

LEWIS C. COLE DMD

Family and Cosmetic Dentistry

525 ENERGY CENTER BLVD • SUITE 1603 • NORTHPORT, AL 35473

PHONE 205.344.6900 • FAX 205.344.6910

www.lewiscoledentistry.com

Patient Information

Patient Name: _____ Date: _____

Last

First

MI

(Preferred Name)

Male Female

Married Single Child

Social Security #: _____ Birth Date: _____

Driver License #: _____ Email address: _____

Phone (Home): _____ (Work): _____ (Cell): _____

Best time to call: _____ How do you prefer to be contacted? _____

Address: _____

Street

Apartment #

City

State

Zip Code

Emergency Contact/Relation

Phone

Health Information

Date of Last Dental Visit: _____ Previous Dentist: _____

Reason for Today's Visit: _____

Have you ever had any of the following? Please check those that apply:

- | | | | |
|--|--|---|---|
| <input type="checkbox"/> AIDS | <input type="checkbox"/> Epilepsy | <input type="checkbox"/> Kidney Disease | <input type="checkbox"/> Stomach Problems |
| <input type="checkbox"/> Allergies _____ | <input type="checkbox"/> Excessive Bleeding | <input type="checkbox"/> Liver Disease | <input type="checkbox"/> Stroke |
| <input type="checkbox"/> Allergy to Latex | <input type="checkbox"/> Fainting | <input type="checkbox"/> Mental Disorders | <input type="checkbox"/> Tuberculosis |
| <input type="checkbox"/> Anemia | <input type="checkbox"/> Glaucoma | <input type="checkbox"/> Nervous Disorders | <input type="checkbox"/> Tumors |
| <input type="checkbox"/> Arthritis | <input type="checkbox"/> Growths | <input type="checkbox"/> Pacemaker | <input type="checkbox"/> Ulcers |
| <input type="checkbox"/> Artificial Joints | <input type="checkbox"/> Hay Fever | <input type="checkbox"/> Pregnancy | <input type="checkbox"/> Venereal Disease |
| <input type="checkbox"/> Asthma | <input type="checkbox"/> Head Injuries | Due date: _____ | <input type="checkbox"/> Codeine Allergy |
| <input type="checkbox"/> Blood Disease | <input type="checkbox"/> Heart Disease | <input type="checkbox"/> Radiation Treatment | <input type="checkbox"/> Penicillin Allergy |
| <input type="checkbox"/> Cancer | <input type="checkbox"/> Heart Murmur | <input type="checkbox"/> Respiratory Problems | OTHER: |
| <input type="checkbox"/> Diabetes | <input type="checkbox"/> Hepatitis | <input type="checkbox"/> Rheumatic Fever | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Dizziness | <input type="checkbox"/> High Blood Pressure | <input type="checkbox"/> Rheumatism | <input type="checkbox"/> _____ |
| | <input type="checkbox"/> Jaundice | <input type="checkbox"/> Sinus Problems | <input type="checkbox"/> _____ |

• Have you ever had any complications following dental treatment? Yes No

If yes, please explain: _____

• Have you been admitted to a hospital or needed emergency care during the past two years? Yes No

If yes, please explain: _____

• Are you now under the care of a physician? Yes No Name & Phone of Physician: _____

If yes, please explain: _____

• Please list any current medications. _____

• Do you have any health problems that need further clarification? Yes No

If yes, please explain: _____

Referral Information

Whom may we thank for referring you to our practice? _____

Another patient Dental Office Yellow Pages Newspaper School Work Other _____

Responsible Party Information

Person responsible for payment (if someone other than patient): _____
Relation to Patient: _____ Birth Date: _____
Phone Home: _____ Work: _____ Cell: _____ Social Security #: _____
Address: _____
Street Apartment #
City State Zip Code

Employment Information

The following is for: the patient the person responsible for payment (parent/guardian, etc)
Employer Name: _____ Occupation: _____
Employer's Address: _____
Street City State Zip Code Phone

Insurance Information

Primary

Name of Insured: _____ Is insured a patient of our office? Yes No
Last First MI
Insured's Birth Date: _____ Policy #: _____ Group #: _____
Insured's Address: _____
Street City State Zip Code
Insured's Employer Name: _____
Address: _____
Street City State Zip Code
Patient's relationship to insured: Self Spouse Child Other _____
Insurance Plan Name and Address: _____

Secondary

Name of Insured: _____ Is insured a patient of our office? Yes No
Last First MI
Insured's Birth Date: _____ Policy #: _____ Group #: _____
Insured's Address: _____
Street City State Zip Code
Insured's Employer Name: _____
Address: _____
Street City State Zip Code
Patient's relationship to insured: Self Spouse Child Other _____
Insurance Plan Name and Address: _____

To the best of my knowledge, all of the preceding answers and information provided are true and correct. If I ever have any change in my health, I will inform the doctors at the next appointment without fail.

Signature of patient, parent or guardian Date: _____

NOTICE OF PRIVACY PRACTICE

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 states 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 takes effect November 1, 2010, and will remain in effect until we replace it.

We reserve the right to change our privacy practice 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 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 your for treatment, payment and health 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 provided to you.

Healthcare Operations: We may use and disclose your health information in connections 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 sections 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.

Person 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 circumstance, we will disclose health information based on 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 inference 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 or letters).

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 a letter to the address at the end of this Notice. If you request copies we will charge you \$0.50 for each page. \$5.00 per hour for staff time to locate and copy your health information and postage if you want 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 request.

Restriction: You have the right to request that we communicate with you about your health information. We are not required to agree to these additional restrictions, but if we do, we will abide by your 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 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 to restrict the use or disclosure of your health information or to have us communicate with you by alternative means or at alternative location, 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 Human and Health Service 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 Lewis Cole, DMD
Email: lewis@lewiscole.com

Telephone (205) 344.6900 Fax (205) 344.6910
Address 525 Energy Center Blvd Suite 1603, Northport Al. 35473

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ACKNOWLEDGEMENT OF RECEIPT OF NOTICE OF
PRIVACY PRACTICES

You may refuse to sign this acknowledgement

I, (please print name) _____, have
received a copy of this office's notice of privacy practices.

Signature

Date

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)
- _____

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NOTICE TO ALL PATIENTS

We reserve appointment times to properly serve you and our other patients. If you are not able to keep your appointment, please contact us immediately. This advance notice allows us the opportunity to serve you and our other patients promptly and courteously.

As of November 1, 2011, any missed appointment without 24-hour advance notice will be subject to a \$25.00 charge to your account.

I have read and understand the above statement:
Patient Signature: _____

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Written Financial Policy/Non-Covered Services

Thank you for choosing Lewis C. Cole Family and Cosmetic Dentistry. Our primary mission is to deliver the highest quality and most comprehensive dental care available. An important part of the mission is making the cost of optimal care easy and manageable for our patients by offering several payment options.

Payment Options:

- Cash, Check, Visa, MasterCard, Discover Card
- Payment Plans² from Care Credit (some no interest¹, some extended plans with interest)

Payment is due at the time of service. In some instances, a retainer fee or down payment may be required prior to scheduling a lengthy appointment.

For patients with dental insurance we are happy to work with your carrier to maximize your benefit and directly bill them for reimbursement for your treatment.³

However, there may be certain services that are not covered by your insurance company. For a non-covered service, the patient will be required to pay for the service in full. Initial _____

There may be certain services performed in which your insurance will downgrade to a lower paid service. In these cases, you will be expected to pay the difference in fee schedule or pay for the service in full. For example, most dental contracts will pay for an amalgam (silver) filling on posterior teeth when a composite (tooth colored filling) is recommended. For example on crowns, you may choose a higher end porcelain/gold restoration. Any fee from the lab above the PPO or insurance plan fee schedule will be your responsibility.

In addition, most elective cosmetic dental services are not covered by your dental benefits contract. You are expected to pay for these services in full. We only estimate what your insurance will pay and they always give a disclaimer when calling for information that benefits and payment are not guaranteed until a claim is received and processed.

I, the undersigned, accept the fee charged as a legal and lawful debt and agree to pay the fee, including any/all costs of collection (33.33%), attorney fees and/or court costs, if necessary.

I, the undersigned, also give Lewis Cole, DMD, PC, its employees and/or agents "express prior consent" to contact me at any or all phone numbers, including cell phone numbers (by phone call or text message), for the purpose of treatment, insurance or payment.

As a condition of your treatment by this office, financial arrangements must be made in advance. All emergency dental services, or any dental services performed without previous financial arrangements, must be paid for in cash at the time services are performed.

Our office will help prepare the patients insurance forms or assist in making collections from insurance companies and will credit any such collections to the patient's account. However, this dental office cannot render services on the assumption that our charges will be paid by an insurance company.

A service charge of 1½% per month (18% per annum) on the unpaid balance will be charged on all accounts exceeding 60 days, unless previously written financial arrangements are satisfied. You are responsible and agree to pay all cost of collecting or attempting to collect, including attorney fees.

I understand that the fee estimate listed for this dental care can only be extended for a period of six months from the date of the patient examination.

In consideration for the professional services rendered to me, or at my request, by the Doctor, I agree to pay therefore the reasonable value of services to Doctor, or his assignee, at the time the services are rendered, or within five (5) days of billing if credit shall be extended. I further agree that the reasonable value of services shall be as billed unless objected to, by me, in writing, within the time for payment thereof. I further agree that a waiver of any breach of any time or condition hereunder shall not constitute a waiver of any further term or condition and I further agree to pay all costs and reasonable attorney fees if suit be instituted hereunder.

A fee is charged for patients who miss or cancel without 24-hour notice. Patients will also be subject to dismissal from the practice after two missed or cancelled appointments without 24-hour notice. Initial_____

Lewis C. Cole Family and Cosmetic Dentistry charges \$30 for returned checks.

I grant my permission to you or your assignee, to telephone me at home or at my work to discuss matters related to this form.

Thank you for your understanding and we appreciate you choosing our office to assist you with your dental health

I have read the above conditions of treatment and payment and agree to their content.

Patient, Parent or Guardian Signature _____ Date _____

Patient Name (Please Print) _____

¹If paid within the promotional period. Otherwise, interest assessed from purchase date. Minimum monthly payment required.

²Subject to credit approval

³However, if we do not receive payment from your insurance carrier within 45 days, you will be responsible for payment of your treatment fees and collection of your benefits directly from your insurance carrier.