



NAPERVILLE COMMONS
DENTAL

CHILD REGISTRATION FORM

PATIENT INFORMATION

Date _____

Child Name _____ Nickname _____
LAST, FIRST, M.I.

Date of Birth _____ Gender Male Female

Address _____ Zip _____ Home Phone _____

Emergency Contact _____ Emergency Phone _____

Are the parents or siblings Naperville Commons Dental patients? No Yes

Child lives with Parents Mother Father Grandparent Other _____
NAME(S)

How did you hear about our office?

- Friend/Relative
- Mailing
- Social Media Site _____
- Computer Search
- Dental Insurance
- Current Naperville Commons Dental Patient

Who may we thank for referring you? _____

PARENT AND INSURANCE INFORMATION Please provide front desk with a copy of your insurance card.

Person Responsible for Account _____ Relationship to Patient _____

Person Responsible for Making Appointments _____ Preferred Phone _____

Marital Status Single Married Partnered Widowed Divorced Separated

Parent #1 Name _____ Parent #2 Name _____
LAST, FIRST

Date of Birth _____ Date of Birth _____

Address if different than child _____ Address if different than child _____

Home Phone _____ Home Phone _____

Cell Phone _____ Cell Phone _____

Email _____ Email _____

Employer _____ Employer _____

Work Phone _____ Work Phone _____

Insurance Co _____ Insurance Co _____

Insurance Phone _____ Insurance Phone _____

Member ID # _____ Member ID # _____

Social Security # _____ Social Security # _____

Group # _____ Group # _____

DENTAL HISTORY

Reason for today's visit

- First Check Up
- Regular Check Up, X-rays, Cleaning, Fluoride Treatment — why did you change dental offices? _____
- Emergency Visit — please describe emergency _____
- Referral from another dentist _____

DENTIST NAME _____

Has your child had any unfavorable dental visits? Yes No If yes, please specify _____

Has your child complained about any dental problems? Yes No If yes, please specify _____

Does your child brush his/her teeth daily? Yes No

Does your child floss daily? Yes No

Any injuries to mouth, teeth or head? Yes No

Is fluoride taken in any form? Yes No

Does your child have any mouth habits? Thumb Sucking Nail Biting Mouth Breathing
 Sleep with Bottle Pacifier

What type of water does your child drink? City Well Bottled Filtered

MEDICAL HISTORY

Child's Physician _____ Phone _____

Date of Last Exam _____ Results _____

Is your child currently under a physician's care? Yes No If yes, for what? _____

Has your child ever been hospitalized? Yes No If yes, for what? _____

Is your child taking any medication or drugs? Yes No Please list _____

Does your child have any allergies or had a negative reaction to

- Local Anesthetic
- Sulpha Drugs
- Codeine
- Latex
- Metal/Nickel
- Acrylic/Plastic
- Antibiotics _____

Please list any other drugs, foods or things your child is allergic to _____

Check any medical conditions that your child has been treated for or has had difficulty with:

- ADD/ADHD
- Aids/HIV
- Anemia/Sickle Cell
- Asthma
- Autism
- Bleeding Disorders
- Birth Defects
- Cancer
- Cerebral Palsy
- Cleft Lip/Palate
- Developmental Delay
- Diabetes
- Epilepsy or Seizures
- Fainting
- Hearing Impairment/Tubes
- Heart Disease
- Heart Murmur
- Kidney/Liver Disease
- Measles
- Mononucleosis
- Mumps
- Personality/Social Issues
- Physical Delays
- Rheumatic Fever
- Speech Issues
- Thyroid Disease
- Tobacco/Drug Use
- Tuberculosis

Please elaborate on any items checked or any health behavior issues we should know about _____

Are there any other medical issues or conditions not listed that we should know about? _____

Please certify that the above information is complete and accurate. I understand that providing incorrect information can be dangerous to my child's health. It is my responsibility to inform the office of any changes in medical status.

* Signature of Parent/Guardian _____ Date _____

CONSENT FOR TREATMENT

I authorized the doctor or designated staff to take x-rays, study models and any other diagnostic aids deemed necessary to make a thorough diagnosis of the patient's dental needs. I also authorize photographs for the purpose of illustration or publication in professional journals or the advancement of teaching. I have been informed that patient identity will be protected at all times.

Upon diagnosis, I authorized the doctor and/or hygienist to perform all recommended treatment mutually agreed upon by me and to employ such assistance as required to provide proper care. I am aware that this office provides optimal care as recommended by the ADA and my dental insurance may not cover certain procedures. It is my responsibility to be aware of what is covered by my insurance.

I agree to the use of anesthetics, including nitrous oxide, and other medications as necessary. I fully understand that the use of said agents imposes certain risks and realize that it is necessary to inform the doctor and staff of any drugs, including recreational drugs, which I may be taking in order to minimize these risks.

Please Note In the event of divorce situations, we will look to the parent/guardian who signs this form for payment unless we have these forms signed by the other parent and a letter that the other parent is accepting full responsibility for the services done to your child. It is our goal to provide your child optimal dental care and not get in the middle of divorce issues.

Child's Name _____ Parent/Guardian _____
PRINT NAME PRINT NAME

* Signature of Parent/Guardian _____ Date _____

FINANCIAL AND OTHER POLICIES

Payment I understand that payments for all services are to be paid at the time of service unless different payment arrangements are made in advance. We will work with you if we have confirmed dental insurance and collect only the **estimated** co-payment at the time of service. We make no guarantee that the amount we collect is accurate. We estimate the collected co-payment from historical data. If you want a more accurate estimate, ask to have a **pretreatment estimate** sent to your insurance company. We will gladly submit your insurance claim to your insurance. If we do not get paid within 30 days of submission of the claim we will look to you for full payment of your bill. Once we reach your annual maximum benefit, we will look to you for complete payment at the time of service unless a written payment plan has been made. We accept cash, checks, money orders and all major credit cards for your payments.

A service charge of 1.5% per month (18% per annum), but in no event more than the maximum rate permissible under state laws, will be charged on the unpaid principle balance on all accounts not paid within 60 days of the treatment date. I further understand the fee estimates listed for my dental care can only be extended for a period of six months from the date the estimate was written.

After 90 days from the date of service any unpaid accounts will be referred to a collection agency. I will then be responsible for my balance plus an additional 30% of the unpaid balance as the agency fee and any attorney's fees. I grant my permission to you, or your assigns, to phone me at my home or place of employment to discuss matters related to this form, my treatment or billing issues.

Assignment of Benefits I authorize my insurance company to pay directly to Naperville Commons Dental, benefits accruing to me under my policy. I understand that I am responsible for any charges not covered by my insurance.

Do not sign this if you have any questions about the financial or other policies of our offices. If you have any questions, ask one of our financial coordinators before signing this paper.

I have read the above Financial and Other Policies and agree to the content.

* Signature of Parent/Guardian _____ Date _____

Naperville Commons Dental Acknowledgment of Receipt of Notice of Privacy Practices Please notify the front desk if you refuse to sign this Acknowledgment.

I, _____ have received a copy of the office's Notice of Privacy Practices.
PRINT NAME

* Signature of Parent/Guardian _____ Date _____



NAPERVILLE COMMONS
DENTAL

PATIENT PRIVACY AUTHORIZATION

INDIVIDUAL PATIENT

Patient Name _____

I, _____ PRINT PARENT NAME give my authorization to use or disclose my child's protected health information as described below.

USE AND DISCLOSURE

I understand that under HIPAA regulations, my dental/health information related to services rendered will be used and disclosed to any dental/health care provider who is involved with my or my child's dental/medical health treatment or services, my dental/medical insurance plan and any dental/medical billing clearinghouse who is involved with my insurance claim fulfillment.

Under these regulations, **the following people must be authorized by you to have access to your dental/health information** — your spouse; other family members and friends; nurse or home aid; legal guardian; or other person/organization who is not involved with your dental/medical treatment, insurance plan or payment.

Please list the people that you authorize to have access to your information.

Name _____ **Phone** _____

Address _____ **Relationship to Patient** _____

City _____ **Zip** _____

Specific information to disclose _____ **Expiration date of disclosure** _____

Name _____ **Phone** _____

Address _____ **Relationship to Patient** _____

City _____ **Zip** _____

Specific information to disclose _____ **Expiration date of disclosure** _____

CHANGING YOUR MIND ABOUT THE AUTHORIZATION

I understand that I may revoke this authorization at any time by giving written notice to your office.

METHOD OF CONTACT

I authorize the office of Naperville Commons Dental to contact me in the following manner.

Home Phone _____

Leave message with detailed information Leave message with call back number only

Work Phone _____

Leave message with detailed information Leave message with call back number only

Cell Phone _____

Leave message with detailed information Leave message with call back number only

Email _____

Written Mail _____

STATEMENT OF UNDERSTANDING

I have reviewed and I understand this authorization. I also understand that my or my child's dental/health information will be used or disclosed to certain business associates who are a part of the dental/health care process. These business associates will also keep your health information confidential.

*** Signature of Parent/Guardian** _____

Date _____