐			
Congenital heart disease (CHD)				Asthma.....	☐	☐	☐	Fainting spells or seizures.....	☐	☐	☐			
Unrepaired, cyanotic CHD	☐	☐	☐	Bronchitis.....	☐	☐	☐	Neurological disorders.....	☐	☐	☐			
Repaired (completely) in last 6 months	☐	☐	☐	Emphysema	☐	☐	☐	If yes, specify:.....						
Repaired CHD with residual defects	☐	☐	☐	Sinus trouble.....	☐	☐	☐	☐ ADHD/ADD ☐ Autism/ASD						
Except for the conditions listed above, antibiotic prophylaxis is no longer recommended for any other form of CHD.				Tuberculosis	☐	☐	☐	Sleep disorder.....	☐	☐	☐			
				Cancer/Chemotherapy/ Radiation Treatment	☐	☐	☐	Mental health disorders	☐	☐	☐			
				Chest pain upon exertion	☐	☐	☐	Specify:.....						
Cardiovascular disease.....	☐	☐	☐	Chronic pain	☐	☐	☐	Recurrent Infections	☐	☐	☐			
Angina	☐	☐	☐	Diabetes Type I or II.....	☐	☐	☐	Type of infection:.....						
Arteriosclerosis	☐	☐	☐	Eating disorder.....	☐	☐	☐	Kidney problems.....	☐	☐	☐			
Congestive heart failure	☐	☐	☐	Malnutrition.....	☐	☐	☐	Night sweats	☐	☐	☐			
Damaged heart valves.....	☐	☐	☐	Gastrointestinal disease.....	☐	☐	☐	Osteoporosis.....	☐	☐	☐			
Heart attack	☐	☐	☐	G.E. Reflux/persistent				Persistent swollen glands						
Heart murmur	☐	☐	☐	heartburn.....	☐	☐	☐	in neck	☐	☐	☐			
Low blood pressure.....	☐	☐	☐	Ulcers	☐	☐	☐	Severe headaches/ migraines	☐	☐	☐			
High blood pressure.....	☐	☐	☐	Thyroid problems.....	☐	☐	☐	Severe or rapid weight loss	☐	☐	☐			
Other congenital heart				Stroke.....	☐	☐	☐	Sexually transmitted disease	☐	☐	☐			
defects	☐	☐	☐	Glaucoma.....	☐	☐	☐	Excessive urination	☐	☐	☐			
Has a physician or previous dentist recommended that you take antibiotics prior to your dental treatment?												☐	☐	☐
Name of physician or dentist making recommendation:							Phone:							
Do you have any disease, condition, or problem not listed above that you think I should know about?												☐	☐	☐
Please explain:														

MUST BE COMPLETED

Reviewed by Doctor

X

Review Date

NOTE: Both Doctor and patient are encouraged to discuss any and all relevant patient health issues prior to treatment.

I certify that I have read and understand the above and that the information given on this form is accurate. I understand the importance of a truthful health history and that my dentist and his/her staff will rely on this information for treating me. I acknowledge that my questions, if any, about inquiries set forth above have been answered to my satisfaction. I will not hold my dentist, or any other member of his/her staff, responsible for any action they take or do not take because of errors or omissions that I may have made in the completion of this form.

Print Name _____

Signature of Patient or Guardian

Date _____

OFFICE USE ONLY - HEALTH QUESTIONNAIRE MUST BE UPDATED EVERY YEAR

Year 2 - Changes in Health

Date _____ Signature _____

Reviewed by: _____

Year 4 - Changes in Health _____

Date _____ Signature _____

Reviewed by: _____

Year 3 - Changes in Health _____

Date _____ Signature _____

Reviewed by: _____

Year 5 - Changes in Health _____

Date_____Signature_____

Reviewed by: _____

ALICIA DENTAL SPECIALTIES

24481 Alicia Parkway, #B-3, Mission Viejo, CA 92691

Patient Consent Form: Examination, X-Rays, and Treatment

Patient Name: _____ **Date of Birth:** _____ **Date:** _____

1. Consent for Examination and Diagnostic Procedures

I understand that as a new patient, I will undergo a comprehensive dental examination, which may include a review of my medical and dental history, oral cancer screening, periodontal evaluation, and examination of my teeth, gums, and other oral tissues.

I understand that diagnostic procedures, such as dental X-rays (radiographs), are essential for accurate diagnosis and treatment planning. I consent to the taking of necessary dental radiographs as determined by the dentist.

☒ **I consent to the dental examination and necessary diagnostic procedures, including X-rays.**

Initials: _____

2. Consent for Treatment

I understand that the results of my examination will be explained to me and that recommended treatment options will be presented. I will have the opportunity to ask questions and receive adequate information before any treatment is performed.

I understand that no treatment will begin without my express consent. I also acknowledge that I may decline or delay treatment at any time.

☒ **I consent to receiving treatment based on the findings of my exam, following discussion and approval.**

Initials: _____

3. Consent for Communication

I authorize ALICIA DENTAL SPECIALTIES to contact me via phone, text, voicemail, or email for appointment reminders, treatment updates, and other necessary communications regarding my care.

☒ **I consent to receive communications regarding my care.**

Initials: _____

Patient Authorization and Signature

I certify that I have read, understand, and agree to the above information and that all my questions have been answered to my satisfaction.

Signature of Patient (or Legal Guardian): _____

Printed Name: _____ **Date:** _____

Dental Insurance:

Who is responsible for this account? _____

Relationship to Patient _____

Insurance Co. _____

Group # _____ SS#/ID# _____

Subscriber's Name _____ Subscriber's birth date _____

Is Patient covered by additional insurance? ____ Yes ____ No

Insurance Co. _____

Group # _____ SS#/ID# _____

Subscriber's Name _____

Subscriber's birth date _____ Relationship to Patient _____

Assignment and Release

I certify that I, and/or my dependents(s), have insurance coverage with _____

Name of Insurance company

and assign directly to Dr _____ all insurance benefits, if any, otherwise payable to me for services rendered. I understand that I am financially responsible for all charges whether or not paid by insurance. I authorize the use of my signature on all insurance submissions.

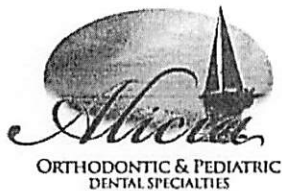
The above named dentist may use my health care information and may disclose such information to the above named Insurance Company(ies) and their agents for the purpose of obtaining payment for services and determining insurance benefits or the benefits payable for related services. This consent will end when my current treatment plan is completed or one year from the date signed below.

Signature of patient, Parent, Guardian or Personal Representative

Print Name of Patient, Parent, Guardian or Personal Representative

Date

Relationship to Patient



INSURANCE AND FINANCIAL POLICY

24481 Alicia Pkwy, #B-3, Mission Viejo, CA 92691 • 949.586.9800 • www.aliciaopds.com

At **Alicia Orthodontic & Pediatric Dental Specialties** we believe that you deserve the best care. That's why we always present you with the best dental solution possible to treat your personal situation. Each year we provide outstanding dental care to hundreds of patients. Some have dental benefits, but some don't. If you have dental benefits, congratulations! You are very fortunate. Here are some important things you should know.

*Your dental benefits are based upon a contract made between your employer and insurance company. **If you have any questions regarding your dental benefits, please contact your employer or insurance company directly.** Dental benefit plans will never pay for completion of your dental care. It is only meant to assist you.*

We currently accept all private care insurance plans and most managed care plans. This means that we work with literally thousands of companies. Although we can maintain computerized histories of payment by a given company, they do change; therefore, it is impossible to give you a guaranteed quote at the time of service. We "**estimate**" your portion based on the most up-to-date information we have, but it is **ONLY AN ESTIMATE**. If you would like to know your exact insurance benefit, we will be happy to file a "Pre-Treatment Authorization" with your insurance company prior to treatment. This does delay treatment, but will give you exact out-of-pocket figures you may require.

We will bill your insurance as a "**courtesy**". If your insurance does not pay **within 90 days, Alicia Orthodontic & Pediatric Dental Specialties** reserves the right to request payment in full for the services from you, and let you collect the insurance funds that are due to you. This is rare, but it is important that you recognize that the insurance you have is a legal contract between **YOU** and your insurance company. Our office is not, and cannot be, a part of a legal contract. **Ultimately, you are responsible for all charges incurred in our office.**

Alicia Orthodontic & Pediatric Dental Specialties does require payment in full for your portion **at the time of service**. We accept MasterCard, Visa, American Express, Discover, cash and checks (for existing patients with established payment history). If you are in need of an extended finance option, we also work with: Care Credit, who offers a 12 month "same as cash" or longer terms with an interest-bearing revolving charge designed to meet your treatment plan needs on approved credit. Just ask one of our Patient Service staff for an application.

Broken Appointments: A specific amount of time is reserved for you and we strongly encourage all patients to keep their appointments. If you must change your appointment, we require at least a 24 hour notice to avoid a **\$35.00 cancellation fee** (emergencies are an exception).

We welcome you to our family and look forward to helping you get the healthy, beautiful smile you have always wanted. If there is anything we can do to make your visits here more pleasant, please don't hesitate to ask one of our staff members

Print Last Name: _____ First Name: _____

Signature: _____ Date: _____



Acknowledgement of Receipt of

HIPAA Notice of Privacy Practices

24481 Alicia Parkway, Suite 8-3, Mission Viejo, CA 9269 949/ 586-9800 • Fax: 949/586-7659

This form acknowledges your receipt of the HIPAA Notice of Privacy Practices, or our good faith effort to obtain that acknowledgement (Please print)

PATIENT'S LAST NAME: _____

FIRST NAME: _____

Alicia Orthodontic and Pediatric Dentistry 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

We are required by law to maintain the privacy of protected health information, to provide individuals with notice of our legal duties and privacy practices with respect to protected health information, and to notify affected individuals following a breach of unsecured protected health information. We must follow the privacy practices that are described in this Notice while it is in effect. This Notice takes effect 01/01/2016, 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, and to make new Notice provisions effective for all protected health information that we maintain. When we make a significant change in our privacy practices, we will change this Notice and post the new Notice clearly and prominently at our practice location, and we will provide copies of the new Notice 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.

HOW WE MAY USE AND DISCLOSE HEALTH INFORMATION ABOUT YOU

We may use and disclose your health information for different purposes, including treatment, payment, and health care operations. For each of these categories, we have provided a description and an example. Some information, such as HIV-related information, genetic information, alcohol and/or substance abuse records, and mental health records may be entitled to special confidentiality protections under applicable state or federal law. We will abide by these special protections as they pertain to applicable cases involving these types of records.

Treatment. We may use and disclose your health information for your treatment. For example, we may disclose your health information to a specialist providing treatment to you.

Payment. We may use and disclose your health information to obtain reimbursement for the treatment and services you receive from us or another entity involved with your care. Payment activities include billing, collections, claims management and determinations of eligibility and coverage to obtain payment from you, an insurance company, or another third party. For example, we may send claims to your dental health plan containing certain health information.

Healthcare Operations. We may use and disclose your health information in connection with our healthcare operations. For example, healthcare operations include quality assessment and improvement activities, conducting training programs and licensing activities. **Individuals Involved in Your Care or Payment for Your Care.** We may disclose

your health information to your family or friends or any other individual identified by you when they are involved in your care or in the payment for your care. Additionally,

we may disclose information about you to a patient representative. If a person has the authority by law to make health care decisions for you, we will treat that patient representative the same way we would treat you with respect to your health information.

Disaster Relief. We may use or disclose your health information to assist in disaster relief efforts. Required by Law. We may use or disclose your health information when we are required to do so by law.

Public Health Activities. We may disclose your health information for public health activities, including disclosures to:

- Prevent or control disease, injury or disability
- Report child abuse or neglect;
- Report reactions to medications or problems with products or devices;
- Notify a person of a recall, repair, or replacement of products or devices;
- Notify a person who may have been exposed to a disease or condition; or
- Notify the appropriate government authority if we believe a patient has been the victim of abuse, neglect, or domestic violence.

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 the protected health information of an inmate or patient. **Secretary of HHS.** We will disclose your health information to the Secretary of the U.S. Department of Health and Human Services when required to investigate or determine compliance with HIPAA.

For Office Use Only Below This Line

Please specify the reason the patient chose not to sign the acknowledgment of receipt of the HIPAA Notice of Privacy Practices.
Patient: Parent or legal Representative received the HIPAA Notice of Privacy Practices but refused to sign the acknowledgment of Receipt
Parent: Parent or legal Representative unavailable to acknowledge receipt of the HIPAA Notice of Privacy Practices

Staff Signature: _____

Date: _____

If you would like a copy of this notice for your records, please inform our staff.

X _____

Patient or Parent or Patient Representative Signature:

Worker's Compensation. We may disclose your PHI to the extent authorized by and to the extent necessary to comply with laws relating to worker's compensation or other similar programs established by law.

Law Enforcement. We may disclose your PHI for law enforcement purposes as permitted by HIPAA, as required by law, or in response to a subpoena or court order.

Health Oversight Activities. We may disclose your PHI to an oversight agency for activities authorized by law. These oversight activities include audits, investigations, inspections, and credentialing, as necessary for licensure and for the government to monitor the health care system, government programs, and compliance with civil rights laws.

Judicial and Administrative Proceedings. If you are involved in a lawsuit or a dispute, we may disclose your PHI in response to

a court or administrative order. We may also disclose health information about you in response to a subpoena, discovery request, or other lawful process instituted by someone else involved in the dispute, but only if efforts have been made, either by the requesting party or us, to tell you about the request or to obtain an order protecting the information requested.

Research. We may disclose your PHI to researchers when their research has been approved by an institutional review board or privacy board that has reviewed the research proposal and established protocols to ensure the privacy of your information.

Coroners, Medical Examiners, and Funeral Directors. We may release your PHI to a coroner or medical examiner. This may be necessary, for example, to identify a deceased person or determine the cause of death. We may also disclose PHI to funeral directors consistent with applicable law to enable them to carry out their duties.

Fundraising. We may contact you to provide you with information about our sponsored activities, including fundraising programs, as permitted by applicable law. If you do not wish to receive such information from us, you may opt out of receiving the communications.

Other Uses and Disclosures of PHI

Your authorization is required, with a few exceptions, for disclosure of psychotherapy notes, use or disclosure of PHI for marketing, and for the sale of PHI. We will also obtain your written authorization before using or disclosing your PHI for purposes other than those provided for in this Notice (or as otherwise permitted or required by law). You may revoke an authorization in writing at any time. Upon receipt of the written revocation, we will stop using or disclosing your PHI, except to the extent that we have already taken action in reliance on the authorization.

Your Health Information Rights Access

You have the right to look at or get copies of your health information, with limited exceptions. You must make the request in writing. You may obtain a form to request access by using the contact information listed at the end of this Notice. You may also request access by sending us a letter to the address at the end of this Notice. If you request information that we maintain on paper, we may provide photocopies. If you request information that we maintain electronically, you have the right to an electronic copy. We will use the form and format you request if readily producible. We will charge you a reasonable cost-based fee for the cost of supplies and labor of copying, and for postage if you want copies mailed to you. Contact us using the information listed at the end of this Notice for an explanation of our fee structure.

If you are denied a request for access, you have the right to have the denial reviewed in accordance with the requirements of applicable law.

Disclosure Accounting. With the exception of certain disclosures, you have the right to receive an accounting of disclosures of your health information in accordance with applicable laws and regulations. To request an accounting of disclosures of your health information, you must submit your request in writing to the Privacy Official.

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 the additional requests.

Right to Request a Restriction. You have the right to request additional restrictions on our use or disclosure of your PHI by submitting a written request to the Privacy Official. Your written request must include (1) what information you want to limit, (2) whether you want to limit our use, disclosure or both, and (3) to whom you want the limits to apply. We are not required to agree to your request except in the case where the disclosure is to a health plan for purposes of carrying out payment or health care operations, and the information pertains solely to a health care item or service for which you, or a person on your behalf (other than the health plan), has paid our practice in full.

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

all reasonable requests. However, if we are unable to contact you using the ways or locations you have requested we may contact you using the information we have.

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. If we agree to your request, we will amend your record(s) and notify you of such. If we deny your request for an amendment, we will provide you with a written explanation of why we denied it and explain your rights.

Right to Notification of a Breach. You will receive notifications of breaches of your unsecured protected health information as required by law.

Electronic Notice. You may receive a paper copy of this Notice upon request, even if you have agreed to receive this Notice electronically on our Web site or by electronic mail (e-mail).

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 if 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 end 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.

Our Privacy Official:
Debbie Canu

E-mail:
dcanu@socaldentalpartners.com