NORTH TEXAS
DENTAL SURGERY

PATIENT INFORMATION

Patient's Legal Name _____ Preferred Name _____

Birthdate _____ SS#_____ Sex _____ Height _____ Weight (lbs.) _____

Cell Phone_____ Home Phone _____

Home Address _____ City _____ State _____ Zip _____

Email _____

Employer _____ Occupation _____

Whom may we thank for referring you to our office? _____

Are you currently under the care of a dental provider (i.e. general dentist, orthodontist, etc.)? ❑ no ❑ yes

If yes, please indicate provider name: _____

Is an immediate family member a patient here? ❑ no ❑ yes Name: _____

INSURANCE INFORMATION: ❑ Not covered by dental insurance.

Policy Holder Name_____ Policy Holder Date of Birth _____

Policy Holder Employer _____

Policy Holder ID or Social Security # _____ Dental Insurance Name_____

Group Number _____ Phone Number _____

PHARMACY INFORMATION (IF WE DON'T RECEIVE THIS INFORMATION, NO PRESCRIPTIONS WILL BE SENT):

Name _____ Phone Number_____

Address _____

City _____ Zip _____ State _____

EMERGENCY CONTACT INFORMATION:

Name of nearest relative _____

Relationship to patient _____

Contact Number _____

Patient's Signature: _____ Date: _____

Parent/Guardian *(if patient is a minor):* _____

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MEDICAL HEALTH HISTORY

Do you have or have you had any of the following?

❑ no ❑ yes AIDS/HIV Positive
❑ no ❑ yes Allergies or Hives
❑ no ❑ yes Anemia
❑ no ❑ yes Angina Pectoris
❑ no ❑ yes Anxiety
❑ no ❑ yes Arthritis
❑ no ❑ yes Artificial Joint or Heart Valve
❑ no ❑ yes Asthma
❑ no ❑ yes Blood Transfusion
❑ no ❑ yes Bruise Easily
❑ no ❑ yes Chemotherapy
❑ no ❑ yes Cold Sores/Fever Blisters
❑ no ❑ yes Congenital Heart Defects/Lesions
❑ no ❑ yes Cortisone Medicine
❑ no ❑ yes Cough
❑ no ❑ yes Diabetes
❑ no ❑ yes Emphysema
❑ no ❑ yes Epilepsy/Seizures
❑ no ❑ yes Fainting/Dizzy Spells
❑ no ❑ yes Gastric Bypass
❑ no ❑ yes Glaucoma
❑ no ❑ yes Heart Attack/Disease
❑ no ❑ yes Heart Failure
❑ no ❑ yes Heart Murmur
❑ no ❑ yes Heart Surgery
❑ no ❑ yes Hepatitis A or B
❑ no ❑ yes High/Low Blood Pressure
❑ no ❑ yes Kidney Trouble
❑ no ❑ yes Liver Disease
❑ no ❑ yes Mitral Valve Prolapse
❑ no ❑ yes Osteoporosis
❑ no ❑ yes Pacemaker/Defibrillator
❑ no ❑ yes Psychiatric Treatment
❑ no ❑ yes Radiation Treatment
❑ no ❑ yes Restless Leg Syndrome
❑ no ❑ yes Rheumatism
❑ no ❑ yes Sedation History
❑ no ❑ yes Sickle Cell Disease/Traits
❑ no ❑ yes Sleep Apnea
❑ no ❑ yes Stroke
❑ no ❑ yes STD or VD
❑ no ❑ yes Thyroid Disease
❑ no ❑ yes Tuberculosis
❑ no ❑ yes Ulcers/Colitis
❑ Other: _____

Are you allergic to, or sensitive to any of the following?

❑ no ❑ yes ❑sensitive Latex materials
❑ no ❑ yes ❑sensitive Penicillin or other antibiotics
❑ no ❑ yes ❑sensitive Local anesthetics ("Novocain")
❑ no ❑ yes ❑sensitive Codeine or other narcotics
❑ no ❑ yes ❑sensitive Sulfa drugs
❑ no ❑ yes ❑sensitive Barbiturates, sedatives, or sleeping pills.
❑ no ❑ yes ❑sensitive Aspirin

Other: _____

Are you taking any of the following?

❑ no ❑ yes Anticoagulants (blood thinners)
❑ no ❑ yes Antibiotics or sulfa drugs
❑ no ❑ yes High blood pressure medicine
❑ no ❑ yes Antidepressants or tranquilizers
❑ no ❑ yes Insulin, Orinase, or other diabetes drug
❑ no ❑ yes Nitroglycerin
❑ no ❑ yes Cortisone or other steroids
❑ no ❑ yes Osteoporosis (bone density) medicine
❑ no ❑ yes Sleeping pills
❑ no ❑ yes Anxiety medicine

Please list **ALL** current medications you are taking:

_____
_____
_____

Do you have a pain management doctor? ❑ no ❑ yes

Do you smoke, chew tobacco, or vape? ❑ no ❑ yes
***This information is important for your safety during surgery.**

Use illicit drugs or have previously? ❑ no ❑ yes
***This information is important for your safety during surgery.**

Primary Doctor: _____

Office Number: _____

Women:

❑ no ❑ yes May be pregnant.
❑ no ❑ yes Taking hormones or contracept

Have you been hospitalized or had a serious operation or illness within the last five years? ❑ yes ❑ no

CONSENT: *I _____, authorize the Doctor to take radiographs, study models, photographs, or any other diagnostic aids deemed appropriate by the Doctor to make a thorough diagnosis of the patient's dental needs. I also authorize the Doctor to perform any and all forms of treatment, medication, and therapy, that may be indicated in connection with the Patient and further authorize and consent that the Doctor choose and employ such assistance as he deems fit. I also understand the use of anesthetic agents embodies a certain risk.*

Patient's Signature: _____ Date: _____

Parent/Guardian *(if patient is a minor):* _____ Relationship To Patient: _____

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MEDICAL HEALTH HISTORY CONT.

If you have marked "No" to any of the following medical conditions on the previous page, you may leave this page blank.

If you have marked "Yes" to any of the following medical conditions on the previous page:

- Stroke
- Radiation Treatment/Chemotherapy
- Any Heart Related issues **(such as Heart Attack/Disease, Heart Failure, Heart Murmur, Heart Surgery, Defibrillator and Pacemaker)**
- Gastric Bypass

Please be as detailed as possible. For example, the date & year, extreme detail about the condition, etc.:

Neurologist information (REQUIRED):

Cardiologist information (REQUIRED):

Oncologist information (REQUIRED):

ACKNOWLEDGEMENT OF RECEIPT OF HIPAA NOTICE OF PRIVACY PRACTICES

By signing this form, you will consent to our use and disclosure of your protected health information to carry out treatment, payment activities, filing insurance, and health care operations.

You have the right to read our Notice of Privacy Practices before you decide whether to sign this Consent. Our Notice provides a description of our treatment, payment activities, and health care operations, of the uses and disclosures we may make of your protected health information, and of other important matters about your protected health information. A copy of our Notice accompanies this consent. We encourage you to read it carefully and completely before signing this Consent. We reserve the right to change our privacy practices as described in our Notice of Privacy Practices. If we change our privacy practices, we will issue a revised Notice of Privacy Practices, which will contain the changes. Those changes may apply to any of your protected health information that we maintain.

You may obtain a copy of our Notice at any time.

North Texas Dental Surgery
ACKNOWLEDGEMENT OF RECEIPT OF HIPAA NOTICE OF PRIVACY PRACTICES
("Acknowledgement")

I acknowledge that I have received a copy of this Dental Practice's **HIPAA Notice of Privacy Practices**.

Patient's Name: _____ Date: _____

Please list person(s) we can release information to on your behalf:

_____

_____ _____

Patient's Signature

Signature of Parent/Guardian responsible for Patient (if under the age of 18)

-OR-

Signature of Personal Representative:

_____

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Office Policies

Insurance Policy:

NTDS is in-network with all major PPO insurance companies, **EXCEPT** United Concordia.

Upon verifying your benefits, we will provide an estimate prior to your treatment. Please note, it is not guaranteed that your insurance will cover the treatment as estimated.

In the event you have limited coverage, you will be responsible for any charges and/or fees billed to your insurance company where payment is denied.

Medical Denials:

- Medical insurance will cover some oral surgeries, as some medical conditions may entitle you to dental coverage under your health insurance.
- Some dental insurance policies require that you bill the medical insurance company first, and once that claim is processed you can file a claim toward dental insurance. **This is when a Medical Denial is required.**
- To ensure your treatment can be done in a timely manner, we will collect for any procedure that requires medical denial up front.
- Upon request, we will provide the medical claim form for you to submit to your medical insurance carrier. Once you submit the medical claim form, the explanation of benefits (EOB) will be mailed to you. **Please note that this process could take a few months for completion**. When you have received your EOB, send us a copy, and we will submit it to your dental insurance carrier on your behalf.

- Patient initial: _____

Primary and Secondary Insurance:

- NTDS will verify both primary and secondary insurance.
- Your primary insurance will apply at the time of treatment. We cannot show estimated coverage with your secondary insurance until we bill the primary insurance.
- NTDS will bill your primary insurance for treatment.
- **Once we receive the EOB back from your primary, we will bill your secondary. Secondary insurance requires an EOB from the primary insurance before a claim can be sent.**

- Patient initial: _____

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Predeterminations:

- A predetermination (pre-d) of benefits is a review by your insurer's dental staff, to determine if they agree with your treatment that we have recommended for your dental needs.
- **Predeterminations are done prior to your treatment, to ensure you understand what is covered vs what is not covered by your dental insurance plan.**

- Patient initial: _____

Payment Policy:

For your convenience, NTDS accepts that following forms of payment:

- Debit cards
- All major credit cards (Visa, Master Card, and American Express)
- Care Credit
- Proceed Finance
- Check
    - **Please note, NTDS must receive all checks AT LEAST 5 business days prior to your surgery. NTDS requires the FULL amount to clear the bank prior to the date of your surgery.**

- Patient Initial: _____

Deposit Policy:

NTDS will collect the following deposits upon scheduling your surgery. Please note, all deposits will go towards your total treatment amount.

- All on 4:
    - Day of initial impressions:
      Total balance is due in full.
- All other surgeries: **Remaining balances for the below surgeries are due in full 7 days before the surgery.**

    - Implants: $200 (deposit)
    - Wisdom teeth: $200(deposit)
    - Frenectomy: $200(deposit)
    - Gingivectomy: $200(deposit)
    - SRP (deep cleaning): $200
    - Expose & Bond: $200(deposit)
    - Incision & Drainage: $200(deposit)
    - Impressions: $200(deposit)
    - Tissue Graft: $300(deposit)
    - Osseous: $300(deposit)
    - LANAP: $300(deposit)

- Friday surgeries will require the balance due in full at the time of scheduling.

- Patient initial: _____

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Rescheduling Policy:

- All on 4, LANAP and Osseous surgeries:
  - All on 4, LANAP and Osseous surgeries must be rescheduled **AT LEAST 14 calendar days in advance.**
  - Due to scheduling difficulty for our surgeon and prosthodontist, rescheduling an All on 4 surgery less than 7 calendar days in advance, is subject to the following nonrefundable office fees.
    - 7 calendar days or less = $2,500
- All other surgeries:
  - Surgeries scheduled Monday – Thursday must be rescheduled **AT LEAST 5 calendar days in advance.**
- Rescheduling a Monday -Thursday surgery (i.e. wisdom teeth, implants, extractions, etc.) less than 5 calendar days in advance, is subject to the following nonrefundable office fees.
  - Rescheduling one time =$200
  - Rescheduling two times = $400
  - Rescheduling three times = NTDS will no longer accept you as patient
- Surgeries scheduled on Fridays must be rescheduled AT LEAST 7 calendar days in advance.
- Rescheduling a Friday surgery (i.e. wisdom teeth, implants, extractions, etc.) less than 7 calendar days in advance, is subject to the following office fees.
  - 7 calendar days or less = $400 nonrefundable office fee

- Patient initial: _____

NO SHOW Policy:

- All on 4 surgeries: $7,000 nonrefundable fee
- LANAP and Osseous surgeries: $3,000 nonrefundable fee
- All other surgeries:
  - $500 nonrefundable fee

- Patient initial: _____

I, _____ have read, understand, and agree to NTDS's Insurance Policy, Payment Policy, Deposit Policy, and Rescheduling Policy. I understand failure to abide by these office policies could result in cancelation of my treatment and procedure.

Patient Signature: _____ Date: _____

Parent/Guardian Signature (minor patients): _____