



Patient Registration

Date _____

Gender: Male Female Title: None Mr. Mrs. Miss. Ms. Dr.

Patient's Legal Name: _____
First Middle Last Preferred Name

Birthdate: _____ Social Security Number: _____ DL#/State: _____

Phone #'s: _____
Cell Home Work Other Cell

Home Address: _____ City, State, Zip: _____

E-Mail: _____

How did you hear about us? Google Insurance Internet Search Facebook Drive by Referral
 If other, please specify: _____ If referral, who may we thank? _____

Other family members who are patients here: _____

Marital Status: Single Married Divorced Widowed Significant Other

Appointment Preference: None AM PM Available Short Notice: Yes No

The Patient Is (select ALL that apply): Insurance Policy Holder Responsible Party/Account Guarantor

Employed: Full-Time Part-Time N/A Student: Full-Time Part-Time N/A

For Emergencies, Contact: _____
Name Phone Relationship

Who is Responsible for Your Account? Self Spouse Father Mother Other

If Other, Describe Relationship to Responsible Party: _____

Responsible Party's Information

(Fill this section out if YOU yourself are not the responsible party, otherwise, skip to Signature Section)

Legal Name: _____
First Middle Last

Birthdate: _____ Social Security Number: _____ Phone#: _____

Home Address: _____ City, State, Zip: _____

Employer: _____

Signature: _____

Date: _____



Insurance Information

Date _____

Do you have Dental Insurance (DENTAL, not medical): Yes No **If no, skip to Signatures section**

Employer for Insurance: _____

Insurance Company Name: _____ ID #: _____

Address: _____ City, State, Zip: _____

Group #: _____ Group Name: _____

Insurance Holder's Relation to Patient: Self Spouse Other, specify: _____

If NOT self: Policy Holder First Name: _____ Policy Holder Last Name: _____

Policy Holder Birthday: _____ Policy Holder Social Security #: _____

Policy Holder Address: _____

Policy Holder Phone Number: _____

IF YOU HAVE SECONDARY DENTAL INSURANCE, fill out the section below **If not, skip to Signature section**

Employer for Insurance: _____

Insurance Company Name: _____ ID #: _____

Address: _____ City, State, Zip: _____

Group #: _____ Group Name: _____

Insurance Holder's Relation to Patient: Self Spouse Other, specify: _____

If NOT self: Policy Holder First Name: _____ Policy Holder Last Name: _____

Policy Holder Birthday: _____ Policy Holder Social Security #: _____

Policy Holder Address: _____

Policy Holder Phone Number: _____

I, the undersigned, certify that I (or my dependent) have insurance coverage and assign directly to this dental office all insurance benefits, if any, otherwise payable to me for services rendered. I understand that I am financially responsible for all charges whether or not paid by insurance. I hereby authorize the doctor to release all information necessary to secure the payments of benefits. I authorize use of this signature on all insurance submissions.

Signature: _____

Date: _____



Appointment Information

Reason for your visit today: _____

Are you in pain? Yes No If yes, describe: _____

CHECK ALL THAT APPLY

No to all (skip to signature)

- Discomfort, clicking, or Popping in jaw
Red, swollen, or bleeding gums
A removable dental appliance
Blisters / sores in or Around the month
Prolonged Bleeding from an injury / extraction
Recent infections or sore throat
Lost / broken filling(s)
Teeth grinding / clenching
Ringing in ears
Broken / chipped tooth
Toothache
Food caught between teeth
Stained Teeth
Locking jaw
Bad Breath
Burning tongue / lips
Swelling / lumps in mouth
Other
Difficulty closing jaw
Difficulty opening jaw
Loose / shifting teeth
Gum Disease

My teeth are sensitive to (check all that apply): Hot Cold Sweets Biting

Anything else you want to share: _____

Signature: _____

Date: _____



Medical History

Date _____

Patient Name: _____ Patient Birthday: _____

Are you under the care of a physician? Yes No Explain: _____

Have you ever been hospitalized or had a major operation? Yes No Explain: _____

Have you ever had a serious head or neck injury? Yes No Explain: _____

Are you taking any medications, pills, Or drugs? Yes No List ALL Meds: _____

(Bring with you OR attach a separate list if needed)

Do you take, or have you taken, Phen-fen or Redux? Yes No Explain: _____

Do you or have you ever taken Fosamax, Boniva, Actonel, or any other Bisphosphonate medication? Yes No Explain: _____

Are you on a special diet? Yes No Explain: _____

Do you use tobacco? Yes No Explain: _____

Do you use controlled substances? Yes No Explain: _____

Has a physician or previous dentist recommended you take antibiotic pre-medication prior to dental appointments? Yes No Explain: _____

WOMEN, are you? Pregnant/Trying to get Pregnant Nursing Taking ORAL contraceptives

Are you ALLERGIC to any of the following?

- Aspirin Penicillin Codeine Acrylic
 Metal Latex Sulfa Drugs Local Anesthetic

Do you have any other known allergies? Yes No If yes, please list: _____

Continue to Page 2 of Medical History...

Dr. Initials []



Medical History, page 2 Do you, or have you ever, had any of the below diseases or medical conditions? If NO to ALL, check here:

AIDS/HIV Positive <input type="checkbox"/> Yes <input type="checkbox"/> No	Cortisone Medication <input type="checkbox"/> Yes <input type="checkbox"/> No	Hemophilia <input type="checkbox"/> Yes <input type="checkbox"/> No	Radiation Treatment <input type="checkbox"/> Yes <input type="checkbox"/> No
Alzheimer's Disease <input type="checkbox"/> Yes <input type="checkbox"/> No	Diabetes <input type="checkbox"/> Yes <input type="checkbox"/> No	Hepatitis A <input type="checkbox"/> Yes <input type="checkbox"/> No	Recent Weight Loss <input type="checkbox"/> Yes <input type="checkbox"/> No
Anaphylaxis <input type="checkbox"/> Yes <input type="checkbox"/> No	Drug Addiction <input type="checkbox"/> Yes <input type="checkbox"/> No	Hepatitis B or C <input type="checkbox"/> Yes <input type="checkbox"/> No	Renal Dialysis <input type="checkbox"/> Yes <input type="checkbox"/> No
Anemia <input type="checkbox"/> Yes <input type="checkbox"/> No	Easily Winded <input type="checkbox"/> Yes <input type="checkbox"/> No	Herpes <input type="checkbox"/> Yes <input type="checkbox"/> No	Rheumatic Fever <input type="checkbox"/> Yes <input type="checkbox"/> No
Angina <input type="checkbox"/> Yes <input type="checkbox"/> No	Emphysema <input type="checkbox"/> Yes <input type="checkbox"/> No	High Blood Pressure <input type="checkbox"/> Yes <input type="checkbox"/> No	Rheumatism <input type="checkbox"/> Yes <input type="checkbox"/> No
Arthritis / Gout <input type="checkbox"/> Yes <input type="checkbox"/> No	Epilepsy or Seizures <input type="checkbox"/> Yes <input type="checkbox"/> No	High Cholesterol <input type="checkbox"/> Yes <input type="checkbox"/> No	Scarlet Fever <input type="checkbox"/> Yes <input type="checkbox"/> No
Artificial Heart Valve <input type="checkbox"/> Yes <input type="checkbox"/> No	Excessive Bleeding <input type="checkbox"/> Yes <input type="checkbox"/> No	Hives or Rash <input type="checkbox"/> Yes <input type="checkbox"/> No	Shingles <input type="checkbox"/> Yes <input type="checkbox"/> No
Artificial Joint <input type="checkbox"/> Yes <input type="checkbox"/> No	Excessive Thirst <input type="checkbox"/> Yes <input type="checkbox"/> No	Hypoglycemia <input type="checkbox"/> Yes <input type="checkbox"/> No	Sickle Cell Disease <input type="checkbox"/> Yes <input type="checkbox"/> No
Asthma <input type="checkbox"/> Yes <input type="checkbox"/> No	Fainting Spells / Dizziness <input type="checkbox"/> Yes <input type="checkbox"/> No	Irregular Heartbeat <input type="checkbox"/> Yes <input type="checkbox"/> No	Sinus Trouble <input type="checkbox"/> Yes <input type="checkbox"/> No
Blood Disease <input type="checkbox"/> Yes <input type="checkbox"/> No	Frequent Cough <input type="checkbox"/> Yes <input type="checkbox"/> No	Kidney Problems <input type="checkbox"/> Yes <input type="checkbox"/> No	Spina Bifida <input type="checkbox"/> Yes <input type="checkbox"/> No
Blood Transfusion <input type="checkbox"/> Yes <input type="checkbox"/> No	Frequent Diarrhea <input type="checkbox"/> Yes <input type="checkbox"/> No	Leukemia <input type="checkbox"/> Yes <input type="checkbox"/> No	Stomach/Intestinal Disease <input type="checkbox"/> Yes <input type="checkbox"/> No
Breathing Problem <input type="checkbox"/> Yes <input type="checkbox"/> No	Frequent Headaches <input type="checkbox"/> Yes <input type="checkbox"/> No	Liver Disease <input type="checkbox"/> Yes <input type="checkbox"/> No	Stroke <input type="checkbox"/> Yes <input type="checkbox"/> No
Bruise Easily <input type="checkbox"/> Yes <input type="checkbox"/> No	Genital Herpes <input type="checkbox"/> Yes <input type="checkbox"/> No	Low Blood Pressure <input type="checkbox"/> Yes <input type="checkbox"/> No	Swelling of Limbs <input type="checkbox"/> Yes <input type="checkbox"/> No
Cancer <input type="checkbox"/> Yes <input type="checkbox"/> No	Glaucoma <input type="checkbox"/> Yes <input type="checkbox"/> No	Lung Disease <input type="checkbox"/> Yes <input type="checkbox"/> No	Thyroid Disease <input type="checkbox"/> Yes <input type="checkbox"/> No
Chemotherapy <input type="checkbox"/> Yes <input type="checkbox"/> No	Hay Fever <input type="checkbox"/> Yes <input type="checkbox"/> No	Mitral Valve Prolapse <input type="checkbox"/> Yes <input type="checkbox"/> No	Tonsillitis <input type="checkbox"/> Yes <input type="checkbox"/> No
Chest Pains <input type="checkbox"/> Yes <input type="checkbox"/> No	Heart Attack / Failure <input type="checkbox"/> Yes <input type="checkbox"/> No	Osteoporosis <input type="checkbox"/> Yes <input type="checkbox"/> No	Tuberculosis <input type="checkbox"/> Yes <input type="checkbox"/> No
Cold Sores/Fever Blisters <input type="checkbox"/> Yes <input type="checkbox"/> No	Heart Murmur <input type="checkbox"/> Yes <input type="checkbox"/> No	Pain in Jaw Joints <input type="checkbox"/> Yes <input type="checkbox"/> No	Tumors or Growths <input type="checkbox"/> Yes <input type="checkbox"/> No
Congenital Heart Disorder <input type="checkbox"/> Yes <input type="checkbox"/> No	Heart Pacemaker <input type="checkbox"/> Yes <input type="checkbox"/> No	Parathyroid Disease <input type="checkbox"/> Yes <input type="checkbox"/> No	Ulcers (stomach) <input type="checkbox"/> Yes <input type="checkbox"/> No
Convulsions <input type="checkbox"/> Yes <input type="checkbox"/> No	Heart Trouble / Disease <input type="checkbox"/> Yes <input type="checkbox"/> No	Psychiatric Care <input type="checkbox"/> Yes <input type="checkbox"/> No	Venereal Disease <input type="checkbox"/> Yes <input type="checkbox"/> No
Yellow Jaundice <input type="checkbox"/> Yes <input type="checkbox"/> No	Anything else not listed above, explain:		

I certify that I have read and understand the questions asked. I certify that I have answered the questions in completion and do not hold the practice, doctor(s), or team responsible for any errors or omission that I have made in completing the forms. I consent to the diagnostic procedures, including radiographs, and treatment by the dentist(s) of this office necessary for proper dental care.

Signature of Patient or Guardian: _____ Date: _____ Dr. Initials



Supplemental Questions

Name _____

Has there been any change to your health over the last year? Y N If yes, explain: _____

Date of last general medical exam? _____, Doctor's Name: _____, Phone _____

Medical Alerts

Previous Infective Endocarditis?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Prescription Blood Thinner (NOT just aspirin)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Damaged heart valves in a transplanted heart?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Blood Clot History?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Unrepaired cyanotic congenital heart disease?	<input type="checkbox"/> Yes <input type="checkbox"/> No	TIA History?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Repaired (completely) CHD within the last 6-months?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Immunocompromised?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Repaired CHD with residual defects?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Total Joint Replacement(s)?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Appointment Considerations

I want Nitrous Oxide (Laughing Gas):	<input type="checkbox"/> Always <input type="checkbox"/> Never <input type="checkbox"/> Unsure <input type="checkbox"/> Sometimes depending on the procedure		
Severe Dental Anxiety?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Mental Handicap?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Generalized Anxiety?	<input type="checkbox"/> Yes <input type="checkbox"/> No	ADD/ADHA?	<input type="checkbox"/> Yes <input type="checkbox"/> No
No Epinephrine due to medical reasons?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Hearing Aids / Problems?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Difficulty getting numb for treatment?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> DK	Parkinson's?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Anesthetic wears off quickly?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> DK	Dry Mouth Problems?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Physical Handicap?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Jaw/TMJ Surgery History?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Sleep

Sleep Apnea Diagnosis by MD?	<input type="checkbox"/> Yes <input type="checkbox"/> No	CPAP for Sleep?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Acid Reflux?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Snoring (NOT diagnosed as apnea)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Oral Appliance for Sleep?	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Dental Specific Allergies

Fluoride	<input type="checkbox"/> Yes <input type="checkbox"/> No	Acetaminophen	<input type="checkbox"/> Yes <input type="checkbox"/> No	Erythromycin	<input type="checkbox"/> Yes <input type="checkbox"/> No
Ibuprofen	<input type="checkbox"/> Yes <input type="checkbox"/> No	Tetracycline	<input type="checkbox"/> Yes <input type="checkbox"/> No	None	<input type="checkbox"/> Yes <input type="checkbox"/> No

Dental Care History

Previous Dentist Name/Contact Info.....		Fluoride Use	
Reason for changing dentists, if applicable.....		Is your home water fluoridated?	<input type="checkbox"/> Y <input type="checkbox"/> N
		Do you use toothpaste with fluoride?	<input type="checkbox"/> Y <input type="checkbox"/> N
		Do you purposely avoid fluoride?	<input type="checkbox"/> Y <input type="checkbox"/> N
Date of Last Dental Cleaning.....		History Of:	
Your Frequency of Dental Cleanings, in months.	<input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 6 <input type="checkbox"/> Other	Orthodontics/Braces?	<input type="checkbox"/> Y <input type="checkbox"/> N
How often do you brush your teeth?		Currently wear Retainers?	<input type="checkbox"/> Y <input type="checkbox"/> N
Manual or Electric Brush?	<input type="checkbox"/> M <input type="checkbox"/> E <input type="checkbox"/> Both	Oral Surgery?	<input type="checkbox"/> Y <input type="checkbox"/> N
How often do you floss?		Dental Implants?	<input type="checkbox"/> Y <input type="checkbox"/> N
Type of floss (string, handle, pik, waterpik, etc).		TMJ Therapy?	<input type="checkbox"/> Y <input type="checkbox"/> N
Does food or floss catch between your teeth?	<input type="checkbox"/> Y <input type="checkbox"/> N	Periodontal Cleanings?	<input type="checkbox"/> Y <input type="checkbox"/> N
Cosmetics		Unfavorable past dental experience?	<input type="checkbox"/> Y <input type="checkbox"/> N
Are you happy with your smile?	<input type="checkbox"/> Y <input type="checkbox"/> N	If yes, explain:	
Do you want to whiten your teeth?	<input type="checkbox"/> Y <input type="checkbox"/> N		
Dentures/Partials: Do you have a denture, complete or partial (NOT a bridge cemented over permanent teeth/roots)? <input type="checkbox"/> Y <input type="checkbox"/> N			
<i>If Yes, continue below:</i>		<i>If No, skip to Signature</i>	
What date did you receive your FIRST denture?		Has your present denture ever been relined?	<input type="checkbox"/> Y <input type="checkbox"/> N
How old is the CURRENT denture you have?		Is there a problem with your current denture?	<input type="checkbox"/> Y <input type="checkbox"/> N

Signature of Patient or Guardian: _____ Date: _____ Dr. Initials



Financial & Appointment Policies

PAYMENT OPTIONS

You may pay using cash, check, and most major credit cards. In the event a check is returned by your bank as unpaid due to insufficient funds or any other reason, associated fees for the failed transaction will be applied to your account and passed along as an additional financial responsibility to you.

Payment is due the day treatment is rendered. Should a balance accrue on the account, a statement will be sent, and payment is to be made, in full, by the date on the statement. If payment is not paid within 30 days, interest may be applied to the account balance. A revised statement with the new account balance, payable immediately, will be sent.

Please ask us if you are interested in learning about third party financing to help with your dental expenses.

DENTAL INSURANCE

Dental insurance is a contract between the patient, their employer (if applicable) and the insurance provider. Submitting dental claims to the insurance company is a COURTESY provided by our office, not an obligation. It is the patient's responsibility to provide the office with current dental insurance information prior to appointments. Ryan Dental Group will use the information given to provide **estimates**, but we cannot guarantee eligibility and coverage. Insurance plans vary greatly, and insurance companies do not always divulge every plan detail to us when we call. **It is ultimately the patient's responsibility to know and understand their plan**, including but not limited to network status, frequency limitations, coverage limitations, waiting periods, and benefits used at other offices.

ESTIMATES

Estimates given at Ryan Dental Group do not take into account benefits you may have used at a different provider, nor do they account for the age of any existing restoration, prosthesis, or appliance that we are replacing (some insurance companies have replacement limitations and the patient is responsible for knowing these limitations).

Estimates and treatment plans are based upon information gathered during an examination. Once treatment is begun, there may be unforeseen treatment adjustments and/or complications. Additional costs may be incurred if treatment needs change. The patient will be made aware of changes in their treatment needs.

ACCOUNT BALANCES

I agree to pay the fees for any dental care provided by Ryan Dental Group. If insurance processes and there is still a balance on my account above and beyond what was estimated, I understand that I am responsible for the balance. If insurance denies a service, I am responsible for the complete charge. Insurance's payment is subject to the terms and agreements made between the patient and their insurance company. Patients are responsible for taking up grievances related to insurance coverage or policies directly with their insurance company. Balances over 90-days may be subject to interest fees. In the event that collection procedures are necessary to collect on an account, I agree to pay collection fees incurred by the office.

APPOINTMENT CONSIDERATIONS:

CANCELLATIONS:

We require at least 24 hours advanced notice from your scheduled appointment time when changing or cancelling an appointment. This allows us time to contact & schedule a patient from the waiting list into the open time slot. Failure to provide adequate cancel notice may result in a charge of \$25.

NO-SHOWS:

When you schedule an appointment, we reserve that time and prepare in anticipation of serving your needs. When you no-show an appointment, you hurt 3 people: yourself, the dentist/hygienist, and other patients who may be in need of care and waiting for an open appointment. Additionally, each operator receives a custom set-up depending on the treatment needs of the individual patient. There are costs and unnecessary wastes incurred by the office associated with the set-up and tear-down/sterilization of an operator. No-Shows are subject to a charge of \$50.

LATE ARRIVALS:

If you are going to be more than 10-minutes late, call our office. If the tardiness will cause other patients to not be seen on time, or will not allow the doctor/hygienist sufficient time to complete your treatment, the appointment may be cancelled. Cancellations resulting from patient tardiness will be considered a No-Show and possible subject to the \$50 No-Show fee.

Patients who continue to no-show or cancel without notice may be dismissed from the practice and asked to find another dentist.

Signature: _____

Date: _____



HIPAA 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. THE PRIVACY OF YOUR HEALTH INFORMATION IS IMPORTANT TO US.

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 the Notice while it is in effect. This Notice 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.

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 opportunities, 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 judgement 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, letters, email, or text).

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 \$0.20 for each page, \$10 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 a 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 of 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 upon request.

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: Laura Ryan, D.D.S
E-mail: Office@RDGAllen.com

Telephone: (972)-727-500 **Fax:** (214)-644-0077
Address: 1650 E, Stacy Rd, Suite 100, Allen, TX 75002

CHOOSE SOMEONE TO ACT FOR YOU

If you have given someone medical power of attorney or if someone is your legal guardian, that person can exercise your rights and make choices about your health information. We will make sure the person has this authority and can act for you before we take action.

List any individual(s) below who you consent for us to share your protected health information with, including but not limited to appointment times, treatment needs, and insurance/account information:

You MAY share my info with:

Name	Phone Number	Relationship
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You MAY share my info with:

Name	Phone Number	Relationship
------	--------------	--------------

Do NOT share my info with, if any:

Name(s)

Right to Revoke: You will have the right to revoke this Consent at any time by giving us written notice of your revocation submitted to the Contact Person listed above. Please understand that revocation of this Consent will not affect any action we took in reliance on this Consent before we received your revocation, and that we may decline to treat you or to continue treating you if you revoke this Consent.

SIGNATURE

I have had full opportunity to read and consider the contents of this Consent form and the Notice of Privacy Practices. I understand that, by signing this form, I am acknowledging my receipt and understanding of the Notice and I am giving my consent to your use and disclosure of my protected health information to carry out treatment, payment activities, and health care operations.

Patient's Printed Name

Signature of Patient/Guardian

Date

😊 *The End. Thank You* 😊