



Chesheim Dental Associates

(Children Ages Birth to 6 Years)

Please complete the following form so that we may be able to treat your child in the best manner possible.
All information is strictly confidential.

Today's Date _____

Child's Name _____ Preferred Name _____

Age _____ Birthdate _____ Sex _____ Birthplace _____

Social Security Number _____ Telephone _____ Family Email _____

Address _____

School Presently Attending _____ Grade _____

Parent/Guardian #1 Name _____ Relation to Child _____

Address _____ Cell Phone _____

Occupation _____ Employer _____ Business Phone _____

Parent/Guardian #2 Name _____ Relation to Child _____

Address _____ Cell Phone _____

Occupation _____ Employer _____ Business Phone _____

Siblings (names/ages) _____

Pets _____ Favorite Activities/Hobbies _____

Pediatrician Name _____ Office Phone _____

Address _____

DENTAL HISTORY (Please circle the appropriate answer as it applies.)

Is this your child's first visit to the dentist? YES / NO

If not, which dentist(s) treated your child? _____

How long has it been since your child's last visit to the dentist? _____

Were any dental x-rays or radiographs taken? YES / NO

Was your child bottle or breast-fed? _____ Did he/she take a bottle to bed/naptime? YES / NO

At what age was he/she weaned to solid food? _____

Does your child or did your child suck his/her fingers/thumb or use a pacifier? YES / NO

Does your child use a sippy cup other than at mealtime? YES / NO

Does your child eat between meals? YES / NO

What are your child's favorite snacks? _____

Does your child eat sweets, such as candy, or gum? YES / NO

Will your child eat fresh fruits and vegetables? YES / NO

What are your child's favorite drinks? _____

When does your child brush his/her teeth? _____ Morning _____ After snacks _____ After meals _____ Before bedtime

Does your child receive fluoride? _____ Community water _____ Drops, tablets, or vitamin _____ Toothpaste _____ Rinse

Have any cavities been noted in the past? YES / NO

Were any teeth (baby or permanent) removed by extraction? YES / NO

Have there been any injuries to teeth, such as falls, blows, chips, etc.? YES / NO
 If so, please specify _____

Has your child ever had any problem with dental treatment? YES / NO

Has anyone in the family, including parents, had orthodontics? YES / NO

Has your child ever received a local anesthetic? YES / NO

Have you ever had or heard of nitrous oxide analgesia? YES / NO

Has your child ever had preventive sealants? YES / NO

Does your child think there is anything wrong with his/her teeth? YES / NO
 If so, please specify _____

MEDICAL HISTORY (Please circle the appropriate answer as it applies.)

Does your child currently have a health condition? YES / NO
 If so, what condition does he/she have, and for how long? _____

Which physician or specialist does he/she see? _____

Does your child take any medications? YES / NO
 If so, which medications? _____

Is your child allergic to penicillin, antibiotics, or other medications? YES / NO

Does your child have any allergies? YES / NO
 If so, which allergies? _____

Has your child ever been hospitalized? YES / NO
 If so, when and for what reason? _____

Does your child have severe or prolonged bleeding? YES / NO

Does your child have a heart murmur? YES / NO

Has your child ever tested positive for hepatitis? YES / NO

Does your child have AIDS or has he/she tested HIV positive? YES / NO

Is your child subject to nervous conditions? YES / NO

History of any of the following: _____ Fainting _____ Seizures _____ Dizziness _____ Behavioral/learning issues

Has your child had any history of: (Please circle appropriate responses.)

- | | | | |
|-------------------|--------------------|--------------------------|-----------------|
| Asthma | Rheumatic fever | Congenital birth defects | Hearing loss |
| Heart trouble | Pneumonia | Speech impairments | Infection |
| Diabetes | Liver problems | Intellectual disability | High fevers |
| Cerebral palsy | Frequent colds | Ear/nose/throat problems | Cancer |
| Growth problems | Kidney infection | Eyesight problems | Epilepsy |
| Serious accidents | Serious operations | Nutritional disorder | Difficult birth |
| Acid Reflux | Sensory problems | ADHD | Social problems |

Please comment on any of the above questions that were answered yes or circled.

SIGNATURE OF PARENT OR GUARDIAN _____ Date _____

Relation to child _____ Who may we thank for referring you? _____

*Thank you for completing this form.
 Please do not hesitate to ask the doctor any questions about your child's dental health at any time.
 Parents or guardians are requested to remain in the office while their children are receiving treatment. Thank You.*



Chesheim Dental Associates

Financial Policy

Patients without Dental Insurance

Payment for treatment is due at the time of service. For your convenience, we accept cash, check, Visa, and Mastercard. We are happy to provide extended financial arrangements upon request prior to the beginning of treatment through Care Credit or Citibank payment plans.

Patients with Dental Insurance

We will be happy to send insurance forms electronically to your insurance carrier for reimbursement towards your account. Financial arrangements for out of pocket expenses may be made prior to the beginning of treatment through Care Credit or Citibank payment plans. If your insurance company reimburses you directly (i.e. Delta Dental, United Concordia, or Blue Cross/Blue Shield), we will file your claims but require payment for your treatment at the time of service, unless financial arrangements have been made in advance. **We are not network providers and patients are responsible for any balances not covered by dental insurance.**

Any outstanding account balances not paid by insurance within 60 days becomes the responsibility of the patient.

Balances remaining on accounts past 90 days are subject to removal of reserved appointments until account has been satisfied.

Cancellation and Late Policy

For cancellations, we require 24 hours advanced notice. **For patients with multiple failed appointments, we require a deposit to secure future appointments.** The deposit will be applied towards the next appointment, unless it is failed.

If you are late for your appointment, we may not be able to accommodate you since this would impact other appointments that follow. Please call us if you are running late so we can advise if you can be seen.

I understand and agree to the above referenced office policies:

Patient or Responsible Party Signature

Print Patient's Name

Today's Date



Chesheim Dental Associates

ACKNOWLEDGEMENT OF RECEIPT OF NOTICE OF PRIVACY PRACTICES

Purpose: This form is used to obtain acknowledgement of receipt of our Notice of Privacy Practices or to document our good faith effort to obtain that acknowledgement.

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

I, _____ (Legal adult's name), have received a copy of this office's Notice of Privacy Practices.

{Print Patient Name/s}

{Signature}

{Date}

Authorization to Release Information

Purpose: This form is used to obtain authorization to release information regarding yourself covered under the Privacy Act to people other than yourself.

I, _____ (Legal adult's name), authorize the following person(s) to have access to information covered under the Privacy Practice regarding myself.

{Please Print Name}

Relationship

{Please Print Name}

Relationship

{Please Print Name}

Relationship

For Office Use Only

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)

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.

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. We must follow the privacy practices that are described in this Notice while it is in effect. This Notice takes effect 1/1/2014, 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, 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, and we will provide copies of the new Notice 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.

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.

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.

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 may use or 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, including disclosures to:

- o Prevent or control disease, injury or disability;
- o Report child abuse or neglect;
- o Report reactions to medications or problems with products or devices;
- o Notify a person of a recall, repair, or replacement of products or devices;
- o Notify a person who may have been exposed to a disease or condition; or
- o 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 PHI 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 PHI 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 PHI 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 to monitor the health care system, 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 PHI 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 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 PHI 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.

Coroners, Medical Examiners, and Funeral Directors. We may release your PHI 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 PHI to funeral directors consistent with applicable law to enable them to carry out their duties.

Fundraising. 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 the communications.

Other Uses and Disclosures of PHI

Your authorization is required, with a few exceptions, for disclosure of psychotherapy notes, use or disclosure of PHI for marketing, and for the sale of PHI. We will also obtain your written authorization before using or disclosing your PHI for purposes other than those provided for in this Notice (or as otherwise permitted or required by law). You may revoke an authorization in writing at any time. Upon receipt of the written revocation, we will stop using or disclosing your PHI, except to the extent that we have already taken action in reliance on the authorization.

Your Health Information 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 have the right to 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 an 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 PHI 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.

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 denied 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 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.

Our Privacy Official: Richard Rothwell, D.D.S.

Telephone: 215.233.0206 Fax: 215.233.4752

Address: 716 Bethlehem Pike, Erdenheim, PA 19038