

# Welcome

Thank you for selecting our dental healthcare team!  
We will strive to provide you with the best possible dental care.  
To help us meet all your dental healthcare needs, please fill out this form completely in ink. If you have any questions or need assistance, please ask us - we will be happy to help.

## Patient Information (CONFIDENTIAL)

Patient # \_\_\_\_\_  
SS#/SIN \_\_\_\_\_  
Date \_\_\_\_\_  
Name \_\_\_\_\_ Birthdate \_\_\_\_\_ Home Phone \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State/Prov. \_\_\_\_\_ Zip/P.C. \_\_\_\_\_  
Email \_\_\_\_\_ Cell Phone \_\_\_\_\_  
Check Appropriate Box: ☐ Minor ☐ Single ☐ Married ☐ Divorced ☐ Widowed ☐ Separated  
If Student, Name of School/College \_\_\_\_\_ City \_\_\_\_\_ State/Prov. \_\_\_\_\_ ☐ Full Time ☐ Part Time  
Patient or Parent/Guardian's Employer \_\_\_\_\_ Work Phone \_\_\_\_\_  
Business Address \_\_\_\_\_ City \_\_\_\_\_ State/Prov. \_\_\_\_\_ Zip/P.C. \_\_\_\_\_  
Spouse or Parent/Guardian's Name \_\_\_\_\_ Employer \_\_\_\_\_ Work Phone \_\_\_\_\_  
Whom may we thank for referring you? \_\_\_\_\_  
Person to contact in case of emergency \_\_\_\_\_ Phone \_\_\_\_\_

## Responsible Party

Name of Person Responsible for this Account \_\_\_\_\_ Relationship to Patient \_\_\_\_\_  
Address \_\_\_\_\_ Home Phone \_\_\_\_\_  
Email \_\_\_\_\_ Cell Phone \_\_\_\_\_  
Driver's License# \_\_\_\_\_ Birthdate \_\_\_\_\_ Financial Institution \_\_\_\_\_  
Employer \_\_\_\_\_ Work Phone \_\_\_\_\_ SS#/SIN \_\_\_\_\_  
Is this person currently a patient in our office? ☐ Yes ☐ No  
For your convenience, we offer the following methods of payment. Please check the option you prefer. Payment in full at each appointment.  
☐ Cash ☐ Personal Check ☐ Credit Card ☐ VISA ☐ MasterCard ☐ I wish to discuss the office's payment policy.

## Insurance Information

Name of Insured \_\_\_\_\_ Relationship to Patient \_\_\_\_\_  
Birthdate \_\_\_\_\_ SS#/SIN \_\_\_\_\_ Date Employed \_\_\_\_\_  
Name of Employer \_\_\_\_\_ Union or Local# \_\_\_\_\_ Work Phone \_\_\_\_\_  
Address of Employer \_\_\_\_\_ City \_\_\_\_\_ State/Prov. \_\_\_\_\_ Zip/P.C. \_\_\_\_\_  
Insurance Company \_\_\_\_\_ Group# \_\_\_\_\_ Policy/ID# \_\_\_\_\_  
Ins. Co. Address \_\_\_\_\_ City \_\_\_\_\_ State/Prov. \_\_\_\_\_ Zip/P.C. \_\_\_\_\_  
How much is your deductible? \_\_\_\_\_ How much have you used? \_\_\_\_\_ Max. annual benefit \_\_\_\_\_

DO YOU HAVE ANY ADDITIONAL INSURANCE? ☐ Yes ☐ No

IF YES, COMPLETE THE FOLLOWING:

Name of Insured \_\_\_\_\_ Relationship to Patient \_\_\_\_\_  
Birthdate \_\_\_\_\_ SS#/SIN \_\_\_\_\_ Date Employed \_\_\_\_\_  
Name of Employer \_\_\_\_\_ Union or Local# \_\_\_\_\_ Work Phone \_\_\_\_\_  
Address of Employer \_\_\_\_\_ City \_\_\_\_\_ State/Prov. \_\_\_\_\_ Zip/P.C. \_\_\_\_\_  
Insurance Company \_\_\_\_\_ Group# \_\_\_\_\_ Policy/ID# \_\_\_\_\_  
Ins. Co. Address \_\_\_\_\_ City \_\_\_\_\_ State/Prov. \_\_\_\_\_ Zip/P.C. \_\_\_\_\_  
How much is your deductible? \_\_\_\_\_ How much have you used? \_\_\_\_\_ Max. annual benefit \_\_\_\_\_

Over Please



# Patient Medical History

Physician \_\_\_\_\_ Office Phone \_\_\_\_\_ Date of Last Exam \_\_\_\_\_

- |   | Yes                      | No                       |   | Yes                      | No                       |
|---|--------------------------|--------------------------|---|--------------------------|--------------------------|
| 1. Are you under medical treatment now? .....   | <input type="checkbox"/> | <input type="checkbox"/> | 10. Are you wearing contact lenses? .....   | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Have you ever been hospitalized for any surgical operation or serious illness within the last 5 years? ..... | <input type="checkbox"/> | <input type="checkbox"/> | 11. Are you allergic to or have you had any reactions to the following?   |                          |                          |
| If yes, please explain _____  |                          |                          | Local Anesthetics (e.g. Novocain) .....   | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Are you taking any medication(s) including non-prescription medicine? .....                                  | <input type="checkbox"/> | <input type="checkbox"/> | Penicillin or any other Antibiotics .....   | <input type="checkbox"/> | <input type="checkbox"/> |
| If yes, what medication(s) are you taking? _____  |                          |                          | Sulfa Drugs .....   | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Have you ever taken Fen-Phen/Redux? .....  | <input type="checkbox"/> | <input type="checkbox"/> | Barbiturates .....  | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Have you ever taken Fosamax, Boniva, Actonel or any cancer medications containing bisphosphonates? .....     | <input type="checkbox"/> | <input type="checkbox"/> | Sedatives .....   | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Have you taken Viagra, Revati, Cialis or Levitra in the last 24 hours? .....                                 | <input type="checkbox"/> | <input type="checkbox"/> | Iodine .....  | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Do you use tobacco? .....  | <input type="checkbox"/> | <input type="checkbox"/> | Aspirin .....   | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Do you use controlled substances? .....  | <input type="checkbox"/> | <input type="checkbox"/> | Any Metals (e.g. nickel, mercury, etc.) .....   | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Do you have or have you had any of the following?  |                          |                          | Latex Rubber .....  | <input type="checkbox"/> | <input type="checkbox"/> |
|   |                          |                          | Other (please list) _____   |                          |                          |
|   |                          |                          | 12. Do you have a persistent cough or throat clearing not associated with a known illness (lasting more than 3 weeks)? .... | <input type="checkbox"/> | <input type="checkbox"/> |
|   |                          |                          | 13. Women Only:   |                          |                          |
|   |                          |                          | a) Are you pregnant or think you may be pregnant? ....  | <input type="checkbox"/> | <input type="checkbox"/> |
|   |                          |                          | b) Are you nursing? .....   | <input type="checkbox"/> | <input type="checkbox"/> |
|   |                          |                          | c) Are you taking oral contraceptives? .....  | <input type="checkbox"/> | <input type="checkbox"/> |

- | Yes                          | No                       | Yes                      | No                                 | Yes                      | No                       |
|------------------------------|--------------------------|--------------------------|------------------------------------|--------------------------|--------------------------|
| High Blood Pressure .....    | <input type="checkbox"/> | <input type="checkbox"/> | Heart Disease .....                | <input type="checkbox"/> | <input type="checkbox"/> |
| Heart Attack .....           | <input type="checkbox"/> | <input type="checkbox"/> | Cardiac Pacemaker .....            | <input type="checkbox"/> | <input type="checkbox"/> |
| Rheumatic Fever .....        | <input type="checkbox"/> | <input type="checkbox"/> | Heart Murmur .....                 | <input type="checkbox"/> | <input type="checkbox"/> |
| Swollen Ankles .....         | <input type="checkbox"/> | <input type="checkbox"/> | Angina .....                       | <input type="checkbox"/> | <input type="checkbox"/> |
| Fainting / Seizures .....    | <input type="checkbox"/> | <input type="checkbox"/> | Frequently Tired .....             | <input type="checkbox"/> | <input type="checkbox"/> |
| Asthma .....                 | <input type="checkbox"/> | <input type="checkbox"/> | Anemia .....                       | <input type="checkbox"/> | <input type="checkbox"/> |
| Low Blood Pressure .....     | <input type="checkbox"/> | <input type="checkbox"/> | Emphysema .....                    | <input type="checkbox"/> | <input type="checkbox"/> |
| Epilepsy / Convulsions ..... | <input type="checkbox"/> | <input type="checkbox"/> | Cancer .....                       | <input type="checkbox"/> | <input type="checkbox"/> |
| Leukemia .....               | <input type="checkbox"/> | <input type="checkbox"/> | Arthritis .....                    | <input type="checkbox"/> | <input type="checkbox"/> |
| Diabetes .....               | <input type="checkbox"/> | <input type="checkbox"/> | Joint Replacement or Implant ..... | <input type="checkbox"/> | <input type="checkbox"/> |
| Kidney Diseases .....        | <input type="checkbox"/> | <input type="checkbox"/> | Hepatitis / Jaundice .....         | <input type="checkbox"/> | <input type="checkbox"/> |
| AIDS or HIV Infection .....  | <input type="checkbox"/> | <input type="checkbox"/> | Sexually Transmitted Disease ..... | <input type="checkbox"/> | <input type="checkbox"/> |
| Thyroid Problem .....        | <input type="checkbox"/> | <input type="checkbox"/> | Stomach Troubles / Ulcers .....    | <input type="checkbox"/> | <input type="checkbox"/> |
|                              |                          |                          | Chest Pains .....                  | <input type="checkbox"/> | <input type="checkbox"/> |
|                              |                          |                          | Easily Winded .....                | <input type="checkbox"/> | <input type="checkbox"/> |
|                              |                          |                          | Stroke .....                       | <input type="checkbox"/> | <input type="checkbox"/> |
|                              |                          |                          | Hay Fever / Allergies .....        | <input type="checkbox"/> | <input type="checkbox"/> |
|                              |                          |                          | Tuberculosis .....                 | <input type="checkbox"/> | <input type="checkbox"/> |
|                              |                          |                          | Radiation Therapy .....            | <input type="checkbox"/> | <input type="checkbox"/> |
|                              |                          |                          | Glaucoma .....                     | <input type="checkbox"/> | <input type="checkbox"/> |
|                              |                          |                          | Recent Weight Loss .....           | <input type="checkbox"/> | <input type="checkbox"/> |
|                              |                          |                          | Liver Disease .....                | <input type="checkbox"/> | <input type="checkbox"/> |
|                              |                          |                          | Heart Trouble .....                | <input type="checkbox"/> | <input type="checkbox"/> |
|                              |                          |                          | Respiratory Problems .....         | <input type="checkbox"/> | <input type="checkbox"/> |
|                              |                          |                          | Mitral Valve Prolapse .....        | <input type="checkbox"/> | <input type="checkbox"/> |
|                              |                          |                          | Other .....                        | <input type="checkbox"/> | <input type="checkbox"/> |

# Patient Dental History

Name of Previous Dentist and Location \_\_\_\_\_ Date of Last Exam \_\_\_\_\_

- | Yes   | No                       | Yes                      | No  |                          |                          |
|---|--------------------------|--------------------------|---|--------------------------|--------------------------|
| 1. Do your gums bleed while brushing or flossing? .....                 | <input type="checkbox"/> | <input type="checkbox"/> | 8. Do you have frequent headaches? .....  | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Are your teeth sensitive to hot or cold liquids/foods? .....         | <input type="checkbox"/> | <input type="checkbox"/> | 9. Do you clench or grind your teeth? .....   | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Are your teeth sensitive to sweet or sour liquids/foods? .....       | <input type="checkbox"/> | <input type="checkbox"/> | 10. Do you bite your lips or cheeks frequently? .....   | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Do you feel pain to any of your teeth? .....                         | <input type="checkbox"/> | <input type="checkbox"/> | 11. Have you ever had any difficult extractions in the past? .....                                    | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Do you have any sores or lumps in or near your mouth? .....          | <input type="checkbox"/> | <input type="checkbox"/> | 12. Have you ever had any prolonged bleeding following extractions? .....                             | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Have you had any head, neck or jaw injuries? .....                   | <input type="checkbox"/> | <input type="checkbox"/> | 13. Have you had any orthodontic treatment? .....   | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Have you ever experienced any of the following problems in your jaw? |                          |                          | 14. Do you wear dentures or partials? .....   | <input type="checkbox"/> | <input type="checkbox"/> |
| Clicking .....  | <input type="checkbox"/> | <input type="checkbox"/> | If yes, date of placement _____   |                          |                          |
| Pain (joint, ear, side of face) .....                                   | <input type="checkbox"/> | <input type="checkbox"/> | 15. Have you ever received oral hygiene instructions regarding the care of your teeth and gums? ..... | <input type="checkbox"/> | <input type="checkbox"/> |
| Difficulty in opening or closing .....                                  | <input type="checkbox"/> | <input type="checkbox"/> | 16. Do you like your smile? .....   | <input type="checkbox"/> | <input type="checkbox"/> |
| Difficulty in chewing .....   | <input type="checkbox"/> | <input type="checkbox"/> |   |                          |                          |

# Authorization and Release

I certify that I have read and understand the above information to the best of my knowledge. The above questions have been accurately answered. I understand that providing incorrect information can be dangerous to my health. I authorize the dentist to release any information including the diagnosis and the records of any treatment or examination rendered to me or my child during the period of such Dental care to third party payors and/or health practitioners. I authorize and request my insurance company to pay directly to the dentist or 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 my dependants.

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

Doctor's Comments \_\_\_\_\_

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

CLEAR RIDGE DENTAL CARE

Dr. Leonard Maida, D.D.S.

6450 W. 63<sup>rd</sup> Street

Chicago, IL 60638

APPOINTMENT CANCELLATION POLICY:

We kindly ask that you give at least 24 hours notice to cancel an appointment so that we have time to offer your appointment to another patient. Failure to do so will result in a failed appointment charge of \$75.00 for all appointments with the doctor, and \$40.00 for all appointments with the hygienist.

Thank you for your cooperation.

Signed: \_\_\_\_\_

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



# NOTICE OF PRIVACY PRACTICES

(DENTAL)

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION.  
PLEASE REVIEW IT CAREFULLY.

The Health Insurance Portability & Accountability Act of 1996 ("HIPAA") is a federal program that requires that all medical records and other individually identifiable health information used or disclosed by us in any form, whether electronically, on paper, or orally, are kept properly confidential. This Act gives you, the patient, significant new rights to understand and control how your health information is used. "HIPAA" provides penalties for covered entities that misuse personal health information.

As required by "HIPAA", we have prepared this explanation of how we are required to maintain the privacy of your health information and how we may use and disclose your health information.

We may use and disclose your medical records only for each of the following purposes: treatment, payment and health care operations.

- **Treatment** means providing, coordinating, or managing health care and related services by one or more health care providers. An example of this would include teeth cleaning services.
- **Payment** means such activities as obtaining reimbursement for services, confirming coverage, billing or collection activities, and utilization review. An example of this would be sending a bill for your visit to your insurance company for payment.
- **Health care operations** include the business aspects of running our practice, such as conducting quality assessment and improvement activities, auditing functions, cost-management analysis, and customer service. An example would be an internal quality assessment review.

We may also create and distribute de-identified health information by removing all references to individually identifiable information.

We may contact you to provide appointment reminders or information about treatment alternatives or other health-related benefits and services that may be of interest to you.

Any other uses and disclosures will be made only with your written authorization. You may revoke such authorization in writing and we are required to honor and abide by that written request, except to the extent that we have already taken actions relying on your authorization.

You have the following rights with respect to your protected health information, which you can exercise by presenting a written request to the Privacy Officer:

- The right to request restrictions on certain uses and disclosures of protected health information, including those related to disclosures to family members, other relatives, close personal friends, or any other person identified by you. We are, however, not required to agree to a requested restriction. If we do agree to a restriction, we must abide by it unless you agree in writing to remove it.
- The right to reasonable requests to receive confidential communications of protected health information from us by alternative means or at alternative locations.
- The right to inspect and copy your protected health information.
- The right to amend your protected health information.
- The right to receive an accounting of disclosures of protected health information.
- The right to obtain a paper copy of this notice from us upon request.

NOTICE OF PRIVACY PRACTICES

We are required by law to maintain the privacy of your protected health information and to provide you with notice of our legal duties and privacy practices with respect to protected health information.

This notice is effective as of \_\_\_\_\_, 20\_\_ and we are required to abide by the terms of the Notice of Privacy Practices currently in effect. We reserve the right to change the terms of our Notice of Privacy Practices and to make the new notice provisions effective for all protected health information that we maintain. We will post and you may request a written copy of a revised Notice of Privacy Practices from this office.

You have recourse if you feel that your privacy protections have been violated. You have the right to file written complaint with our office, or with the Department of Health & Human Services, Office of Civil Rights, about violations of the provisions of this notice or the policies and procedures of our office. We will not retaliate against you for filing a complaint.

Please contact us for more information:

For more information about HIPAA  
or to file a complaint:

The U.S. Department of Health & Human Services  
Office of Civil Rights  
200 Independence Avenue, S.W.  
Washington, D.C. 20201  
(202) 619-0257  
Toll Free: 1-877-696-6775



## NOTICE OF PRIVACY PRACTICES ACKNOWLEDGEMENT

I understand that, under the Health Insurance Portability & Accountability Act of 1996 ("HIPAA"), I have certain rights to privacy regarding my protected health information. I understand that this information can and will be used to:

- Conduct, plan and direct my treatment and follow-up among the multiple healthcare providers who may be involved in that treatment directly and indirectly.
- Obtain payment from third-party payers.
- Conduct normal healthcare operations such as quality assessments and physician certifications.

I have received, read and understand your *Notice of Privacy Practices* containing a more complete description of the uses and disclosures of my health information. I understand that this organization has the right to change its *Notice of Privacy Practices* from time to time and that I may contact this organization at any time at the address above to obtain a current copy of the *Notice of Private Practices*.

I understand that I may request in writing that you restrict how my private information is used or disclosed to carry out treatment, payment or health care operations. I also understand you are not required to agree to my requested restrictions, but if you do agree then you are bound to abide by such restrictions.

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

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

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

Date \_\_\_\_\_

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### OFFICE USE ONLY

I attempted to obtain the patient's signature in acknowledgement on this Notice of Privacy Practices Acknowledgement, but was unable to do so as documented below:

Date:	Initials:	Reason:
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