



DENTAL HISTORY

Is this your child's first dental visit? yes no

If no, how was prior visit accepted? _____

Has your child had any of the following? (please mark all that apply)

- | | | | |
|---|--|--|--|
| <input type="checkbox"/> Abscess | <input type="checkbox"/> Toothache | <input type="checkbox"/> Broken Teeth | <input type="checkbox"/> Trauma to Mouth |
| <input type="checkbox"/> Jaw Joint Pain | <input type="checkbox"/> Jaw Joint Popping | <input type="checkbox"/> Mouth Breathing | |

Does your child have any of the following habits? (please mark all that apply)

- | | | | |
|---|---------------------------------------|-----------------------------------|-------------------------------------|
| <input type="checkbox"/> Sucks Thumb or Fingers | <input type="checkbox"/> Grinds Teeth | <input type="checkbox"/> Pacifier | <input type="checkbox"/> Sucks Lips |
|---|---------------------------------------|-----------------------------------|-------------------------------------|

How often/when does your child brush his or her teeth? _____

Does anyone help with brushing or flossing? yes no

Is your water fluoridated? yes no

Any other fluoride supplements? yes no List fluoride supplements: _____

Has your child had dental x-rays? yes no When? _____

Has your child or any other family member had orthodontic treatment? _____

CONSENT FOR TREATMENT

Because your child is a minor, it is necessary that signed permission be obtained from a parent or legal guardian before any necessary procedures can be started. This consent gives Davis Pediatric Dentistry permission to perform any dental treatment that may be indicated, as well as emergency medical treatment, if needed. Consent is also granted for such medications, anesthetics and x-rays that may be indicated. All risks and treatment will be explained as necessary.

Signature: _____

Relationship: _____ Date: _____



BROKEN APPOINTMENT OFFICE POLICY

Due to the number of appointments that are broken without notice, the following policy is in effect. This policy will help to keep Davis Pediatric Dentistry from raising fees. We do not believe it to be fair for those individuals who keep or cancel their appointments within a reasonable time period to bear the financial burden of those who choose not to give any notice for their broken appointment.

**If you fail to keep your appointment and give no notice, you are responsible for a broken appointment fee of:
\$50.00 for any half hour appointment**

This fee must be paid before your child can be rescheduled. Davis Pediatric Dentistry will only be responsible to see your child for emergencies for thirty days from the date of your broken appointment.

Signature: _____ Date: _____
Parent or Legal Guardian



MEDICAL HISTORY UPDATE

Child's Name: _____

Has there been ANY change in your child's health since his or her last visit? yes no

If yes, please explain: _____

Is your child currently taking any medications? yes no

If yes, please list medications and dosages: _____

Has your child developed any allergies? yes no

If yes, please explain: _____

Has your child been hospitalized or treated by a physician for any illness? yes no

If yes, please explain: _____

Is there any other information that you feel we should be aware of before treating your child? yes no

If yes, please explain: _____

Is your child up-to-date on immunizations? yes no

Please list any change in your address or telephone number since your last visit:

Address: _____ City: _____ State: _____ Zip: _____

Phone: (work) _____ (home) _____ (cell) _____

Signature: _____

Parent or Legal Guardian

Relationship: _____ Date: _____



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. THE PRIVACY OF YOUR HEALTH INFORMATION IS IMPORTANT TO US.

OUR LEGAL DUTY

We are required by applicable federal and state law to maintain the privacy of your health information. We are also required to give you this Notice about our privacy practices, our legal duties, and your rights concerning your health information. We must follow the privacy practices that are described in this Notice while it is in effect. This Notice takes effect 4/15/013, 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. We reserve the right to make the changes in our privacy practices and the new terms of our Notice effective for all health information that we maintain, including health information we created or received before we made the changes. Before we make a significant change in our privacy practices, we will change this Notice and make the new Notice available upon request.

USES AND DISCLOSURE OF HEALTH INFORMATION

We use and disclose health information about you for treatment, payment, and healthcare operations. For example:

Treatment: We may use or disclose your health information to a physician or other healthcare provider providing treatment to you.

Payment: We may use and disclose your health information to obtain payment for services we provide to you.

Healthcare Operations: We may use and disclose your health information in connection with our healthcare operations. Healthcare operations include quality assessment and improvement activities, reviewing the competence or qualifications of healthcare professionals, evaluating practitioner and provider performance, conducting training programs, accreditation, certification, licensing or credentialing activities.

Your Authorization: In addition to our use of your health information for treatment, payment or healthcare operations, you may give us written authorization to use your health information or to disclose it to anyone for any purpose. If you give us an authorization, you may revoke it in writing at any time. Your revocation will not affect any use or disclosures permitted by your authorization while it was in effect. Unless you give us a written authorization, we cannot use or disclose your health information for any reason except those described in this Notice.

To Your Family and Friends: We must disclose your health information to you, as described in the Patient Rights section of this Notice. We may disclose your health information to a family member, friend or other person to the extent necessary to help with your healthcare or with payment for your healthcare, but only if you agree that we may do so.

Persons Involved In Care: We may use or disclose health information to notify, or assist in the notification of (including identifying or locating) a family member, your personal representative or another person responsible for your care, of your location, your general condition, or death. If you are present, then prior to use or disclosure of your health information, we will provide you with an opportunity to object to such uses or disclosures. In the event of your incapacity or emergency circumstances, we will disclose health information based on a determination using our professional judgement disclosing only health information that is directly relevant to the person's involvement in your healthcare. We will also use our professional judgement and our experience with common practice to make reasonable inferences of your best interest in allowing a person to pick up filled prescriptions, medical supplies, x-rays, or other similar forms of health information.

Marketing Health-Related Services: We will not use your health information for marketing communications without your written authorization.

Required by Law: We may use or disclose your health information when we are required to do so by law.

Abuse or Neglect: We may disclose your health information to appropriate authorities if we reasonably believe that you are a possible victim of abuse, neglect, or domestic violence or the possible victim of other crimes. We may disclose your health information to the extent necessary to avert a serious threat to your health or safety or the health or safety of others.

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 of protected health information of inmate or patient under certain circumstances.

Appointment Reminders: We may use or disclose your health information to provide you with appointment reminders (such as voicemail messages, postcards, or letters).

PATIENT RIGHTS

Access: You have the right to look at or get copies of your health information, with limited exceptions. You may request that we provide copies in a format other than photocopies. We will use the format you request unless we cannot practically do so. (You must make a request in writing to obtain access to your health information. You may obtain a form to request access by using the contact information listed at the end of the Notice). We will charge you a reasonable cost-based fee for expenses such as copies and staff time. You may also request access by sending us a letter to the address at the end of this Notice. If you request copies, we will charge you \$0.____ for each page, \$ ____ per hour for staff time to locate and copy your health information, and postage if you want the copies mailed to you. If you request an alternative format, we will charge a cost-based fee for providing your health information in that format. If you prefer, we will prepare a summary or an explanation of your health information for a fee. Contact us using the information listed at the end of this Notice for a full explanation of our fee structure.)

Disclosure Accounting: You have the right to receive a list of instances in which we or our business associates disclosed your health information for purposes, other than treatment, payment, healthcare operations and certain other activities, for the last 6 years, but not before April 14, 2003. 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 these additional requests.

Restriction: You have the right to request that we place additional restrictions on our use or disclosure of your health information. We are not required to agree to these additional restrictions, but if we do, we will abide by our agreement (except in an emergency).

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

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 would be amended.) We may deny your request under certain circumstances.

Electronic Notice: If you receive this Notice on our Web site or by electronic mail (e-mail), you are entitled to receive this Notice in written form.

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 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.

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