

Please fill in ALL available information. (Phone #'s-home-work-cell, spouse/insured information, etc)

## CHILD:

Last Name: \_\_\_\_\_ 1<sup>st</sup> Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Name Called: \_\_\_\_\_ Interest/Hobbies: \_\_\_\_\_

School: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ SSN: \_\_\_\_-\_\_\_\_-\_\_\_\_

Previous Dentist: \_\_\_\_\_ Pediatrician: \_\_\_\_\_

Name & Ages of Brothers/Sisters: \_\_\_\_\_

Who Referred You to Us: \_\_\_\_\_ (Friend, Who?/Yellow Pages/Dentist/Pediatrician)

## PARENT/GUARDIAN:

Last Name: \_\_\_\_\_ 1<sup>st</sup> Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Name Called: \_\_\_\_\_ SSN: \_\_\_\_-\_\_\_\_-\_\_\_\_ Date of Birth: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

## SPOUSE/INSURED:

Last Name: \_\_\_\_\_ 1<sup>st</sup> Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Name Called: \_\_\_\_\_ SSN: \_\_\_\_-\_\_\_\_-\_\_\_\_ Date of Birth: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

## INSURANCE INFORMATION:

Insured Name: \_\_\_\_\_ Dental Insurance Name: \_\_\_\_\_

Name of Employer: \_\_\_\_\_ ID number: \_\_\_\_\_ Group #: \_\_\_\_\_

Insurance Telephone #: \_\_\_\_\_

### **Secondary Insurance (if applicable):**

Insured Name: \_\_\_\_\_ Dental Insurance Name: \_\_\_\_\_

Name of Employer: \_\_\_\_\_ ID number: \_\_\_\_\_ Group #: \_\_\_\_\_

Insurance Telephone #: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Age: \_\_\_\_\_ School: \_\_\_\_\_

Has your child had any of the following: ..... [ ] yes [ ] no

AIDS or HIV infections	Blood transfusions	Thyroid problems
Allergies or Hay fever	High/Low blood pressure	Benign tumor
Congenital heart defects	Hepatitis A (Infectious)	Malignant tumor
Hemophilia or leukemia	Hepatitis B (Serum)	Radiation treatment
Pneumonia	Diabetes	Chemotherapy
Tuberculosis	Kidney problems	Stomach ulcers/colitis

Does your child:

gag or throw-up easily? ..... [ ] yes [ ] no

faint easily or have dizzy spells? ..... [ ] yes [ ] no

have excessive bleeding? ..... [ ] yes [ ] no

have hearing, sight or speech disabilities? ..... [ ] yes [ ] no

have learning disabilities? ..... [ ] yes [ ] no

have psychiatric or emotional problems? ..... [ ] yes [ ] no

Has your child had any of the following:

Allergic reactions from local dental anesthesia? ..... [ ] yes [ ] no

Allergic or adverse reactions to any medications including aspirin, ibuprofen (Advil®, Nuprin®, Motrin®), codeine, demerol, penicillin or erythromycin? ..... [ ] yes [ ] no

Asthma? Does your child use an inhaler? ..... [ ] yes [ ] no

Rheumatic fever or rheumatic heart disease? ..... [ ] yes [ ] no

Heart murmur or heart disease? ..... [ ] yes [ ] no

Is your child hyperactive? [ ] yes [ ] no ..... Taking medication for this? [ ] yes [ ] no

Is your child presently taking any medications? ..... [ ] yes [ ] no

Are all your child's immunizations current? ..... [ ] yes [ ] no

When was your child's last physical exam:

Who is your child's pediatrician?

Do you consider your child's health to be: ..... [ ] excellent [ ] good [ ] fair [ ] poor

Does your child have any disease, condition or problem not listed above that Dr. Allen should know about? ..... [ ] yes [ ] no

Is this your child's first dental office visit? ..... [ ] yes [ ] no

If your child has had previous dental care, who was the last dentist?

Were previous dental experiences pleasant? ..... [ ] yes [ ] no

If not, please explain. ....

What are your child's dental needs today?

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ Relation: \_\_\_\_\_

## **ABOUT DENTAL INSURANCE**

**If you have dental insurance, payment is your responsibility, but we can help. Regardless, of what we might calculate as your dental benefits in dollars, we must stress the fact that you, the patient, are responsible for the total treatment fee. Dental insurance is not a pay-all, but is a great supplement to allow you to obtain the highest quality of dentistry available. As a courtesy to you, we do accept assignment of benefit payments for most insurance companies. This will reduce your immediate out-of-pocket expenditures. Our estimates are based on limited information obtained from your insurance company. We allow 60 days for your insurance company to make payment. After this time, all inquires, follow-ups, and payments due, become your responsibility.**

**I understand that I am responsible for ALL fees regardless of insurance coverage. Interest charges of 1.5% per month (18% per year) will be added to the entire unpaid balance after 60 days. I agree to pay all cost of collection, including, but not limited to, reasonable attorney's fees.**

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

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

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# CARING FOR KIDS & PARENTS

## ACKNOWLEDGEMENT OF RECEIPT OF NOTICE OF PRIVACY PRACTICES

**\*\*You May Refuse to Sign This Acknowledgement\*\***

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

### FOR DR. ALLEN'S PATIENTS ONLY

I, \_\_\_\_\_, also give Dr. Allen permission to use my child's name in the "No Cavity Club" to be put in the Military paper for that month if you are a military family.

**Please sign below to verify above acknowledgements.**

\_\_\_\_\_  
{Please Print Name}

\_\_\_\_\_  
{Signature}

\_\_\_\_\_  
{Date}

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#### For Office Use Only

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We 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)



CARING  
for  
Kids & Parents

The law in Virginia provides that whenever any person who is rendering health care services to a patient is directly exposed to the patient's body fluids in a manner that may, according to the current guidelines of the Center for Disease Control, transmit human immunodeficiency virus (AIDS virus) or Hepatitis B or C viruses, the patient will be deemed to have consented to testing for infection with the AIDS virus and Hepatitis B or C viruses without actual consent but with knowledge. The results of this test will be released to the person who is exposed to body fluids, also without actual consent.

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Signature of Patient or Guardian

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Date

Heath Allen, DDS  
Pediatric Dentistry  
Mike McCormick, DDS  
General Dentistry  
Walt Wexel, DDS  
Orthodontist

901 Enterprise Parkway  
Suite 500  
Hampton, Virginia 23666  
757-896-4900  
Fax 757-896-4905

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# CARING FOR KIDS & PARENTS

## 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.  
THE 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 4/14/03, 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 notification 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 request 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. We will charge you a reasonable cost-based fee for expenses such as copies and staff time. You may also request access by sending us a letter to the address at the end of this Notice. If you request copies, we will charge you \$0.\_\_\_\_ for each page, \$\_\_\_\_ per hour for staff time to locate and copy your health information, and postage if you want the copies mailed to you. If you request an alternative format, we will charge a cost-based fee for providing your health information in that format. If you prefer, we will prepare a summary or an explanation of your health information for a fee. Contact us using the information listed at the end of this Notice for a full explanation of our fee structure.)

**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, but not before April 14, 2003. 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 these additional requests.

**Restriction:** 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: Michael P. McCormick, Jr. D.D.S

Telephone: (757) 896-4900 Fax: (757) 896-4905

E-mail: \_\_\_\_\_

Address: 901 Enterprise Parkway Suite 500 Hampton, VA 23666