



STONY SPRING FAMILY DENTAL

David W. Hammer, D.M.D.
3413 Stony Spring Circle • Louisville, KY 40220
(502) 499-8827

WELCOME TO OUR PRACTICE

On behalf of the entire team at Stony Spring Family Dental, let us welcome you to our practice. We are grateful that you have chosen us for all of your dental needs, and trust you will find your experience in our office to be warm, friendly and professional. You may discover that we are different from the average dental practice. When you visit our office, you will find a unique and relaxing environment. Our team is friendly and attentive; ready to answer any questions or concerns you may have. We use the latest technology and techniques our profession has to offer.

In order to serve you better, we have enclosed several important forms that will assist us in making your transition to our office as smooth as possible. We ask that you read and complete all forms prior to your first visit and bring them with you so that we may utilize the full amount of time we have reserved for you. You can expect your visit to last approximately ninety minutes.

On your first visit with us, you can expect a thorough examination of your teeth, gums and mouth, looking for signs of disease or other problems. We will also take any x-rays needed to help diagnose anything that would otherwise go unnoticed. Our goal is to help you maintain good oral health and to prevent any problems from becoming serious, by identifying and treating them as soon as possible. Your overall health and wellness is important to us.

We are looking forward to meeting you and taking care of your dental needs. Please call us at any time, should you have any questions or concerns. Again, thank you for choosing Stony Spring Family Dental and we will see you soon.

Sincerely,

The Stony Spring Family Dental Team
David W. Hammer, DMD



STONY SPRING FAMILY DENTAL

David W. Hammer, D.M.D.

WELCOME

Thank You for Selecting Stony Spring Family Dental.

To help us meet all your healthcare needs, please fill out this form completely in ink. If you have any questions or need assistance, please ask us and we will be happy to help.

1 PATIENT INFORMATION (CONFIDENTIAL)

Name Last _____ First _____ Middle _____ Preferred _____ Date _____

Address _____ City _____ State _____ Zip _____

SS#/SIN _____ Birthdate _____ Home Phone _____

Email _____ Cell Phone _____

Employer _____ Work Phone _____

Check Appropriate Box: Minor Single Married Separated Divorced Widowed

Whom May We Thank for Referring You? _____

Person to Contact in Case of Emergency _____ Relationship _____ Phone: Home # _____ Cell # _____

2 RESPONSIBLE PARTY If other than the patient, complete this section.

First Name _____ Last Name _____

Address _____ City _____ State _____ Zip _____

Phone #'s – Home _____ Cell # _____ Work # _____

Employer _____ S.S. # _____ Birthdate _____

Payment is expected when treatment is performed, this includes patient's portion not covered by insurance. For your convenience, we offer the following methods of payment: **cash, check, Visa, MasterCard, American Express and Discover.** Upon approval, our in-office payment plan of 2 equal, automatic monthly payments, or *Care Credit*, with up to 12 months interest free plans, are available. Any balances that are 60 days past treatment date will be subject to a \$2.50 billing fee for each month thereafter until paid in full. Any accounts placed with collections are subject to additional collections costs and reasonable attorney fees incurred in attempting to collect outstanding balances.

Signature _____ Date _____

3 DENTAL INSURANCE INFORMATION

Insurance Co. Name _____ Group # _____

Policy Holder's Name _____ Birthdate _____

Policy Holder's SS # _____ ID # _____

Policy Holder's Employer _____

We will gladly process your insurance claim; estimate your deductible and the portion of the fees that will be your responsibility. **A portion of the estimated amount not covered by your insurance is due at the time of treatment. Our estimates are subject to final approval by your insurance company; therefore, the amount due is subject to change.**

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 dependents.

Signature _____ Date _____

SEE NEXT PAGE

4

CHILD DENTAL HISTORY

Why did you bring the child to the dentist today? _____

- Is the child currently in pain? Yes No
- Does the child require antibiotics before dental treatment? Yes No
- Has the child ever had a serious/difficult problem associated with previous dental work? Yes No
- Is the child's water fluoridated? Yes No
- Is the child taking fluoridated supplements? Yes No
- Has the child ever had any pain/tenderness in his/her jaw joint (TMJ/TMD)? Yes No
- Does the child brush his/her teeth daily? Yes No
- Floss his/her teeth daily? Yes No

Does/did the child have any of the following habits?

- Breast Fed Yes No
- Chewing on Objects Yes No
- Clenching / Grinding Teeth Yes No
- Lip Sucking / Biting Yes No
- Mouth Breather Yes No
- Nail Biting Yes No
- Nursing Bottle Habits Yes No
- Speech Problems Yes No
- Thumb / Finger Sucking Yes No
- Tongue / Cheek Biting Yes No
- Tongue Thrust Yes No
- Used Pacifier Yes No

5

CHILD MEDICAL HISTORY

Child's Physician: _____

Phone #: _____ Date of Last Visit: _____

Is the child currently under the care of a physician? Yes No

Please describe the child's current physical health: Good Fair Poor

Are the child's immunizations current? Yes No

Please list all drugs that the child is currently taking:

Please list all drugs/things that the child is allergic to:

Anything you would like to discuss with the Doctor in private? Yes No

Please discuss any serious medical problems the child experiences/ed:

Is the child allergic to any of the following? Aspirin Penicillin Codeine Acrylic Metal Latex Local Anesthetics

Other If yes, please explain:

Does the child have, or has he/she had, any of the following?

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

Has the child ever had any serious illness not listed above? Yes No If yes, please explain: _____

Comments: _____

To the best of my knowledge, the questions on this form have been accurately answered. I understand providing incorrect or incomplete information can be dangerous to my, or the patient's, health. It is my responsibility to inform the dental office of any changes in medical status.

Signature of Patient, Parent, or Guardian _____ Date _____



STONY SPRING FAMILY DENTAL

David W. Hammer, D.M.D.

NOTICE OF PRIVACY PRACTICES

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. State and federal laws require us to maintain the privacy of your health information and to inform you about our privacy practices by providing you with this notice. We must follow the privacy practices as described below. It is our right to change our privacy practices provided law permits the changes. Before we make a significant change, this notice will be amended to reflect the changes and we will make the new notice available upon request. We reserve the right to make any changes in our privacy practices and the new terms of our notice effective for all health information maintained, created, and/or received by us before the date changes were made. You may request a copy of our privacy notice at any time by contacting our privacy officer.

TYPICAL USES AND DISCLOSURES OF HEALTH INFORMATION

We will keep your health information confidential, using it only for the following purposes:

Treatment: We may use your health information to provide you with our professional services. We have established "minimum necessary" or "need to know" standards that limit various staff members access to your health information according to their primary job functions. Everyone of our staff is required to sign a confidentiality statement.

Disclosure: We may disclose and/or share your healthcare information with other health care professionals who provide treatment and/or service to you. These professionals will have a privacy and confidentiality policy like this one. Health information about you may also be disclosed to your family, friends, and/or other persons you choose to involve in your care, only if you agree that we may do so.

Payment: We may use and disclose your health information to seek payment for services we provide to you. This disclosure involves our business office staff and may include insurance organizations or other businesses that may become involved in the process of mailing statements and/or collecting unpaid balances.

Emergencies: We may use or disclose your health information to notify, or assist in the notification of a family member or anyone responsible for your care, in case of any emergency involving your care, your location, your general condition, or death. If at all possible we will provide you with an opportunity to object to this use or disclosure. Under emergency conditions or if you are incapacitated, we will use our professional judgment to disclose only that information directly relevant to your care. We will also use our professional judgement to make reasonable inferences of your best interest by allowing someone to pick up filled prescriptions, x-rays, or other similar forms of health information and/or supplies unless you have advised us otherwise.

Health care operations: We will use and disclose your health information to keep our practice operable. Examples of personnel who may have access to this information include, but are not limited to, our dental records staff, outside health or management reviewers and individuals performing similar activities.

Required by law: We may use or disclose your health information when required to do so by law, requested by national security, intelligence and other State and Federal officials and/or if you are an inmate or otherwise under the custody of law enforcement.

Abuse or neglect: We may use or 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. This information will be disclosed only to the extent necessary to prevent a serious threat to your health or safety or that of others.

Public Health responsibilities: We will use or disclose your health information to report problems with products, reactions to medications, product recalls, disease/infection exposure and to prevent and control disease, injury and/or disability.

Marketing Health Related Services: We will not use your health information for marketing purposes unless we have your written authorization to do so.

National Security: The health information of Armed Forces personnel may be disclosed to military authorities under certain circumstances. If the information is required for lawful intelligence, counterintelligence, or other national security activities, we may disclose it to authorized federal officials.

Appointment reminders: We may use or disclose your health information to provide you with appointment reminders including, but not limited to voicemail messages, postcards, or letters.

Your Privacy Rights As Our Patient:

Upon written request, you have the right to inspect and get copies of your health information (and that of an individual for whom you are a legal guardian.) There will be some limited exceptions. If you wish to examine your health information, you will need to complete and submit an appropriate request form. Contact our privacy officer for a copy of the request form. You may also request access by sending us a letter. Once approved, an appointment can be made to review your records. Copies, if requested, will be \$.50 for each page and the staff time charged will be \$10.00 per hour including the time required to locate and copy your health information. If you want the copies mailed to you, postage will also be charged. If you prefer a summary of an explanation of your health information, we will provide it for a fee. Please contact our privacy officer for a fee and/or for an explanation of our fee structure.

You have the right to amend your health care information, if you feel it is inaccurate or incomplete. Your request must be in writing and must include an explanation of why the information should be amended. Under certain circumstances, your request may be denied.

You have the right to receive a list of non routine disclosures we have made of your health care information. (When we make a routine disclosure of your information to a professional for treatment and/or payment purposes, we do not keep a record of routine disclosures; therefore they are not available). You have the right to a list of instances in which we, or our business associates, disclosed information for reasons other than treatment, payment or healthcare operations.

You have the right to request that we place additional restrictions on our use or disclosure of your health information. We do not have to agree to these additional restrictions, but if we do, we will abide by our agreement. (Except in emergencies). Please contact our privacy officer if you want to further restrict access to your health care information. This request must be submitted in writing.

You have the right to file a complaint with us if you feel we have not complied with our privacy policies. Your complaint should be directed to our privacy officer. If you feel we may have violated your privacy rights, or if you disagree with a decision we made regarding your access to your health information, you can complain to us in writing. Request a complaint form from our privacy officer. We support your right to the privacy of your information and will not retaliate in any way if you choose to file a complaint with us.



STONY SPRING FAMILY DENTAL

David W. Hammer, D.M.D.

NOTICE OF PRIVACY PRACTICES ACKNOWLEDGEMENT

I understand that, under 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 acknowledge that I have received 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 Privacy 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 _____

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:



STONY SPRING FAMILY DENTAL

DAVID W. HAMMER, D.M.D.
3413 STONY SPRING CIRCLE
LOUISVILLE, KY 40220

Disclosure Authorization Missed Appointment and Cancellation Policy