



SANDLIN
—DENTAL—

PATIENT HISTORY AND INFORMATION

(Confidential information for our records)

Patient Information:

Name _____ Today's Date _____

SS# _____ Sex: ☐ MALE ☐ FEMALE Date of Birth _____

Current Address _____ City _____ State _____ Zip _____

Please indicate best number to reach you

Cell Phone: _____ Home Phone: _____ Msg. Phone: _____

Email: _____

How did you hear about our office? _____

Parent/ Guardian Information (If patient is a minor):

Father's Name _____ Date of Birth _____ SS# _____

Employer _____ Phone # _____ Email _____

Mother's Name _____ Date of Birth _____ SS# _____

Employer _____ Phone # _____ Email _____

Emergency Contact:

1st Emergency Contact _____ Relationship _____

Emergency Contact number _____

2nd Emergency Contact _____ Relationship _____

Emergency Contact number _____

Insurance Information:

Name of Person Insured _____ Relationship to Patient _____

Insured's SS# _____ Insured Date of Birth _____

Insured's Employer _____ Claims mailing address _____

Insurance Company _____ Insurance Phone # _____

Group # _____ ID# _____

Medicaid/AR kids # _____

(CONTINUE ON THE BACK)

DATE _____



OFFICE POLICIES

Appointments and Confirmations (applies to all appointments):

Our Office reserves the right to cancel any appointment that is **NOT** confirmed 48 hours prior to appointment time. It is the patient's responsibility to keep correct and updated contact information in our office so we have a way of properly contacting you. We also reserve the right to refuse to see any patient who is late for their appointment. Late appointments result in other patients not being seen in a timely manner.

Minor policy (applies to patients under 18):

All patients under the age of 18 **MUST** be accompanied by a legal Guardian for the duration of their appointment. This policy is in place to provide our staff the opportunity to discuss consent for treatment and also to inform parents of any changes in treatment while patients are being seen in our office.

No one under the age of 18 is to be left unattended in the waiting area. Our office is not responsible for accidents or injuries that may occur if this policy is not followed. Our office strives to keep a safe and secure environment for all of our patients and we appreciate your cooperation.

I have read, understood and agreed to office policies mentioned above.

Child(children's) name(s) (if child is the patient)

Signature of Patient, Parent or Guardian

Date



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HIPAA Consent Forms

I understand that I have certain rights to privacy regarding my protected health information. These rights are given to me under the Health Insurance Portability and Accountability Act of 1996 (HIPAA). I understand that by signing this consent I authorize you to use and disclose my protected health information to carry out:

- Treatment (including direct or indirect treatment by other healthcare providers involved in my treatment);
- Obtaining payment from third party payer (e.g. my insurance company, financing companies, etc);
- The day-to-day healthcare operations of your practice.

I have also been informed of and given the right to review and secure a copy of your *Notice of Privacy Practices*, which contains a more complete description of the uses and disclosures of my protected health information, and my rights under HIPAA. I understand that you reserve the right to change the terms of this notice from time to time and that I may contact you at any time to obtain the most current copy of this notice.

I understand that I have the right to request restrictions on how my protected health information is used and disclosed to carry out treatment, payment, and health care operations, but that you are not required to agree to these requested restrictions. However, if you do agree, you are bound to comply with this restriction.

I understand that I may revoke this consent, in writing, at any time. However, any use of disclosure that occurred prior to the date I revoke this consent is not affected.

Signed this _____ day of _____, 20____

Print Patient Name: _____

Relationship to Patient: _____

Signature: _____

(FLIP OVER)



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By law, without your permission, we cannot speak to the following people:

Spouse

Children

Caregiver

Friends

Parents (If you are 18 or older)

Please indicate below anyone that we may communicate with about your appointments, your health or dental information, or your billing account.

Name: _____ Relationship: _____

Name: _____ Relationship: _____

Name: _____ Relationship: _____

Name: _____ Relationship: _____

Name: _____ Relationship: _____

If you did not list anyone in the above fields, we will only communicate with *you* regarding your appointments, your dental or health information, or your billing account.

If at any time you wish to make changes to this information, please notify a member of our staff.