

Thank you for selecting our dental team. We will always offer you the most current dental care available. To help us to better serve you, please fill out these forms for us. Thank you for your cooperation.

*The Smiles By Dr. Gibson & Associates*

Today's Date \_\_\_\_\_

**Personal Information**

Name \_\_\_\_\_  
Social Sec. # \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Preferred First Name: \_\_\_\_\_  Minor  Single  Married  
Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_  
Home Phone # \_\_\_\_\_ Work Phone # \_\_\_\_\_  
Cellular Phone # \_\_\_\_\_ E-Mail \_\_\_\_\_  
Where do you prefer to receive calls?  Home  Work  Cell  
When is the best time to reach you? Time \_\_\_\_\_ Day \_\_\_\_\_  
Your Employer \_\_\_\_\_ Your Occupation \_\_\_\_\_  
Spouse's Name \_\_\_\_\_  
Spouse's Employer \_\_\_\_\_ Spouse's Occupation \_\_\_\_\_

**How did you find out about our office?** (Please check) Brochure in Mail \_\_\_\_\_  
Internet Search \_\_\_\_\_ Which Search Engine? \_\_\_\_\_ Newspaper Ad \_\_\_\_\_  
Newspaper Article \_\_\_\_\_ Friend or Family \_\_\_\_\_ Whom May We Thank? \_\_\_\_\_  
Other source: \_\_\_\_\_

**Responsible Party**

Name \_\_\_\_\_ Relation to patient \_\_\_\_\_  
Date of Birth \_\_\_\_\_ Social Sec. # \_\_\_\_\_ Driver's License # \_\_\_\_\_  
Is this person currently a patient in our office?  Yes  No

**Insurance Information**

Do you have a dental benefit plan?  Yes  No  
If yes, what carrier? \_\_\_\_\_ Insurance Phone # \_\_\_\_\_  
If yes, name of insured: \_\_\_\_\_  
Social Sec. # \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Do you have secondary coverage?  Yes  No  
If yes, what carrier? \_\_\_\_\_ Insurance Phone # \_\_\_\_\_

## Medical Health

General Health:  Excellent  Good  Fair  Poor Date of Last Physical: \_\_\_\_\_

Name & Address of Physician: \_\_\_\_\_

Please list all medications you are presently taking: \_\_\_\_\_

Have you been hospitalized or under a doctor's care during the past 3 years?  Yes  No

Has a doctor told you that you need antibiotics to pre-medicate for dental work?  Yes  No

**Please check all of the following you have had or now have:**

<input type="checkbox"/> AIDS/HIV <input type="checkbox"/> Anemia <input type="checkbox"/> Arthritis <input type="checkbox"/> Artificial Joints <input type="checkbox"/> Asthma <input type="checkbox"/> Blood Diseases <input type="checkbox"/> Blood Transfusions <input type="checkbox"/> Cancer/Chemotherapy <input type="checkbox"/> Cold Sores <input type="checkbox"/> Congenital Heart Defect <input type="checkbox"/> Diabetes	<input type="checkbox"/> Drug/Alcohol Abuse <input type="checkbox"/> Emphysema <input type="checkbox"/> Epilepsy/Seizures <input type="checkbox"/> Fainting <input type="checkbox"/> Fibromyalgia <input type="checkbox"/> GERD <input type="checkbox"/> Heart Disease <input type="checkbox"/> Heart Murmur <input type="checkbox"/> Hepatitis- A B C Other <input type="checkbox"/> High/Low Blood Pressure <input type="checkbox"/> HPV	<input type="checkbox"/> Kidney Disease <input type="checkbox"/> Liver Disease <input type="checkbox"/> Lupus <input type="checkbox"/> Mental Disorders <input type="checkbox"/> Osteoporosis <input type="checkbox"/> Pacemaker <input type="checkbox"/> Radiation Treatment <input type="checkbox"/> Rheumatoid Arthritis <input type="checkbox"/> Stroke <input type="checkbox"/> Ulcer <input type="checkbox"/> Venereal Diseases
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Do you have any disease, condition or problem not listed? \_\_\_\_\_

Are you allergic to:  Penicillin  Codeine  Local Anesthetic (injected)  Other \_\_\_\_\_

Are you subject to prolonged bleeding?  Yes  No

**WOMEN:** Are you pregnant?  Yes  No Are you taking birth control medication?  Yes  No

## Finance

Payment of portions not covered by insurance is expected at each appointment. For your convenience, we offer the following methods of payment. Please check the option that you prefer. If you have any questions concerning financial arrangements, it will be our pleasure to assist you.

Cash  Personal Check  Visa  MasterCard  Discover  American Express

Credit Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

## Authorization, Release & Agreement to Pay for Services Rendered

I authorize the dentist to release any information, including the diagnosis and the records of any treatment or examination rendered to me during the period of such dental care, to third party payers and/or health practitioners. I authorize and hereby request my insurance company to pay directly to the dentist (or the dental group) insurance benefits otherwise payable to me. I understand that my dental insurance carrier may pay less than the actual bill for services. I agree to be responsible for payment of all services rendered on my behalf or on behalf of my dependents.

I understand that payment is due at the time of service. I understand that if my account reaches collection status (90 days), my account may be turned over to a collection agency. I will pay ALL costs of collection, including court costs and attorney's fees incurred for collection. Additionally, if my account reaches collection status (90 days), I agree to pay a monthly late fee in an amount equal to 1.5% of my remaining balance.

I, \_\_\_\_\_, verify all information provided on these forms is completely accurate to the best of my knowledge.

Signature of patient (or parent if minor) \_\_\_\_\_ Date \_\_\_\_\_

## Dental History

1. Are your teeth sensitive to:  
Heat?             Yes  No  
Cold?             Yes  No  
Sweets?          Yes  No  
Biting Pressure?  Yes  No  
**If yes, which areas?** \_\_\_\_\_

2. Are you dissatisfied with the way your teeth look?  
Color?             Yes  No  
Shape?            Yes  No  
Spaces?           Yes  No  
Other? \_\_\_\_\_  
**If yes, what would you like to change?** \_\_\_\_\_

3. Are you missing any teeth?  
                          Yes  No  
**If yes, how long have these teeth been missing?** \_\_\_\_\_

4. Do your gums bleed when:  
Brushing?         Yes  No  
Flossing?         Yes  No

5. Do you smoke?    Yes  No  
**If yes, how long and how much?**  
\_\_\_\_\_

6. Do you drink pop?  Yes  No  
**If yes, how much per day?** \_\_\_\_\_  
\_\_\_\_\_

7. How often do you:  
Brush your teeth? \_\_\_\_\_  
Floss your teeth? \_\_\_\_\_

8. Has the fear of dental work kept you from regular dental visits?  
    Yes  No

**If yes, are you interested in sedation dentistry?**    Yes  No

9. Are you deeply concerned about the finances required to return your mouth to excellent dental health?  
    Yes  No

10. When was your last dental appointment and what did you have done? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. How long since your last thorough examination with full mouth x-rays? \_\_\_\_\_

12. Who was your previous dentist?  
\_\_\_\_\_

13. What prompted you to seek dental care at this time? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

14. Is there anything else that we should know? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**How Can We Make Your Appointment More Comfortable?**

Would you like:

- Fresh coffee when you arrive?
- A personal CD player to listen to during your treatment?
- A blanket to help keep you warm?
- A paraffin wax treatment for your hands?
- Sunglasses to wear during your appointment?
- A pillow to help support your neck?
- To use a chair massage pad?

Anything that we have not thought of? \_\_\_\_\_

**What Did You Not Like About Your Past Dental Appointments?**

- Was the treatment uncomfortable?
- Was the staff unfriendly?
- Were the fees not explained before your appointments?

Anything that we have not thought of? \_\_\_\_\_

**What Is The First Thing You Would Like Us To Help You With?**

Please list in order of importance:

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**Photographic Release**

Dr. Gibson and his team often take digital photos in order to properly document the condition of your teeth and gums. Additionally, these photos will help us to make more accurate diagnoses and may be used to better explain your existing dental health. Dr. Arnold may publish articles and make presentations to other dentists where these photos are invaluable in explaining the latest techniques and the results that can be achieved when done precisely. My signature acknowledges that photographs of me may be used for educational purposes as stated above.

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

# Smiles By Dr Gibson & Associates

## OUR FINANCIAL ALLIANCE

Our goal in discussing financial arrangements with you is straightforward:

To create an understanding and partnership in the settlement of your account.
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It is important to us that the quality of our business services matches the quality of our dentistry. We want the handling of your account, from the start through the final payments to be perceived as an extension of the dental care we provide you and your family.

### PATIENT'S ROLE

As with any partnership, both parties have a role to play. Our role is to provide you with quality service. In turn, your role is to pay for your treatment in a timely manner. Our team will work with you to determine financial arrangements that make sense for both of us. With an agreement made, our joint follow-through will result in a win for everyone.

In developing a financial arrangement it is important to remember your dental future. Our experience has shown that when an account lingers, patients are likely to defer their appointments. It is discouraging to add new charges to an account when trying to pay off old charges. With this in mind, we will concentrate our efforts on clearing your account in as short a time as is comfortable for both of us.

All patients must complete our Financial Alliance Form before seeing the doctor.

### PAYMENT OPTIONS

1. A 5% bookkeeping adjustment will be made when you pre-pay for services over \$500.
2. Full payment is due at the time of service with cash, check, Visa, MasterCard, Discover or American Express.
3. We offer access to extended payment plans with credit approval.
4. If you have dental insurance, we will estimate what your insurance company will pay. We require payment of your uninsured portion upon receipt of services.

### REGARDING INSURANCE

Each insurance company is different, so please note that your initial payment at our office for the above noted procedures is only an estimate. Your insurance policy is a contract between you and your insurance company. We are not a party to that contract. However, as part of the financial arrangement

process, we will bill your insurance company for your procedures and help you to maximize your reimbursement. Any unpaid balance after insurance pays is due within 14 days. In the event that your insurance company denies payment of a service, you are responsible for that fee. If your insurance company has not paid on your claim within 45 days, the full balance will automatically be transferred to you. After 45 days, any balance remaining on your account may be charged to your credit card.

Type of credit card \_\_\_\_\_  
Name on the credit card \_\_\_\_\_  
Credit card # \_\_\_\_\_ Exp. Date \_\_\_\_\_ Security code \_\_\_\_\_

### **MISSED APPOINTMENTS**

We reserve the right to charge for missed appointments at the rate of a normal office visit. Please help us serve you and our other patients better by keeping scheduled appointments. Appointments that are missed or changed at the last minute are then unavailable to patients who need appointments. Please consider your schedule carefully when making appointments.

**I understand that payment is due at the time of service. I understand that if my account reaches collection status (90 days), my account may be turned over to a collection agency. I will pay ALL costs of collections, including court costs and attorney's fees incurred for collection. Additionally, if my account reaches collection status (90 days), I agree to pay a monthly late fee in an amount equal to 1.5% of my remaining balance.**

I have read the Financial Alliance. I understand and agree to abide by the policies therein.

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

Financial Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_