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Child's Dental Information

Reason for today's visit: Exam Emergency Consultation

Is Child in pain? No Yes How Long? _____

Please indicate any of the following problems:

- Discomfort, clicking or popping in jaw. Lost/Broken Filling(s) Stained teeth
- Red, swollen or bleeding gums. Teeth grinding Locking Jaw
- Sensitive tooth, teeth or gums. Ringing in Ears Bad breath
- Blisters/Sores in or around the mouth. Broken/Chipped tooth Loose tooth
- Other(s): _____

Does child require pre-medication? Yes No Don't know

Previous Dentist: _____ (_____) _____

Last Dental exam: ____ / ____ / ____ Last Dental X-rays: ____ / ____ / ____

Times a day child brushes? _____ Times a week child flosses? _____

Is the child's water fluoridated? Yes No

How would you rate the child's smile? Best 1 2 3 4 5 6 7 8 9 10 Worst

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Child's Medical History

Is Child taking any of the following medications? Pain killers (INCLUDING ASPIRIN) Ritalin Stimulants

Blood Thinners Tranquilizers Insulin Muscle relaxers Others: _____

Child's Physician: _____ (_____) _____
DOCTOR'S NAME OR CLINIC NAME PHONE#

Last Medical Exam: ____ / ____ / ____

ADDRESS CITY STATE ZIP

Does Child have or ever had any of the following diseases, medical conditions or procedures?

- | | | |
|--|--|---|
| <input type="checkbox"/> Heart Murmur | <input type="checkbox"/> Tonsillitis | <input type="checkbox"/> High/Low Blood Pressure |
| <input type="checkbox"/> Rheumatic fever | <input type="checkbox"/> Respiratory Problems | <input type="checkbox"/> Hepatitis |
| <input type="checkbox"/> Artificial Heart Valves | <input type="checkbox"/> Asthma/Difficulty Breathing | <input type="checkbox"/> Artificial Bones/Joints/Implants |
| <input type="checkbox"/> Congenital Heart defect | <input type="checkbox"/> Blood Transfusion(s) | <input type="checkbox"/> Liver/Kidney/Organ Problems |
| <input type="checkbox"/> Scarlet Fever | <input type="checkbox"/> Leukemia/Anemia | <input type="checkbox"/> HIV+/AIDS/ARC |
| <input type="checkbox"/> Surgeries/Operations | <input type="checkbox"/> Diabetes/Hypoglycemia | <input type="checkbox"/> Tuberculosis TB |
| <input type="checkbox"/> Cancer/Tumors | <input type="checkbox"/> Hemophilia | <input type="checkbox"/> Psychiatric Problems |
| <input type="checkbox"/> Chemotherapy | <input type="checkbox"/> Abnormal Bleeding | <input type="checkbox"/> Hyper Active/ADD |
| <input type="checkbox"/> Jaw Problems TMJ/TMD | <input type="checkbox"/> Cleft Lip/Palate | <input type="checkbox"/> Fainting/Seizures/Epilepsy |
| <input type="checkbox"/> Hearing Problems | <input type="checkbox"/> Birth Defects | <input type="checkbox"/> Cerebral Palsy |

Please list any other medical condition(s) child has or ever had: _____

Is Child allergic to: Latex Penicillin/Amoxicillin Tetracycline Dental Anesthetics (Novocaine)

Aspirin Food allergies Other(s): _____

Please rate the child's general health from 1-10: _____ Does child wear contact lenses? Yes No

Has this child ever taken the drug Ritalin? No Yes/How long? _____ Child's Blood type: _____

Does this child do any of the following? Thumb/Finger Sucking Tongue Thrusting/Sucking

Heavy Snoring Mouth Breathing Lip Sucking/Biting

- We invite you to discuss with us any questions regarding our services. The best Dental health services are based on a friendly, mutual understanding between provider and patient.
- Our policy requires payment in full for all services rendered at the time of visit, unless other arrangements have been made with the business manager. If account is not paid within 90 days of the date of service and no financial arrangements have been made, you will be responsible for legal fees, collection agency fees, interest charges and any other expenses incurred in collecting your account.
- I authorize the staff to perform any necessary services needed during diagnosis and treatment. I also authorize the provider to release any information required to process insurance claims.
- I understand the above information and guarantee this form was completed correctly to the best of my knowledge and understand it is my responsibility to inform this office of any changes to the information I have provided.

Signature _____ Date ____ / ____ / ____

Parent or Guardian Other:

UPDATE (OFFICE USE)

Initials / / Date

Comments

Initials / / Date

Comments

Initials / / Date

Comments

NOTICE OF PRIVACY PRACTICES

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

The Health Insurance Portability & Accountability Act of 1996 (HIPAA) requires all health care records and other individually identifiable health information used or disclosed to us in any form, whether electronically, on paper, or orally, to be kept confidential. This federal law gives you, the patient, significant new rights to understand and control how your health information is used. HIPAA provides penalties for covered entities that misuse personal health information. As required by law, we have prepared this explanation of how we are required to maintain the privacy of your health information and how we may use and disclose your health information.

Without specific written authorization, we are permitted to use and disclose your health care records for the purposes of treatment, payment and health care operations.

- Treatment** means providing, coordinating, or managing health care and related services by one or more health care providers. For example, we may need to share information with other health care providers or specialists involved in the continuation of your care.
- Payment** means such activities as obtaining reimbursement for services, confirming coverage, billing or collection activities, and utilization review. For example, we may disclose treatment information when billing a dental plan for your dental services.
- Health Care Operations** include the business aspects of running our practice. For example, patient information may be used for training purposes, or quality assessment.

Unless you request otherwise, we may use or disclose health information to a family member, friend, personal representative, or other individual to the extent necessary to help with your health care or with payment for your health care. In the event of an emergency or your incapacity, we will use our professional judgment in disclosing only the protected health information necessary to facilitate needed care. In addition, we may use your confidential information to remind you of appointments by sending reminder postcards and/or leaving messages at home and/or work. Your protected health information may also be used by our office to recommend treatment alternatives or to provide you with information about health-related benefits and services that may be of interest to you. In addition, we may disclose your health information for public health oversight activities, judicial or administrative proceedings, in response to a subpoena or court order, to military authorities of Armed Forces personnel, to federal officials for lawful intelligence, counterintelligence, and other national security activities, to correctional institutions or law enforcement officials, and/or to report suspected abuse, neglect, or domestic violence. Any other uses and disclosures will be made only with your written authorization. You may revoke such authorization in writing and we are required to honor and abide by that written request, except to the extent that we have already taken actions relying on your authorization.

You have certain rights in regards to your protected health information, which you may exercise by presenting a written request to our Privacy Officer at the practice address listed below:

- The right to request restrictions on certain uses and disclosures of protected health information, including those related to disclosures to family members, other relatives, close personal friends, or any other person identified by you. We are, however, not required to agree to a requested restriction. If we do agree to a restriction, we must abide by it unless you agree in writing to remove it.
- The right to request to receive confidential communications of protected health information from us by alternative means or at alternative locations.
- The right to access, inspect, and copy your protected health information, with limited exceptions. A reasonable fee may be assessed.
- The right to request an amendment to your protected health information. We may deny your request in certain situations.
- The right to receive an accounting of disclosures of protected health information made outside of treatment, payment, or health care operations...or based on your previous authorization.
- The right to obtain a paper copy of this notice from us upon request, even if you have agreed to receive the notice electronically.

We are required by law to maintain the privacy of your protected health information and to provide you with notice of our legal duties and privacy practices with respect to protected health information.

This notice is effective as of February 03, 2003, and we are required to abide by the terms of the Notice of Privacy Practices currently in effect. We reserve the right to change the terms of our Notice of Privacy Practices and to make the new notice provisions effective for all protected health information that we maintain. Revisions to our Notice of Privacy Practices will be posted on the effective date and you may request a written copy of the Revised Notice from this office.

You have the right to file a formal, written complaint with us at the address below, or with the Department of Health & Human Services, Office of Civil Rights, in the event you feel your privacy rights have been violated. We will not retaliate against you for filing a complaint.

For more information about our Privacy Practices, please contact:

Privacy Officer: Kami Petersen/Sandee Kuwahara
Office Name: Pitzen Family Dentistry
Address: 4303 Bridgeport Way W
University Place, WA 98466
Phone: (253)564-5545

For more information about HIPAA or to file a complaint:

The U.S. Department of
Office of Civil Rights
200 Independence Avenue, S.W.
Washington, D.C. 20201
877-696-6775 (toll-free)

**ACKNOWLEDGEMENT
OF
PRIVACY PRACTICES
Pitzen Family Dentistry
Michael T. Pitzen DDS
4303 Bridgeport Way W
University Place, WA 98466
(253)564-5545**

My signature confirms that I have been informed of my rights to privacy regarding my protected health information, under the Health Insurance Portability & Accountability Act of 1996 (HIPAA). I understand that this information can and will be used to:

- Provide and coordinate my treatment among a number of health care providers who may be involved in that treatment directly and indirectly
- Obtain payment from third-party payers for my health care services
- Conduct normal health care operations such as quality assessment and improvement activities

I have been informed of my dental provider's *Notice of Privacy Practices* containing a more complete description of the uses and disclosures of my protected health information. I have been given the right to review and receive a copy of such *Notice of Privacy Practices*. I understand that my dental provider has the right to change the *Notice of Privacy Practices* and that I may contact this office 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 and I understand that 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: _____ Date: _____

Signature: _____

Relationship to Patient: _____

Dependent family members also covered by this acknowledgement:

For Office Use Only:

We were unable to obtain the patient's written acknowledgement of our Notice of Privacy Practices due to the following reason:

- The patient refused to sign
- Communication barriers
- Emergency situation
- Other