

Welcome!

We are delighted to welcome you to our practice and are pleased that you chose us to serve your dental needs. We are serious about providing superior dental care at reasonable prices, and proud of our dedication to our patients. Our goal is to help you feel and look you're very best through excellent dental care.

Your appointment will take approximately 2 hours. To facilitate being seen just as soon as possible at the time of your appointment, we would appreciate it if you would complete the new patient documents before your scheduled appointment. Please remember to arrive 10 minutes prior to your appointment with your completed paperwork or e-mail it to mdavisdentistry@gmail.com as soon as possible. If you have any questions or concerns about your Dental insurance information please make sure to contact our office prior to you appointment to avoid any scheduling delays.

Insurance: Sometimes Insurance companies can be very specific on when x-rays are covered. We will need to take a full mouth series at your first visit. If you have had recent x-rays taken at another office, please make sure to request that they be sent or e-mailed to our office prior to your visit.

If you are unable to make the appointment you have scheduled with us, please notify us at least 48 hours in advance. We would be glad to reschedule the appointment at a more convenient time, if necessary. In the meantime, we look forward to meeting you and serving your needs.

What to expect on your first visit:

Comprehensive exam, oral cancer screening, oral hygiene instructions, TMJ analysis, periodontal screening (gum disease), x-rays, and cleaning.

Thanks again for choosing our dental practice.

Sincerely,

Mark Davis DDS and staff

P.S. Remember to bring any Insurance (Dental) cards that might apply to you and your family when you come. We can then include this information with your records.



Date:							
Patient Name:	Last	First	M	(pref	erred name)		_
Gender M/F	Marital Sta	ntus: □ Married	I □ Single □	Divo	orced 🗆 V	Vidowed	
Date of Birth:	Social Se	E-r	E-Mail Address:				
Address:	Street				artment #		
	Street			·			
	City	State		ZIF			
Phone #'s: Home		Work	Ex	rt	Cell		
		<u>DENT</u>	AL INSURA	NCE			
Primary Dental Ir Insurance Co. Name Address: Phone #: Group #: Insured's Name: Insured's DOB/ Whom may we Th	ID# /SS#	Refer	_ Ad _ Ph _ Gr	dress: one #: oup #: ured's ured's	Co. Name: Name: DOB/_	ID#	
The following is Employer Name	•		the person	n resp	onsible fo	or payment	
Address:							
Street			City		State	Zip Code	
	<u>E</u>	mergency	Contact I	nforr	<u>mation</u>		
Name:	Relation to patient:						
Home Phone:		c	ell:				

Medical History

Date of last physical or office visi	Primary Physician's name				
Date of last physical or office visit		Have you had any illnesses or operations? [] Yes [] No			
If yes, please describe					
Are you currently under a physic	cian's care? [] Yes [] No If ye	s, please describe			
Have you ever had a blood transf	fusion? [] Yes [] No If y	es, approximate date(s)_			
Are you currently taking Couma	din (warfarin)? [] Yes [] No	Are you taking Plavix	or aspirin? [] Yes	s [] No	
Are you currently taking, or have	e you taken in the past, bisphopl	nonates (fosamax, aredia,	boniva, actonel, zom	eta)? [] Yes [] No	
Have you eve had bacterial endo	carditis? [] Yes [] No If Yes, A	Approximate date(s)			
WOMEN: Are you pregnant?	[]Yes[]No Nursing? []	Yes [] No Taking bir	th control? [] Ye	s [] No	
Check if you have now, or have h	=	_			
	<mark>/es/No</mark>	Yes/No	Yes/		
_	[][] Chemotherapy	[][] Hemophilia		[] Radiation treatment	
=	[] [] Circulatory problems [] [] Cough, persistent	[] [] Herpes [] [] Hepatitis A, B, o		[] Respiratory disease [] Scarlet fever	
	[][] Cough up blood	[][] High blood press		[] Shingles	
	[][]Diabetes	[][] Jaw pain		[] Shortness of breath	
	[][]Epilepsy	[][] Kidney disease		Sub Bacterial Endocarditic	
[] [] Artificial heart valves	[][]Fainting	[][] Latex allergy		[] Surgical implant	
	[][] Food allergies [][] Liver disease [][[] Thyroid Problems		
	[][] Headaches	[][] Material allergie		[] Tobacco use	
	[][] Head Trauma	[][] Mitral valve prolapse [][] Tonsillitis			
	[][] Heart problems	[][] Pacemaker [][] Psychiatric care		[] Transplants [] Ulcer/colitis	
	[][] Heart surgery/Stent	[][]Rapid weight gai		[] Oreen contain	
		-		-	
		Have you ever [] Antibiotics [] Aspirin		tion to any of the following ics (Lidocaine/Novocain) [] Other	
		[] Antibiotics	[] Dental Anestheti	ics (Lidocaine/Novocain)	
List any allergies:	s about your overall health t	[] Antibiotics [] Aspirin [] Codeine hat we should be inform	[] Dental Anestheti [] Penicillin [] Pain Medications	ics (Lidocaine/Novocain)	
·	s about your overall health the	[] Antibiotics [] Aspirin [] Codeine hat we should be inform ntal History	[] Dental Anestheti [] Penicillin [] Pain Medications med about?	ics (Lidocaine/Novocain) [] Other	
Are there any other condition What would you like for us to do	Der Address	[] Antibiotics [] Aspirin [] Codeine hat we should be inform ntal History Are you in dental di	[] Dental Anestheti [] Penicillin [] Pain Medications ned about?	ics (Lidocaine/Novocain) [] Other	
Are there any other condition What would you like for us to do	Der Address	[] Antibiotics [] Aspirin [] Codeine hat we should be inform ntal History Are you in dental di	[] Dental Anestheti [] Penicillin [] Pain Medications ned about?	ics (Lidocaine/Novocain) [] Other	
Are there any other condition What would you like for us to do Former Dentist Date of last dental care	Der for you today? Address Date	[] Antibiotics [] Aspirin [] Codeine hat we should be inform ntal History Are you in dental di	[] Dental Anestheti [] Penicillin [] Pain Medications ned about?	ics (Lidocaine/Novocain) [] Other	
What would you like for us to do Former Dentist Date of last dental care Check if you have had problems [] Food collection between to	Der for you today? Address Date with the following: eeth [] Sensitivity whe	[] Antibiotics [] Aspirin [] Codeine hat we should be inform hat History Are you in dental dive of last x-rays	[] Dental Anestheti [] Penicillin [] Pain Medications med about? iscomfort today?	ics (Lidocaine/Novocain) [] Other S	
What would you like for us to do Former Dentist Date of last dental care Check if you have had problems [] Food collection between te [] Grinding or clenching of te	Der for you today? Address Date with the following: eeth [] Sensitivity whe eeth [] Periodontal trea	ntal History Are you in dental diese of last x-rays on biting [] Set	[] Dental Anestheti [] Penicillin [] Pain Medications med about? iscomfort today? eeding gums ensitivity to hot	[] Clicking jaw [] Sensitivity to cold	
What would you like for us to do Former Dentist Date of last dental care [] Food collection between te [] Grinding or clenching of te [] Loose teeth or broken filling	Der for you today? Address Date with the following: eeth [] Sensitivity whe eeth [] Periodontal trea ngs [] Sensitivity to sy	ntal History Are you in dental diese of last x-rays on biting [] Seweets [] Bare weets [] Bare wee	[] Dental Anestheti [] Penicillin [] Pain Medications med about? seeding gums ensitivity to hot ad breath	[] Clicking jaw [] Sensitivity to cold [] Sores in mouth	
What would you like for us to do Former Dentist Date of last dental care Check if you have had problems [] Food collection between te [] Grinding or clenching of te	Der for you today? Address Date with the following: eeth [] Sensitivity whe eeth [] Periodontal trea ings [] Sensitivity to sy [] Gum disease (p	ntal History Are you in dental distance of last x-rays in biting [] Seweets [] Barents/self) [] Sr	[] Dental Anestheti [] Penicillin [] Pain Medications med about? iscomfort today? eeding gums ensitivity to hot	[] Clicking jaw [] Sensitivity to cold [] Orthodontics (braces)	

How often do you brush?	How often do yo	u floss?
How do you feel about the appearance	ce of your teeth?	
How do you rate your oral health fro	om a scale of 1-10Why?	
Does having dental treatment make	you afraid or nervous? [] Yes []	No If Yes, Why
If you could change anything about y	your smile, which of the following v	vould you want?
[] Whiter Teeth	[] Close spaces or gaps	[] Remove silver fillings [] Replace old crowns
[] Remove Stains/spots on teeth	[] Fix excess showing of teeth	[] Have less gums showing [] Straighten teeth
[] Replace missing teeth	[] Reshape or resize teeth	[] Replace chipped teeth
Have you ever experienced an adver-	se (bad) reaction during or in conju	nction with a medical or dental procedure?
If yes, please explain		
information will be used by the d my medical status, I will inform to insurance benefits otherwise pay submissions: For patients with Insurance: Benefits for dental treatment var	lentist to help determine approp the dentist. I authorize the insu able to me for services rendered by from plan to plan. Additional	nd Policy ccurate to the best of my knowledge. I understand that this briate and healthful dental treatment. If there is any change in rance company listed in these forms to pay the dentist all l. I authorize the use of this signature on all insurance ly, "Out of Network" benefits are subject to deductibles that n with our patients, please be advised as follows;
on your card "advantage"	they may pay less). Any other Pl	gna "DPPO plan ONLY" (note that if your plan states anywhere PO or Indemnity insurance will be considered "Out of Network" We will be happy to submit the claims on your behalf for
2	t for your dental benefits is between	en you and the insurance company. We provide billing as a
your individual Explanation amounts due in accordance	on of Benefits. You will still be rewith the explanation of benefits	
		nated, you are responsible for any charges incurred.
- We are limited to the info	rmation that is given to us by you	es that are not covered by your dental plan. r insurance company and cannot be held responsible for ponsibility to know your dental plan coverage.
Payment Agreement:		
18% annual interest. If ar	ny account is sent to collections a	hay be assessed a late charge of 1 ½% per month, not to exceed collection fee will be added to your account. Esponsible for any and all fees and court costs incurred.
		rmation necessary to secure the payment of benefits. I have ces performed by Dr. Mark Davis and staff.
Printed Name:		

Signature:______Date_____

Bisphosphonate

IMPORTANT MEDICAL ALERT

A connection between **Fosamax**, and other bisphosphonates, with a serious bone disease called Bisphosphonate Related Osteonecrosis of the Jaw (ONJ) has been found. The research is inconclusive on exactly how bisphosphonates affect ONJ and how frequently the condition is found.

Bisphosphonates are commonly used in tablet form to **prevent and treat osteoporosis** in post-menopausal woman, and older men. They are also used in the treatment of **Paget's Disease**. Stronger forms given orally or intravenously (IV) are commonly used in the **management of advanced cancers** including, but not limited to, lung cancer, breast cancer, prostate cancer, multiple myeloma, and other matastic cancers.

Have you ever taken any of the following bisphosphonates? Oral Medications: Yes _____ No ____ Alendronate (Fosamax ®) Merck & Co Yes _____ No ____ Alendronate (Fosamax Plus D ®) Merck & Co Yes _____ No ____ Ibandronate (Boniva ®) Roche Laboratories Yes _____ No ____ Risedronate (Actonel ®) Proctor & Gamble Yes _____ No ____ Tiludronate (Skelid ®) Sanofi Pharmaceuticals Yes _____ No ____ Etidronate (Didronel ®) Proctor & Gamble Yes _____ No ____ Zoledronate (Reclast ®) Novartis (annual infusion) Have you ever been treated for cancer with chemo therapy in the past? ____ Yes ____ No (This applies even if the treatments was many years prior) Intravenous Medications (Chemo therapy): Yes _____ No ____ Pamidronate (Aredia ®) Novartis Yes _____ No ____ Zoledronate (Zometa ®) Norartis Yes _____ No ____ Clondronate (Bonefos ®) Sherling AG If yes, when? Prescribing Doctor: Phone Signature: _____ Date: _____

Davis Dentistry

NOTICE OF PRIVACY PRACTICES

This notice takes effect <u>September 2013</u> and will remain in effect until we replace it. It describes how health information about you may be used and disclosed by our practice and how you can obtain access to this information. Please review it carefully.

We are required by law to maintain the privacy of protected health information, to provide individuals with notice of our legal duties and privacy practices with respect to protected health information, and to notify affected individuals following a breach of unsecured protected health information. Our privacy practices are developed to meet requirements as specified by law. If the law changes we will amend our privacy practices to reflect the changes in the law. We must follow the privacy practices that are described in this Notice while it is in effect. 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 laws, and to make new Notice provisions effective for all protected health information that we maintain. When we make a significant change in our privacy practices, we will change this Notice and post the new Notice clearly and prominently at our practice location, inform you of changes in the Notice by getting a new signed copy from you, and we will provide copies of the new Notice upon request. 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.

HOW WE MAY USE AND DISCLOSE HEALTH INFORMATION ABOUT YOU

We may use and disclose your health information for different purposes, including treatment, payment, and health care operations. For each of these categories, we have provided a description and an example. Some information, such as HIV-related information, genetic information, alcohol and/or substance abuse records, and mental health records may be entitled to special confidentiality protections under applicable state or federal law. We will abide by these special protections as they pertain to applicable cases involving these types of records.

Treatment. We may use and disclose your health information for your treatment. For example, we may disclose your health information to a specialist providing treatment to you, or to a care provider that is overseeing other health needs you may have. **Payment.** We may use and disclose your health information to obtain reimbursement for the treatment and services you receive from us or another entity involved with your care. Payment activities include billing, collections, claims management, and determinations of eligibility and coverage to obtain payment from you, an insurance company, or another third party. For example, we may send claims to your dental health plan containing certain health information, or we could require a 3rd party to aid in collection of unpaid balances that are due

Healthcare Operations. We may use and disclose your health information in connection with our healthcare operations. For example, healthcare operations include quality assessment and improvement activities, conducting training programs, and licensing activities. **Individuals involved in Your Care or Payment for Your Care.** We may disclose your health information to your family or friends or any other individual identified by you when they are involved in your care or in the payment for your care. Additionally, we may disclose information about you to a patient representative. If a person has the authority by law to make health care decisions for you, we will treat that patient representative the same way we would treat you with respect to your health information.

Disaster Relief. We may use or disclose your health information to assist in disaster relief efforts.

Required by Law. We will disclose your health information when we are required to do so by law.

Public Health Activities. We may disclose your health information for public health activities as required by law, including disclosures to: Prevent or control disease, injury or disability; Report child abuse or neglect; Report reactions to medications or problems with products or devices; Notify a person of a recall, repair, or replacement of products or devices; Notify a person who may have been exposed to a disease or condition; or Notify the appropriate government authority if we believe a patient has been the victim of abuse, neglect, or domestic violence.

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 the protected health information of an inmate or patient.

Secretary of HHS. We will disclose your health information to the Secretary of the U.S. Department of Health and Human Services when required to investigate or determine compliance with HIPAA.

Worker's Compensation. We may disclose your personal health information to the extent authorized by and to the extent necessary to comply with laws relating to worker's compensation or other similar programs established by law.

Law Enforcement. We may disclose your personal health information for law enforcement purposes as permitted by HIPAA, as required by law, or in response to a subpoena or court order.

Health Oversight Activities. We may disclose your personal health information to an oversight agency for activities authorized by law. These oversight activities include audits, investigations, inspections, and credentialing, as necessary for licensure and for the government programs, and compliance with civil rights laws.

Judicial and Administrative Proceedings. If you are involved in a lawsuit or a dispute, we may disclose your personal health information in response to a court or administrative order. We may also disclose health information about you in response to a subpoena, discovery request, or other lawful process instituted by someone else involved in the dispute, but only if efforts have been Page 2: Privacy Notice

made, either by the requesting party or us, to tell you about the request or to obtain an order protecting the information requested.

Research. We may disclose your personal health information to researchers when their research has been approved by an institutional review board or privacy board that has reviewed the research proposal and established protocols to ensure the privacy of your information. It should however be noted that we typically do not participate in research projects and this release is unlikely.

Coroners, Medical Examiners, and Funeral Directors. We may release your personal health information to a coroner or medical

Coroners, Medical Examiners, and Funeral Directors. We may release your personal health information to a coroner or medical examiner. This may be necessary, for example, to identify a deceased person or determine the cause of death. We may also disclose personal health information to funeral directors consistent with applicable law to enable them to carry out their duties.

Fundraising. By law, we may contact you to provide you with information about our sponsored activities, including fundraising programs, as permitted by applicable law. If you do not wish to receive such information from us, you may opt out of receiving fundraising communications. Our office policy is to NOT fundraise with patient information.

Other Uses and Disclosures of Personal Health Information. If a situation arises that is not covered in the prior sections, we will seek your permission for health information disclosure, unless dictated to do so by law. Your privacy is important to us and we work

hard to secure all patient health information to protect individual privacy.

YOUR HEALTH CARE RIGHTS

Access. You have the right to look at or get copies of your health information, with limited exceptions. You must make the request in writing. You may obtain a form to request access by using the contact information listed at the end of this Notice. You may also request access by sending us a letter to the address at the end of this Notice. If you request information that we maintain on paper, we may provide photocopies. If you request information that we maintain electronically, you still have the right to receive a printed, or if possible, an electronic copy. We will use the form and format you request if readily producible. We will charge you a reasonable cost-based fee for the cost of supplies and labor of copying, and for postage if you want copies mailed to you. Contact us using the information listed at the end of this Notice for any explanation of our fee structure. If you are denied a request for access, you have the right to have the denial reviewed in accordance with the requirements of applicable law.

Disclosure Accounting. With the exception of certain disclosures, you have the right to receive an accounting of disclosures of your health information in accordance with applicable laws and regulations. To request an accounting of disclosures of your health information, you must submit your request in writing to the Privacy Official. 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 the additional requests.

Right to Request a Restriction. You have the right to request additional restrictions on our use or disclosure of your person health information by submitting a written request to the Privacy Official. Your written request must include (1) what information you want to limit, (2) whether you want to limit our use, disclosure or both, and (3) to whom you want the limits to apply. We are not required to agree to your request, except in the case where the disclosure is to a health plan for purposes of carrying out payment or health care operations, and the information pertains solely to a health care item or service for which you, or a person on your behalf (other than the health plan), has paid our practice in full.

Alternative Communication. You have the right to request that we communicate with you about your health information by alternative means or at alternative locations. You must make your request in writing. Your request must specify the alternative means or location, and provide satisfactory explanation of how payments will be handled under the alternative means or location you request. We will accommodate all reasonable requests. However, if we are unable to contact you using the ways or locations you have requested we may contact you using the information we have on file.

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. If we agree to your request, we will amend your record(s) and notify you of such. If we deny your request for an amendment, we will provide you with a written explanation of why we decided it and explain your rights.

Right to Notification of a Breach. You will receive notifications of breaches of your unsecured protected health information as required by law.

Electronic Notice. You may receive a paper copy of this Notice upon request, even if you have agreed to receive this Notice electronically on our Web site or by electronic mail (e-mail).

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 if you disagree with a decision we made about access to your health information or in response to a request you made to amend or strict 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 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.

31309 N. Scottsdale Rd. Suite 125

Scottsdale, AZ 85266 Ph. (480) 595-1300

Davis Dentistry

Davis Dentistry-HIPAA OMNIBUS RULE PATIENT ACKNOWLEDGEMENT OF RECEIPT OF NOTICE OF PRIVACY PRACTICES AND CONSENT/ LIMITED AUTHORIZATION & RELEASE FORM

You may refuse to sign this acknowledgement & authorization. In refusing we <u>may not be allowed</u> to process your insurance claims.

Date:	
facility. A copy of this signed, dated do	of a copy of the currently effective Notice of Privacy Practices for this healthcare ocument shall be as effective as the original. HI DOCUMENT RELEASE SHOULD I REQUEST TREATMENT OR RADIOGRAPHS BE SENT TO IN THE FUTURE.
Please <u>print</u> name of Patient	Please <u>sign</u> "Patient" / Guardian of Patient
Legal Representative / Guardian	Relationship of Legal Representative / Guardian
	nts or Consents:
	N HAVE ACCESS TO YOUR HEALTH/ACCOUNT INFORMATION: s and any care takers who can have access to this patient's records): Relationship:
	Relationship:
I AUTHORIZE CONTACT FROM THIS OFFICI	E TO Confirm my appointments, treatment & billing information VIA:
□ Cell Phone Confirmation□ Home Phone Confirmation□ Work Phone Confirmation	☐ Email Confirmation
I AUTHORIZE <u>Information about my he</u>	EALTH BE CONVEYED VIA:
□ Cell Phone & Text Message □ Home Phone □ Work Phone	☐ Any of the Above
I APPROVE BEING CONTACTED ABOUT <u>SF</u> this Healthcare Facility via:	PECIAL SERVICES, EVENTS, FUND RAISING EFFORTS or NEW HEALTH INFO on behalf of
	 □ Any of the Above □ None of the above (opt out)
products or services to promote your im	dgement Form, you acknowledge and authorize, that this office may recommend approved health. This office may or may not receive third party remuneration from current HIPAA Omnibus Rule, provide you this information with your knowledge and
Office Use Only As Privacy Officer, I attempted to obtain because:	n the patient's (or representatives) signature on this Acknowledgement but did not
It was emergency treatment I could not communicate with the patient refused to sign The patient was unable to sign to the country of the country of the patient was unable to sign the country of the cou	