

# Bensalem Pediatric Dentistry

Thank You for Selecting Us

Child's Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Nickname: \_\_\_\_\_ Age: \_\_\_\_\_ Gender: Male Female Other

Ethnicity: Hispanic/Latino Non-Hispanic/Latino Declined

Race: White Black/African American American Indian Asian Native Hawaiian Other Pacific Islander Declined

Social Security #: \_\_\_\_\_ School: \_\_\_\_\_ Grade: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Who can we thank for referring you to us? (please check all that apply)

- |   |  |
|---|--|
| <input type="radio"/> Primary Care Doctor _____ | <input type="radio"/> Friend/Family _____  |
| <input type="radio"/> General Dentist _____     | <input type="radio"/> School/Daycare _____ |
| <input type="radio"/> Insurance Company _____   | <input type="radio"/> Other _____          |

Where have you seen our advertisement(s)? (please check all that apply)

- |  |  |
|--|--|
| <input type="radio"/> Newspaper/Magazine _____ | <input type="radio"/> School/Daycare _____ |
| <input type="radio"/> Internet _____           | <input type="radio"/> Direct Mail _____    |
| <input type="radio"/> Festival/Fair _____      | <input type="radio"/> Other _____          |

## **PARENT/FOSTER PARENT/LEGAL GUARDIAN INFORMATION (Mother/Guardian)**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

DOB: \_\_\_\_\_ Social Security #: \_\_\_\_\_ Email Address: \_\_\_\_\_

Home Address (if different than child): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Employer: \_\_\_\_\_ Occupation: \_\_\_\_\_

## **PARENT/FOSTER PARENT/LEGAL GUARDIAN INFORMATION (Father/Guardian)**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

DOB: \_\_\_\_\_ Social Security #: \_\_\_\_\_ Email Address: \_\_\_\_\_

Home Address (if different than child): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Employer: \_\_\_\_\_ Occupation: \_\_\_\_\_

**Primary Dental Insurance**

Insured's Name \_\_\_\_\_

Relationship to Patient \_\_\_\_\_ Date of Birth \_\_\_\_\_ Social Security # \_\_\_\_\_

Subscriber's ID \_\_\_\_\_

Employer \_\_\_\_\_ Insurance Company \_\_\_\_\_

Group # \_\_\_\_\_ Phone # \_\_\_\_\_

Insurance Company Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**Secondary Dental Insurance**

Insured's Name \_\_\_\_\_

Relationship to Patient \_\_\_\_\_ Date of Birth \_\_\_\_\_ Social Security # \_\_\_\_\_

Subscriber's ID \_\_\_\_\_

Employer \_\_\_\_\_ Insurance Company \_\_\_\_\_

Group # \_\_\_\_\_ Phone # \_\_\_\_\_

Insurance Company Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**FINANCIAL ARRANGEMENTS**

For your convenience we offer the following methods of payment. Please check the option(s) you prefer. Payment in full is due at each appointment: \_\_\_\_\_Cash \_\_\_\_\_Personal Check \_\_\_\_\_Visa \_\_\_\_\_MasterCard

I authorize the dentist to release any information including the diagnosis and the records of treatment or examination rendered to my child during the period of such care to third party payers and/or other health practitioners. I understand that my insurance carrier may pay less than the actual bill for services. I agree to be responsible for payment of all services rendered on my dependent's behalf. I agree to be responsible for all fees incurred in attempting to collect these fees.

\_\_\_\_\_  
Signature of Parent or Legal Guardian & Date

**Financially responsible person for account**  Self  Other \_\_\_\_\_

Child in foster care- Children & Youth and Foster Parents will not sign      Staff Initials \_\_\_\_\_

# Bensalem Pediatric Dentistry

## GUIDELINES REGARDING DENTAL INSURANCE

Our fees for services are the same for all patients whether or not they have a dental insurance program. As a courtesy to our patients we will be happy to complete and submit your insurance carrier forms for dental treatment.

There is a great variety in the types of dental insurances offered. Various programs cover as little as 30% and as much as 80%. Almost every dental plan has a provision for limiting dollar disbursement by the insurance company for covered services. Rarely is it covered 100%.

Please understand that this office does not determine the benefits to be derived under your policy. We cannot be responsible for the structuring of the plan. This is a pre-determined situation agreed upon between your employer and the insurance carrier.

Insurance is a contract between you as the policyholder and the company. We are not an insurance company, but will do all we can to help you collect legitimate claims. Since our services are rendered for you at your request, in the event your insurance carrier is slow to pay or for some reason disallows the claim, payment of the account is your responsibility. Financial arrangements are to be made with our office prior to commencement of treatment. We will furnish information needed to fill all referrals, but ask that these be submitted by the insured. Our payment is due from the insured at the time of visit.

In order for our office to apply for insurance benefits on your behalf, we ask that you provide us with the following:

1. A signed "Insurance Authorization of Signature" for which we will provide for you. This way you will need to bring only one completed insurance claim form, which will be used as a master.
2. The insured's date of birth, social security number, ID number, name and address of employer, occupation, policy number, plan or group number, whichever is applicable.

### **FOR YOUR CONVENIENCE THE FOLLOWING PROGRAMS ARE AVAILABLE TO HELP PLAN YOUR DENTAL INVESTMENT:**

**Plan 1:** PAYMENT AT THE TIME OF SERVICE FOR ALL FEES TO DATE: Cash, Check, Mastercard, Visa, and money orders are accepted.

**Plan 2:** All charges are due and payable at time of service. A finance charge of 1.5% (annual 19% will be applied to any unpaid balance after 60 days).

### **MOST MAJOR DENTAL PLANS ARE ACCEPTED**

Patient's Name: \_\_\_\_\_ Parent/Legal Guardian's Name: \_\_\_\_\_

Parent/Legal Guardian's Signature & Date: \_\_\_\_\_

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# Bensalem Pediatric Dentistry

## Financial/Insurance/Appointment Agreement

I authorize the office of Bensalem Pediatric Dentistry to release any information including the diagnosis and the records of any treatment or examination rendered, to my dependents, or me during the period of such dental care to third party payers. I authorize and request my insurance company to pay directly to Bensalem Pediatric Dentistry dental insurance benefits otherwise payable to me.

The office of Bensalem Pediatric Dentistry only submits dental insurance claims and only accepts insurance payments from dental insurance plans and companies. If you believe treatment of diagnosis should be billed to any other type of insurance, we will provide you with copies of the dental insurance forms that you can submit to the insurance of your choice. Payment from these claims will be sent to you. Additionally, payment for these services is to be paid at the time of service. Before submitting any insurance claim, please consult an attorney or insurance professional to avoid committing insurance fraud.

If the patient has two or more dental insurances, your account balance will be due after the primary insurance has been paid. The secondary dental insurance will reimburse the insured subscriber.

According to PA State law, all insurance claims are to be paid within 45 days of receipt of the insurance claim. I understand that any outstanding insurance balance that is due over 60 days will become my financial responsibility.

A parent or legal guardian (as determined by an order of the court) or person/persons with permission from parent or legal guardian, must accompany the patient to all appointments and show proof of identity. Upon arrival, please check in with a receptionist.

A broken appointment is an appointment that is canceled with less than 24 hours notice to the scheduled appointment. Any appointment that the patient and the parent/legal guardian are not present for shall be considered a broken appointment. **I acknowledge there is a fee of \$50 for each broken appointment.**

Any unpaid balance due (as listed on a billing statement), not paid within 28 days of the monthly billing date, will be assessed a late charge of 1.5% each month. I realize that failure to keep this account current may result in my children being unable to receive additional dental services except for dental emergencies or when there is pre-payment for additional services. In the default on payment of this account (payment due over 60 days), I agree to pay additional collection cost (33% of the unpaid balance), postage, attorney and court fees incurred in attempting to collect on this amount or any future outstanding balances.

Patient's Name: \_\_\_\_\_ Parent/Legal Guardian's Name: \_\_\_\_\_

Parent/Legal Guardian's Signature & Date: \_\_\_\_\_

Child in foster care- Children & Youth and Foster Parents will not sign      Staff Initials \_\_\_\_\_

# Bensalem Pediatric Dentistry

## MEDICAL ASSESSMENT

CHILD'S NAME: \_\_\_\_\_ Nickname: \_\_\_\_\_  Male  Female

Date of Birth: \_\_\_\_\_ Height: \_\_\_\_\_ Ft \_\_\_\_\_ in Weight: \_\_\_\_\_ LBS (pounds)

Primary Care Physician Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Purpose of Dental Visit: \_\_\_\_\_

Last Dental Visit: \_\_\_\_\_ Previous Dentist: \_\_\_\_\_

Do you have any records with you from previous dental office  Yes  No

### Dental Concerns/Other - PLEASE CHECK ALL THAT APPLY

- None  Cancer  Recent illness \_\_\_\_\_
- Congenital Anomaly
- Breast Fed
- Bottle Fed
- Thumb sucking/lip sucking/nail biting/finger sucking
- Uses a pacifier
- Injuries to teeth
- Fear of dentist for child/parents
- Natural parents have history of decay or crooked teeth
- Child has had a toothache recently
- Toothache after eating
- Toothache that makes the child wake at night
- Patient is adopted or in foster care; If yes do you have the proper paperwork with you YES or NO

How will child react to dental visit: Very Poorly \_\_\_\_\_ Poorly \_\_\_\_\_ Well \_\_\_\_\_ Excellent \_\_\_\_\_ Unsure \_\_\_\_\_

### PLEASE DESCRIBE FURTHER ANY CHECKED:

\_\_\_\_\_

**ALLERGIES**  No Known Allergies  Seasonal/Environmental (pollen, etc)  Tape  Latex  Medications Please list allergy and reaction \_\_\_\_\_

**MEDICATIONS**  None taken  Takes Medications (List Dosage, Frequency, and why med is taken)- Include any over the counter medication and vitamins) \_\_\_\_\_

\_\_\_\_\_

**PREVIOUS SURGERIES HOSPITALIZATIONS** (include dates & procedure done if applicable)  No surgery/hospitalization

Had the following completed/was hospitalized for the following \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**ANESTHESIA PROBLEMS:** Has the child or anyone in the family been diagnosed with the following:

Malignant Hyperthermia  Pseudo cholinesterase Disease  Severe Postop Nausea/Vomiting

**Does the child have/use any of the following**  Glasses  Hearing Aids (please circle) Left Right

Loose/Capped/Missing Teeth (please circle) Upper Lower

**Is the child exposed to second hand smoke**  yes  no

**Is there any illicit drug use in the family**  yes  no

**Is there any alcohol abuse in the family**  yes  no

**Is there any history of physical abuse in the family**  yes  no

**Does the child suffer from the following:**

**Blood/Bleeding Disorders**  No Problem with blood diseases  Blood diseases \_\_\_\_\_  HIV/AIDS  Bleeding tendencies/Factor deficiencies WHICH FACTOR? \_\_\_\_\_  Anemia TYPE? \_\_\_\_\_  History Transfusions  
 Other **PLEASE DESCRIBE FURTHER ANY CHECKED:** \_\_\_\_\_

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**Respiratory System**  No Problems with Lungs  Asthma  Emphysema  Bronchitis  TB  Sleep Apnea  Other  
**PLEASE DESCRIBE FURTHER ANY CHECKED:** \_\_\_\_\_

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**Cardiovascular System**  No problem with Heart  High blood pressure  problem with heart rhythm  Pacemaker  
 Defibrillator  Stroke  Mitral Valve Prolapse  Murmur  Phlebitis  problem with heart valves  congenital heart defect now or at birth  
 Other **PLEASE DESCRIBE FURTHER ANY CHECKED:** \_\_\_\_\_

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**Nervous System**  No known Issues  Seizures  Tremors  Vertigo  Other  
**PLEASE DESCRIBE FURTHER ANY CHECKED:** \_\_\_\_\_

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**Endocrine System**  No known Issues  Diabetes  Noninsulin Dependent  Insulin Dependent  Thyroid Disease  
 Other **PLEASE DESCRIBE FURTHER ANY CHECKED:** \_\_\_\_\_

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**Digestive System**  No known Issues  Hiatal Hernia  Acid Reflux  Ulcers  Hepatitis  Chronic constipation  
 Chronic Diarrhea  No bowel control  Other **PLEASE DESCRIBE FURTHER ANY CHECKED:** \_\_\_\_\_

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**Genitourinary System**  No known Issues  Kidney problems  Bladder Issues  Bed Wetter  Other  
**PLEASE DESCRIBE FURTHER ANY CHECKED:** \_\_\_\_\_

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**Reproductive System**  No known Issues  Last Menstrual Period \_\_\_\_\_  Not applicable  Ovarian cysts  
 Endometriosis  Other **PLEASE DESCRIBE FURTHER ANY CHECKED:** \_\_\_\_\_

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**Skeletal System**  No known Issues  Arthritis  Neck/Back Problems  Limitations in mobility  Wheelchair Bound  
 Cerebral Palsy  Other assistive device \_\_\_\_\_  Other **PLEASE DESCRIBE FURTHER ANY CHECKED:** \_\_\_\_\_

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**Psychosocial**  No known Issues  Mental health disorder  Sleep disorder  recent life changes/stressors  late sleeper  
 Heavy sleeper  Autism  ADHD  parents separated/going through divorce/ widowed  other **PLEASE DESCRIBE FURTHER ANY CHECKED:** \_\_\_\_\_

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**Skin**  No known Issues  Psoriasis  Eczema  Bruises  Other **PLEASE DESCRIBE FURTHER ANY CHECKED:** \_\_\_\_\_

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**Infection**  No known Issues  MRSA  VRE  CDIFF When? \_\_\_\_\_ Last test performed? \_\_\_\_\_  
When? \_\_\_\_\_ Where? \_\_\_\_\_

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Parent/Foster Parent/Legal Guardian's Name: \_\_\_\_\_

Parent/Foster Parent/Legal Guardian's Signature & Date: \_\_\_\_\_

**THANK YOU FOR COMPLETING THIS QUESTIONNAIRE. WE LOOK FORWARD TO CARING FOR YOUR CHILD.**

# Bensalem Pediatric Dentistry

## Consent to Perform Exam and Cleaning

1. I hereby authorize and direct the dentists of Bensalem Pediatric Dentistry and/or dental auxiliaries of their choice, to perform upon my child (or legal ward) the following dental treatment, radiographs (x-rays), or diagnostic aids:
  - A. Cleaning of the teeth
  - B. Consult or complete exam by dentist
  - C. X-rays
  - D. Lap Exam (may need to hold hands down to complete exam)
  
2. I recognize that during the course of treatment, it may be determined that additional work is necessary to include, but not limited to, fillings, pulpotomies, crowns, extractions, sutures, local anesthetic, sealants, or nitrous oxide. I realize that these procedures are not covered under this consent and, as such, will require a separate treatment consent outlining the specific tooth and work to be completed.
  
3. If, during any course of my child's care at Bensalem Pediatric Dentistry, if an employee, dentist, or other provider is exposed to my child's blood via an accidental needle stick or instrument stick, I consent to follow the procedures to get a sample blood withdrawal for HIV and Hepatitis testing. I understand the testing will be done in a manner that protects my child and my privacy and will be done at no cost to me.
  
4. I hereby state that I have read and understand this consent, and that all questions about the procedure have been answered in a satisfactory manner.
  
5. I further understand that this consent will remain in effect until such time that I choose to terminate it.

Patient's Name: \_\_\_\_\_

Parent/Foster Parent/Legal Guardian's Name: \_\_\_\_\_

Parent/Foster Parent/Legal Guardian's Signature & Date: \_\_\_\_\_

# Bensalem Pediatric Dentistry

## Consent for Fluoride Treatment

Fluoride is effective in preventing and reversing the early signs of dental caries (tooth decay). Researchers have shown that there are several ways through which fluoride achieves its decay-preventative effects. It makes the tooth structure stronger, so teeth are more resistant to acid attacks. Fluoride also acts to repair, or re-mineralize, areas in which acid attacks have already begun. The re-mineralization effect of fluoride is important because it reverses the early decay process as well as creating a tooth surface that is more resistant to decay.

Most insurance companies cover fluoride treatment twice a year, however some insurance companies are only paid for a once a year application.

I have been informed of all of the alternatives to fluoride.

### **PLEASE CHOOSE ONE (1) OF THE FOLLOWING:**

I, \_\_\_\_\_ give my consent to apply fluoride treatment TWICE a year. I agree that if my insurance company does not pay for the second application, that I am financially responsible for payment.

I, \_\_\_\_\_ give my consent to apply fluoride treatment only ONCE a year.

I, \_\_\_\_\_ do not wish fluoride treatment to be applied to my child at any time.

Patient's Name: \_\_\_\_\_

Parent/Foster Parent/Legal Guardian's Name: \_\_\_\_\_

Parent/Foster Parent/Legal Guardian's Signature & Date: \_\_\_\_\_



# Bensalem Pediatric Dentistry

## Permission for Others to escort child to and from dental appointments

In order to make your visit as prompt and pleasant as possible, please provide the following information:

I, \_\_\_\_\_ hereby give the following my permission to bring my child/children to Bensalem Pediatric Dentistry.

NAME	Relationship to Child/Children

\*\*\* THERE MAY BE A NEED TO CALL THE PARENT/GUARDIAN PRIOR TO OR DURING TREATMENT

Patient ID# \_\_\_\_\_ (Office Use Only)      Today's Date \_\_\_\_\_

Patient's Name \_\_\_\_\_      DOB \_\_\_\_\_

Parent/Legal Guardian's Name: \_\_\_\_\_

Parent/Legal Guardian's Signature & Date: \_\_\_\_\_

# Bensalem Pediatric Dentistry

## Consent for Use and Disclosure of Health Information

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**Section A: Parent/Legal Guardian giving consent:**

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

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Patient: \_\_\_\_\_ Social Security # \_\_\_\_\_

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**Section B: PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY:**

**Purpose of Consent:** By signing this form, you will consent to our use and disclosure of your protection health information to carry out treatment, payment activities, and healthcare operations.

**Notice of Privacy Practices:** You have the right to read our Notice of Privacy Practices before you decide whether to sign this consent. Our notice provides a description of our treatment, payment activities, and healthcare operations, of the uses and disclosures we may make of your protected health information, and of other important matters about your protected health information. A copy of our notice accompanies this consent. We encourage you to read it carefully and completely before signing this consent.

We reserve the right to change our privacy practices as described in our Notice of Privacy Practices. If we change our privacy practices, we will issue a revised Notice of Privacy Practices, which will contain the changes. Those changes may apply to any of your protected health information that we maintain.

You may obtain a copy of our Notice of Privacy Practices, including any revisions of our notice, at any time by contacting:

**Contact Person:** Practice Manager - Brook Murphy

**Telephone:** (610) 622-1949 Ext 1109 **Fax:** 484-698-7848

**Email:** [brook@childrensdentalhealth.com](mailto:brook@childrensdentalhealth.com)

**Address:** 596 Lancaster Ave, Suite 100, Malvern, PA 19335

**Right to Revoke:** You will have the right to revoke this consent at any time by giving us written notice of you revocation submitted to the contact person listed above. Please understand the 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 your Notice of Privacy Practices. I understand that, by signing this consent form, 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

If this consent is signed by a personal representative on behalf of the patient complete the following:

Personal Representative's Name: \_\_\_\_\_

Relationship to Patient: \_\_\_\_\_

**YOU ARE ENTITLED TO A COPY OF THIS CONSENT AFTER YOU SIGN IT.**

# Bensalem Pediatric Dentistry

## ACKNOWLEDGEMENT OF RECEIPT OF NOTICE OF PRIVACY PRACTICES

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I, \_\_\_\_\_, have been given the opportunity to review the office's Notice of Privacy Practices. I understand that at anytime I may receive a copy of the office's Notice of Privacy Practices.

**Please Print:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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**For Office Use Only**

We attempted to obtain written acknowledgement of receipt of our Notice of Privacy Practices but, acknowledgement could not be obtained for the following reasons:

- Individual Refused to sign
- Communication barriers prohibited obtaining the acknowledgement
- An emergency situation prevented us from obtaining acknowledgement
- Other (please specify below)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

