



# Dental Center of Vidalia

Rick L. Kimbrel, DMD Kacy M. Morris, DMD Stewart A. Hamilton, DMD  
311 Pete Phillips Drive Vidalia, GA 30474  
912-537-7048

Patient Name: _____	Today's Date: _____
Home Address: _____	Date of Birth: _____
_____	Home Phone: _____
Email: _____	Cell Phone: _____
Employer: _____	Business Phone: _____
Insurance Co: _____	SS#/SIN: _____

## Patient Dental History

Although dental personnel primarily treat the area in and around your mouth, your mouth is a part of your entire body. Health problems that you may have, or medications that you may be taking, could have an important interrelationship with the dentistry you will receive. Thank you for answering the following questions.

Are you under a physician's care now?  Yes  No If yes, please explain: \_\_\_\_\_

Have you ever been hospitalized or had a major operation?  Yes  No If yes, please explain: \_\_\_\_\_

Have you ever had a serious head or neck injury?  Yes  No If yes, please explain: \_\_\_\_\_

Are you taking any medications, pills, or drugs?  Yes  No If yes, please explain: \_\_\_\_\_

Do you take, or have you taken, Phen-Fen or Redux?  Yes  No \_\_\_\_\_

Have you ever taken Fosamax, Boniva, Actonel or any other  
medications containing bisphosphonates?  Yes  No \_\_\_\_\_

Are you on a special diet?  Yes  No

Do you use tobacco?  Yes  No

Do you use controlled substances?  Yes  No

Women: Are you  
Pregnant/Trying to get pregnant?  Yes  No Taking oral contraceptives?  Yes  No Nursing?  Yes  No

Are you allergic to any of the following?  
 Aspirin     Penicillin     Codeine     Local Anesthetics     Acrylic     Metal     Latex  
 Sulfa drugs     Other If yes, please explain: \_\_\_\_\_

Reason for this visit: \_\_\_\_\_  
When was your last dental visit? \_\_\_\_\_ What was done at that visit? \_\_\_\_\_  
How often did you visit the dentist before then? \_\_\_\_\_  
Previous Dentist? (Name and Location) \_\_\_\_\_  
Have you had a complete series of dental x-rays taken? (When and Where) \_\_\_\_\_  
How often do you brush your teeth? \_\_\_\_\_ How often do you floss your teeth? \_\_\_\_\_  
Does your drinking water contain fluoride? \_\_\_\_\_



Do you have, or have you ever had, any of the following?

- |  |  |  |   |
|--|--|--|---|
| <input type="checkbox"/> AIDS/HIV Positive         | <input type="checkbox"/> Cortisone Medicine        | <input type="checkbox"/> Hemophilia              | <input type="checkbox"/> Radiation Treatments |
| <input type="checkbox"/> Alzheimer's Disease       | <input type="checkbox"/> Diabetes                  | <input type="checkbox"/> Hepatitis A             | <input type="checkbox"/> Recent Weight Loss   |
| <input type="checkbox"/> Anaphylaxis               | <input type="checkbox"/> Drug Addiction            | <input type="checkbox"/> Hepatitis B or C        | <input type="checkbox"/> Renal Dialysis       |
| <input type="checkbox"/> Anemia                    | <input type="checkbox"/> Easily Winded             | <input type="checkbox"/> Herpes                  | <input type="checkbox"/> Rheumatic Fever      |
| <input type="checkbox"/> Angina                    | <input type="checkbox"/> Emphysema                 | <input type="checkbox"/> High Blood Pressure     | <input type="checkbox"/> Rheumatism           |
| <input type="checkbox"/> Arthritis/Gout            | <input type="checkbox"/> Epilepsy or Seizures      | <input type="checkbox"/> High Cholesterol        | <input type="checkbox"/> Scarlet Fever        |
| <input type="checkbox"/> Artificial Heart Valve    | <input type="checkbox"/> Excessive Bleeding        | <input type="checkbox"/> Hives or Rash           | <input type="checkbox"/> Shingles             |
| <input type="checkbox"/> Artificial Joint          | <input type="checkbox"/> Excessive Thirst          | <input type="checkbox"/> Hypoglycemia            | <input type="checkbox"/> Sickle Cell Disease  |
| <input type="checkbox"/> Asthma                    | <input type="checkbox"/> Fainting Spells/Dizziness | <input type="checkbox"/> Irregular Heartbeat     | <input type="checkbox"/> Sinus Trouble        |
| <input type="checkbox"/> Blood Disease             | <input type="checkbox"/> Frequent Cough            | <input type="checkbox"/> Kidney Problems         | <input type="checkbox"/> Spina Bifida         |
| <input type="checkbox"/> Blood Transfusion         | <input type="checkbox"/> Frequent Diarrhea         | <input type="checkbox"/> Leukemia                | <input type="checkbox"/> Stomach Disease      |
| <input type="checkbox"/> Breathing Problem         | <input type="checkbox"/> Frequent Headaches        | <input type="checkbox"/> Liver Disease           | <input type="checkbox"/> Stroke               |
| <input type="checkbox"/> Bruise Easily             | <input type="checkbox"/> Genital Herpes            | <input type="checkbox"/> Low Blood Pressure      | <input type="checkbox"/> Swelling of Limbs    |
| <input type="checkbox"/> Cancer                    | <input type="checkbox"/> Glaucoma                  | <input type="checkbox"/> Lung Disease            | <input type="checkbox"/> Thyroid Disease      |
| <input type="checkbox"/> Chemotherapy              | <input type="checkbox"/> Hay Fever                 | <input type="checkbox"/> Mitral Valve Prolapse   | <input type="checkbox"/> Tonsillitis          |
| <input type="checkbox"/> Chest Pains               | <input type="checkbox"/> Heart Attack/Failure      | <input type="checkbox"/> Obstructive Sleep Apnea | <input type="checkbox"/> Tuberculosis         |
| <input type="checkbox"/> Cold Sores/Fever Blisters | <input type="checkbox"/> Heart Murmur              | <input type="checkbox"/> Osteoporosis            | <input type="checkbox"/> Tumors or Growth     |
| <input type="checkbox"/> Congenital Heart Disorder | <input type="checkbox"/> Heart Pacemaker           | <input type="checkbox"/> Pain in Jaw Joints      | <input type="checkbox"/> Ulcers               |
| <input type="checkbox"/> Convulsions               | <input type="checkbox"/> Heart Trouble/Disease     | <input type="checkbox"/> Parathyroid Disease     | <input type="checkbox"/> Venereal Disease     |
|  |  | <input type="checkbox"/> Psychiatric Care        | <input type="checkbox"/> Yellow Jaundice      |

Have you ever had any serious illnesses or surgeries not listed above?  Yes  No

If yes, please explain: \_\_\_\_\_

If you could change anything about your smile, what would you change?

\_\_\_\_\_

#### Past Dental Treatment:

- One or more fillings in the last 3 years?
- Family history of extensive decay?
- If Child, mother's history of decay?
- Treatment for periodontal (gum) disease?
- Family history of periodontal disease?
- Have you ever had orthodontics (braces)?
- Have you ever had oral surgery?
- Have you had any dental implants placed?
- Treatment for temporomandibular disorders?
- Do you wear a denture(s) or partial denture(s)?

#### Do You Have Consistent Problems With?

- Dry mouth/excessive thirst?
- Sensitive teeth? Hot Cold Sweets
- Mouth odors/bad taste?
- Cold sores/ blisters/ oral lesions?
- Are you aware of any swelling or lumps?
- Sore, bleeding gums?
- Loose teeth?
- Difficulty chewing?
- Clenching or grinding habits?
- Popping/ clicking/ pain in jaw?
- Do you get anxious easily?

To the best of my knowledge, the questions on this form have been accurately answered. I understand the providing incorrect information can be dangerous to my (or patient's) health. It is my responsibility to inform the dental office of any changes in medical status.

Signature of Patient, Parent, or Guardian \_\_\_\_\_ Date \_\_\_\_\_



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**APPOINTMENT POLICY**  
**(Effective 01/01/14)**

It has always been our contention that your time is valuable. So we have one theory about scheduling---you deserve our undivided attention. For this reason, we don't double book like other practices and we do not accept drop-ins, only in the case of an emergency.

When we schedule a dental visit, that time is yours. It belongs to you. So when cancellations occur---sometimes as little as an hour ahead of time---we feel like we've been stood up for a very important appointment. An appointment that has everything to do with your on-going health.

Of course, emergencies do happen; and we understand. But the costs of needlessly missed appointments are borne by all of us, in overhead, time, energy and eventually in patient fees. So, as a courtesy to our patients we mail a reminder card prior to all hygiene appointments and also call two days before the appointment due to these being scheduled six months ahead. We also call two days before an appointment with the doctor to remind the patient.

Due to the expense of broken or cancelled appointments, the office has had to result in a different policy. **If a patient cancels or breaks 3 appointments without 24 hours notification, the patient will be sent a warning letter. When a patient misses the fourth appointment, they will be sent a dismissal letter from our office.**

Our staff has made a promise, professionally and personally, to give you the concern, respect and care that makes our office a comfortable and pleasant place to visit.

We appreciate your cooperation in this matter and with mutual understanding in place, we can work cooperatively toward the same goal: sustained dental health and keep our fees at a minimum.

By signing below, you state that you have read our appointment policy and understand and agree to the above terms.

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Patient's Name

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Signature of patient or  
Responsible party

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Date



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**FINANCIAL POLICY**  
**(Effective 1/01/14)**

At **Dental Center of Vidalia**, we believe that you deserve the best care. That’s why we always present you with the best dental solution possible to treat your personal situation. Each year we provide outstanding dental care to hundreds of patients. Some have dental benefits but some don’t. If you have dental benefits, congratulations! You are very fortunate. Here are some important things you should know:

**Initial:**

\_\_\_\_\_ ■ Your dental benefits are based upon a contract made between your employer and an insurance company. **If you have any questions regarding your dental benefits please contact your employer or insurance company directly. Dental benefit plans will never pay for completion of your dental care. It is only meant to assist you.**

\_\_\_\_\_ ■ **We currently are only in network with Delta Dental Insurance (PPO & Premier).**

Although we accept all private care insurance plans (plans that do not require you to select a dentist from a list or require our office to accept a reduced fee for service). This means that we work with literally thousands of companies. Although we can maintain computerized histories of payment by a given company, they do change; therefore it is impossible to give you a guaranteed quote at the time of service. We estimate your portion based on the most up-to-date information we have, but it is **ONLY AN ESTIMATE**. If you would like to know your insurance benefit, we will be happy to file a “pre-treatment authorization” with your insurance company prior to treatment. Keep in mind this is not a guarantee of coverage. This does delay treatment but will give you the exact out of pocket figures you may require.

\_\_\_\_\_ ■ We will bill your insurance as a courtesy. If insurance does not pay within 90 days, **Dental Center of Vidalia** reserves the right to request payment in full for services from you and let you collect the insurance funds that are due to you. This is rare but it is important that you recognize that the insurance you have is a legal contract between YOU and your insurance company. Our office is not, and cannot be a part of that legal contract. Ultimately, you are responsible for all charges incurred in our office.

\_\_\_\_\_ ■ **Dental Center of Vidalia** does require payment in full for your portion at the time of service. We accept MasterCard, Visa, Discover, cash, and checks (for existing patients with established payment history). If you are in need of an extended finance option, we also work with Care Credit, who offers 3, 6, 12 or 18 month “same as cash” which is designed to meet your treatment plan needs on approved credit.

**I agree with the above conditions.**

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Patient/Parent Signature: \_\_\_\_\_



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## **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 April 14, 2004, 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 our 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 authorize 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.

## **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.

Office Manager: Sherrie Mitchell

Telephone: 912-537-7048

Fax: 912-537-7058

E-mail: [info@dentalcentervidalia.com](mailto:info@dentalcentervidalia.com)

Address: 311 Pete Phillips Drive, Vidalia, GA 30474





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## **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.

\_\_\_\_\_  
{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)
- 
-