



# COLUMBIA CENTER FOR DENTISTRY

ALEXANDER STANLEY, DDS

## INFORMATION FORM (Age 17 and under)

**CONFIDENTIAL**

Today's Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### Child's Information

Full Legal Name: \_\_\_\_\_ Nickname: \_\_\_\_\_ Sex:  Male  Female  
 Birthdate: \_\_\_\_\_ Age: \_\_\_\_\_ SS#: \_\_\_\_\_ School: \_\_\_\_\_ Grade: \_\_\_\_\_  
 Home Address: \_\_\_\_\_ City, ST, Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

### Who is responsible for this account?

Full Name: \_\_\_\_\_ Relation to patient: \_\_\_\_\_  
 Home Address \_\_\_\_\_ City, ST, Zip \_\_\_\_\_ SS#: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
 Driver's License #: \_\_\_\_\_ Birthdate: \_\_\_\_\_ Employer: \_\_\_\_\_

### Who is responsible for making appointments?

Name: \_\_\_\_\_ Relation to patient: \_\_\_\_\_  
 Best phone: \_\_\_\_\_ Alternate phone: \_\_\_\_\_ Best time to call: \_\_\_\_\_

### Dental Insurance Information

Policy Holder's Name: \_\_\_\_\_ Relation to patient: \_\_\_\_\_  
 Policy Holder's Birthdate: \_\_\_\_\_ Policy Holder's SS#: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Employer: \_\_\_\_\_  
 Insurance Company: \_\_\_\_\_ Group#: \_\_\_\_\_

### Mother: Stepmother Guardian

Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_  
 Best Phone: \_\_\_\_\_  
 Alternate Phone: \_\_\_\_\_  
 Home Address: \_\_\_\_\_  
 City, ST, Zip: \_\_\_\_\_  
 Employer: \_\_\_\_\_  
 Occupation: \_\_\_\_\_  
 SS#: \_\_\_\_\_  
 Driver's License #: \_\_\_\_\_

### Father: Stepfather Guardian

Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_  
 Best Phone: \_\_\_\_\_  
 Alternate Phone: \_\_\_\_\_  
 Home Address: \_\_\_\_\_  
 City, ST, Zip: \_\_\_\_\_  
 Employer: \_\_\_\_\_  
 Occupation: \_\_\_\_\_  
 SS#: \_\_\_\_\_  
 Driver's License #: \_\_\_\_\_

**Marital Status:**  Single  Married  Divorced  
 Widowed  Separated

**Marital Status:**  Single  Married  Divorced  
 Widowed  Separated

Whom may we thank for referring you? \_\_\_\_\_ Relation to patient: \_\_\_\_\_

**Payment for services:** Please chose your preferred method. Payment in full is required at each appointment.

Cash  Personal  Check  Discover  Visa  MasterCard  American Express  I wish to discuss financing options

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ACQUAINTANCE FORM (Age 17 and under)

Patient's Name: \_\_\_\_\_ Date: \_\_\_\_\_

- Is the child having any pain, sensitivity, or discomfort with your teeth (hot, cold, sweets, biting pressure)?...Y / N
Do their gums bleed or cause them pain when brushing and/or flossing?.....Y / N
Do they ever avoid any part of their mouth while chewing or brushing?.....Y / N
Are any of their teeth loose?.....Y / N
Are you aware of them having bad breath or an unpleasant odor in their mouth?.....Y / N
Does food catch between or around their teeth?.....Y / N
Do they suffer from dry mouth?.....Y / N
Are they a "mouth breather"?.....Y / N
Are they prone to sores in or around their mouth?.....Y / N
Do they have speech difficulty?.....Y / N
Do they drink soda, juice, or sweetened beverages?.....Y / N
Do they consume candy frequently?.....Y / N
Do they snack frequently?.....Y / N
Do they suck on their thumbs, fingers, or anything else?.....Y / N
Do they chew on objects (pencils, fingernails, etc)?.....Y / N
Are you aware of them clenching or grinding their teeth?.....Y / N
Is their mouth as healthy as it can be?.....Y / N
Do you want their mouth to be healthier?.....Y / N
Do you want your child to have teeth for a lifetime?.....Y / N
Are you concerned about the cost necessary to improve the health of your child's teeth?.....Y / N
How often do they brush? \_\_\_\_\_ How often do they floss? \_\_\_\_\_
How long has it been since they have had a thorough dental examination? \_\_\_\_\_ Cleaning? \_\_\_\_\_
Have they had any dental x-rays in the last 12 months?.....Y / N
Name of previous dentist \_\_\_\_\_ City, ST \_\_\_\_\_ Date last seen? \_\_\_\_\_
Do they use any rinses or dental medications?.....Y / N
Is this child's water fluoridated?.....Y / N
Have they had a bad experience at the dentist before?.....Y / N
Are they comfortable being away from you?.....Y / N
Have they had orthodontic treatment (appliances, braces or Invisalign)?.....Y / N
Do you have any specific requests, questions, or concerns regarding this child?.....Y / N
Are you ready to begin any treatment they may need or want?.....Y / N

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PC:

PI:



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## HEALTH HISTORY FORM

Patient's Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Although dental personnel primarily treat the area in and around your mouth, your mouth is a part of your entire body. Health problems that you may have, or medication that you may be taking, could have an important interrelationship with the dentistry you will receive. Thank you for answering the following questions.

Name of Physician: \_\_\_\_\_ City/State: \_\_\_\_\_ Date of Last Physical: \_\_\_\_\_

Are you under a physician's care now? Yes No Explain: \_\_\_\_\_

Have you ever been hospitalized or had a major operation? Yes No Explain: \_\_\_\_\_

Have you ever had a serious head or neck injury? Yes No Explain: \_\_\_\_\_

Are you taking any medications, pills, or drugs? Yes No Explain: \_\_\_\_\_

Do you take, or have you taken, Phen-Fen or Redux? Yes No Explain: \_\_\_\_\_

Have you ever taken Fosamax, Boniva, Actonel or any other medications containing bisphosphonates? Yes No

Are you on a special diet? Yes No Explain: \_\_\_\_\_

Do you use any tobacco products? Yes No Explain: \_\_\_\_\_

Do you use any controlled substances? Yes No Explain: \_\_\_\_\_

**WOMEN:** Are you... Pregnant/trying to become pregnant? Nursing? Taking oral contraceptives?

**Are you allergic to any of the following?**

Aspirin Penicillin Codeine Acrylic Metal Latex Local Anesthetics Sulfa Drugs

Other Explain: \_\_\_\_\_

**Do you have, or have you ever had any of the following? (Check boxes that apply):**

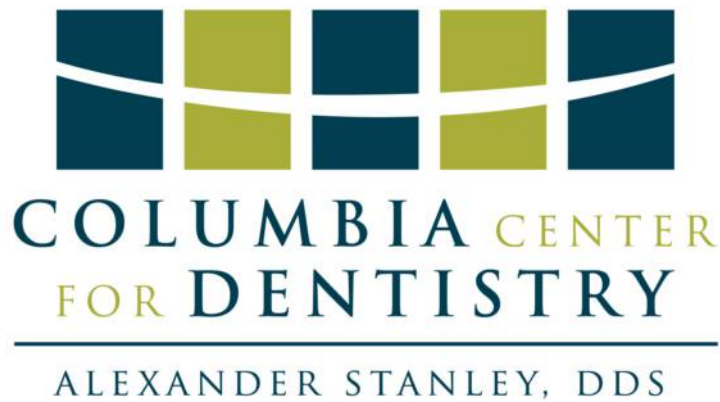
- |  |  |   |  |
|--|--|---|--|
| <input type="checkbox"/> AIDS/HIV Positive         | <input type="checkbox"/> Cortisone Medication      | <input type="checkbox"/> Hemophilia             | <input type="checkbox"/> Radiation Treatments      |
| <input type="checkbox"/> Alzheimer's disease       | <input type="checkbox"/> Diabetes                  | <input type="checkbox"/> Hepatitis A            | <input type="checkbox"/> Recent Weight loss        |
| <input type="checkbox"/> Anaphylaxis               | <input type="checkbox"/> Drug Addiction            | <input type="checkbox"/> Hepatitis B or C       | <input type="checkbox"/> Renal Dialysis            |
| <input type="checkbox"/> Anemia                    | <input type="checkbox"/> Easily Winded             | <input type="checkbox"/> Herpes                 | <input type="checkbox"/> Rheumatic Fever           |
| <input type="checkbox"/> Angina                    | <input type="checkbox"/> Emphysema                 | <input type="checkbox"/> High Blood Pressure    | <input type="checkbox"/> Rheumatism                |
| <input type="checkbox"/> Arthritis/Gout            | <input type="checkbox"/> Epilepsy or Seizures      | <input type="checkbox"/> High Cholesterol       | <input type="checkbox"/> Scarlet Fever             |
| <input type="checkbox"/> Artificial Heart Valve    | <input type="checkbox"/> Excessive Bleeding        | <input type="checkbox"/> Hives or Rash          | <input type="checkbox"/> Shingles                  |
| <input type="checkbox"/> Artificial Joint(s)       | <input type="checkbox"/> Excessive Thirst          | <input type="checkbox"/> Hypoglycemia           | <input type="checkbox"/> Sickle Cell Disease       |
| <input type="checkbox"/> Asthma                    | <input type="checkbox"/> Fainting Spells/Dizziness | <input type="checkbox"/> Irregular Heartbeat    | <input type="checkbox"/> Sinus Trouble             |
| <input type="checkbox"/> Blood Disease             | <input type="checkbox"/> Frequent Cough            | <input type="checkbox"/> Kidney Problems        | <input type="checkbox"/> Spina Bifida              |
| <input type="checkbox"/> Blood Transfusion         | <input type="checkbox"/> Frequent Diarrhea         | <input type="checkbox"/> Leukemia               | <input type="checkbox"/> Stomach/Intestine Disease |
| <input type="checkbox"/> Breathing Problems        | <input type="checkbox"/> Frequent Headaches        | <input type="checkbox"/> Liver Disease/Jaundice | <input type="checkbox"/> Stroke                    |
| <input type="checkbox"/> Bruise Easily             | <input type="checkbox"/> Genital Herpes            | <input type="checkbox"/> Low Blood Pressure     | <input type="checkbox"/> Swelling of Limbs         |
| <input type="checkbox"/> Cancer                    | <input type="checkbox"/> Glaucoma                  | <input type="checkbox"/> Lung Disease           | <input type="checkbox"/> Thyroid Disease           |
| <input type="checkbox"/> Chemotherapy              | <input type="checkbox"/> Hay Fever                 | <input type="checkbox"/> Mitral Valve Prolapse  | <input type="checkbox"/> Tonsillitis               |
| <input type="checkbox"/> Chest Pains               | <input type="checkbox"/> Heart attack/Failure      | <input type="checkbox"/> Osteoporosis           | <input type="checkbox"/> Tuberculosis              |
| <input type="checkbox"/> Cold Sores/Fever Blisters | <input type="checkbox"/> Heart Murmur              | <input type="checkbox"/> Pain in jaw joints     | <input type="checkbox"/> Tumors or Growths         |
| <input type="checkbox"/> Congenital Heart Disorder | <input type="checkbox"/> Heart Pace Maker          | <input type="checkbox"/> Parathyroid Disease    | <input type="checkbox"/> Ulcers                    |
| <input type="checkbox"/> Convulsions               | <input type="checkbox"/> Heart Trouble/Disease     | <input type="checkbox"/> Psychiatric Care       | <input type="checkbox"/> Venereal Disease          |

Have you ever had any serious illness not listed above? Yes No Explain: \_\_\_\_\_

Is there anything else we should know about your medical history? \_\_\_\_\_

The above information is accurate and complete, to the best of my knowledge, and may be used for treatment and processing of insurance benefits to which I may be entitled. I will not hold any member of Columbia Center for Dentistry responsible for any errors or omissions that I may have made in the completion of this form. It is my responsibility to inform the office of any changes in medical status and I further realize that undiagnosed medical conditions can adversely affect dental outcomes.

Signature of Patient, Parent or Guardian \_\_\_\_\_ Today's Date: \_\_\_\_\_



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## NOTICE OF PRIVACY PRACTICES

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**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.  
THIS PRIVACY OF YOUR HEALTH INFORMATION IS IMPORTANT TO US.**

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### **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 4/14/2003, 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.

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.

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### **USES AND DISCLOSURES 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 notifications 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 judgment disclosing only health information that is directly relevant to the person's involvement in your healthcare. We will also use our professional judgment 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).

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## 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 requested unless we cannot practicably 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 this Notice.

**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 from the date of your acknowledgement of this notice.

**Restrictions:** 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 should 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.

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## QUESTIONS AND COMPLAINTS

If you want more information about our privacy practices or have questions or concerns, please contact us.

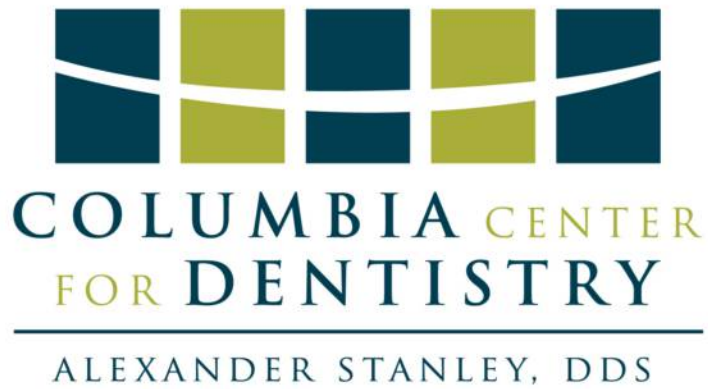
If you are concerned that we may have violated your privacy rights, or you disagree with a decision we made about access to your health information or in response to a request you made to amend or restrict the use or disclosure of your health information or to have us communicate with you by alternative 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.

Contact Officer: Alexander Stanley, Business Manager

Telephone: (573) 446-2687 Fax: (573) 446-3685

Address: 4301 Rainbow Trout Drive, Suite 101, Columbia, MO 65203



**CONFIDENTIAL**

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**ACKNOWLEDGEMENT OF RECEIPT OF  
NOTICE OF PRIVACY PRACTICES**

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**You May Refuse to Sign This Acknowledgement**

I, \_\_\_\_\_, have received a copy of this office's  
Notice of Privacy Practices.

\_\_\_\_\_  
Please Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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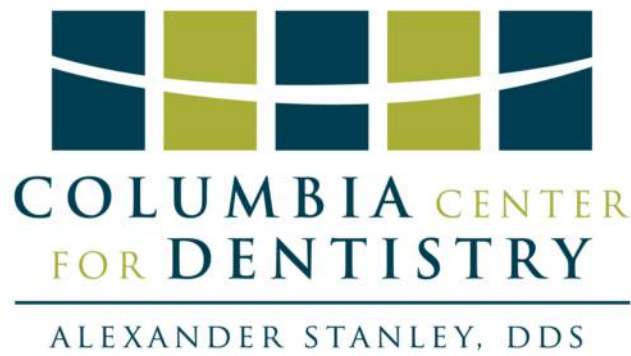
**For Office Use Only**

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We have attempted to obtain written acknowledgement of receipt of our Notice of Privacy Practices, but  
acknowledgement could not be obtained because:

- Individual refused to sign
- Communications barriers prohibited obtaining the acknowledgement
- An emergency situation prevented us from obtaining acknowledgement
- Other (Please Specify)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Thank you for choosing Columbia Center for Dentistry. Our goal is to provide exceptional dental services and products in a comfortable, caring manner. We believe you expect us to understand and honor your individual needs and goals. So that we may serve you best, please read and initial the following office information and sign at the bottom.

**APPOINTMENT RESERVATIONS**

We schedule by appointment only. When you request an appointment we reserve that time exclusively for you and do not offer it to anyone else. If, for any reason, you are unable to honor your reservation we require at least 24 hours notice. We reserve the right to require a deposit to hold a reservation and charge for failed or cancelled appointments. **Initial: \_\_\_\_\_**

**PAYMENT FOR SERVICES**

You acknowledge that payment is due when services are rendered, and that parents/guardians are fully responsible for all fees incurred for treatment of their child. We accept cash, checks, debit cards, Visa, MasterCard, Discover, and American Express. We offer financing through CareCredit for those who qualify. Arrangements must be made before your appointment. Returned checks will be charged \$25 and may be sent to the prosecuting attorney. Delinquent accounts will be charged interest and may be pursued by a collection attorney and charged legal fees and you are responsible for any costs associated with attempts to collect your debt. **Initial: \_\_\_\_\_**

**DENTAL INSURANCE ASSIGNMENT OF BENEFITS**

Dental insurance benefits rarely cover 100% of your services. Any amount not covered by or excluded from your plan is your responsibility and payable immediately. Furthermore, you accept responsibility for knowing the restrictions and exclusions of your policy. We do not guarantee insurance benefit estimates or coverage. We will file your primary claims as a courtesy; secondary claims are your responsibility. All reimbursement is the property of Columbia Center for Dentistry and must be surrendered to cover any outstanding balance on your account. By initialing and signing below you assign any and all insurance benefits, otherwise payable to you, to Columbia Center for Dentistry and authorize the use of your signature on all submissions, whether manual or electronic. Disputes regarding reimbursement are between the policyholder and the insurance plan provider. **Initial: \_\_\_\_\_**

**RELEASE OF INFORMATION**

I authorize the release of information from Columbia Center for Dentistry to insurance companies or other health care providers, whether manual or electronic, for any purpose deemed necessary. I further allow unrestricted use of photographs, radiographs, and technical information by Columbia Center for Dentistry. **Initial: \_\_\_\_\_**

**ACKNOWLEDGEMENT OF PRIVACY PRACTICES**

I have received a copy of Columbia Center for Dentistry's Notice of Privacy Practices (HIPAA regulations) and agree to its terms. **Initial: \_\_\_\_\_**

**INFORMED CONSENT FOR TREATMENT**

I consent to treatment by C. Bradley Miller, DDS, PC, and/or his designees. By allowing treatment, I acknowledge that I have requested the services be performed and have been fully informed of the benefits and risks of the procedure(s). I understand that dentistry is not an exact science and that unpredictable complications can occur and results cannot be fully guaranteed. Dental restorations wear out over time and need maintenance, replacement, or further treatment. I understand the importance of consistent, thorough home care and periodic professional treatment and the consequences of not pursuing treatment when recommended by Columbia Center for Dentistry. **Initial: \_\_\_\_\_**

I have read, and understand, and accept the information presented.

**Print Name:** \_\_\_\_\_

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

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

**Witness:** \_\_\_\_\_