Registration Information

Patient Name: _____ Preferred Name: _____
Last First MI

Male Female Other Married Single Child Other

Social Security #:_____Birth Date: _____

Phone (Home):_____ (Work): _____ Ext:_____(Cell): _____

E-Mail Address: _____ Would you like text/email reminders? No Yes

Home Address: _____
Street City State Zip

Employer Name:_____ Emergency Contact Name and Phone: _____

Please list other members of your immediate family who are patients in our office _____

_____

Referral Information

Can we thank someone for referring you?

Family member _____

Coworker _____

Friend _____

Doctor _____

Or did you find us on your own?

Website

Yellow Pages

Internet

Other _____

We love referrals! For each adult referral you send to us, we will send you a gift card as our way of saying thank you!

Appointment Policy

We require 24 hours notice for appointment cancellations. Appointment changes without adequate notice may be subject to a fee of up to $50.00, payable by the patient and not the insurance company.

Insurance Information

Primary Insurance Policy

Name of Policy Holder: _____ Is the Policy Holder a patient? ☐ Yes ☐ No

Policy Holder's Date of Birth: _____ Policy Holder's ID# _____ Group # _____

Policy Holder's Employer: _____ Patient's relationship to the Policy Holder: ☐ Self ☐ Spouse ☐ Child ☐ Other _____

Dental Insurance Company Name: _____ Phone #: _____

Secondary Insurance Policy

Name of Policy Holder: _____ Is the Policy Holder a patient? ☐ Yes ☐ No

Policy Holder's Date of Birth: _____ Policy Holder's ID# _____ Group # _____

Policy Holder's Employer: _____ Patient's relationship to the Policy Holder: ☐ Self ☐ Spouse ☐ Child ☐ Other _____

Dental Insurance Company Name: _____ Phone #: _____

Please be aware that we collect estimated insurance portions at each visit. Your insurance policy is a contract between you and your insurance company. You are responsible for any unpaid balances, regardless of the original estimate of insurance benefit. As a courtesy to you we will file your claims with your insurance company. Insurance payments are normally received within 30 to 45 days. **Any unpaid balances after 60 days are your responsibility and are due at that time. All deductibles and co-payments are due at the time of service.** A completed claim form or copy of your insurance card will need to be kept on file in our office. We try to answer any questions you may have about your insurance company, however you may need to contact your insurance company for additional information. If your insurance changes, it is your responsibility to provide updated information to our office.

Assignment of Benefit: Please read and sign to have our office file your insurance: I authorize the release of information and understand that I am responsible for all costs of dental treatment. I hereby authorize payment directly to Scott Grant, DMD of the insurance benefits otherwise payable to me.

X Signature of patient, parent or guardian: _____ Date: _____

Billing Policy, Consent for Treatment and Payment

Payment is expected at time of service. We accept cash, check, Visa, Discover, MasterCard and CareCredit. Returned checks are subject to a $25.00 fee. Aged balances over 60 days, regardless of insurance, are subject to a billing charge of $2.00 per month and/or finance charges of 21.0% A.P.R. Balances not paid within ten days of the due date are subject to a late fee of 5% or $15.00 per service date. A past due balance is any amount owing from a prior visit where an insurance payment has not been received by us within 60 days. If you have a past due balance and wish to receive service, you will be required to pay the past due balance and the new charges at time of service.

FINANCIAL AGREEMENT AND AUTHORIZATION FOR TREATMENT:
I authorize treatment of the person named above and agree to pay all fees and charges for such treatment. I agree to pay all charges for and by members of my family shown by statements, promptly upon presentation thereof. Charges shown by statements are agreed to be correct and reasonable unless protested in writing within 30 days of billing date. In event legal action should become necessary to collect an unpaid balance due for medical services rendered to my family or me I/we agree to pay reasonable attorney's fees or other such costs as the Court determines proper. It is agreed that all payments will not be delayed or withheld because of any insurance coverage or the pendency of claims thereon, and all proceeds of insurance are assigned to this office where applicable, but without their assuming responsibility for the collection thereof. (A copy of this assignment is as valid as the original.) NOTICE: Do not sign this agreement before you read and agree to the conditions set forth. You are entitled to a copy of this agreement at the time you sign. Keep it to protect your legal rights.

AGREEMENT: The above information is for the purpose of obtaining credit and is warranted to be true. I authorize the creditor or his agent to make a credit investigation, including employment verification. I hereby acknowledge receipt of a copy of this form.

X Signature: _____ Date: _____

Acknowledgement of receipt of Notice of Privacy Practices (HIPAA)

You may refuse to sign this acknowledgement.
I, _____, have received a copy of this office's Notice of Privacy Practices and consent to the healthcare operations it describes.
Print the Name of the Patient or Personal Representative: _____

X Signature of Patient or Personal Representative: _____ Relationship to Patient: _____