



# WELCOME

We are pleased to welcome you to our practice.  
Please complete this form, and provide any insurance cards.

## PATIENT INFORMATION

Name \_\_\_\_\_ Soc. Sec. # \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Cell Phone \_\_\_\_\_ Home Phone \_\_\_\_\_  
Email \_\_\_\_\_ Birthdate \_\_\_\_\_  
Single \_\_\_ Married \_\_\_ Widowed \_\_\_ Separated \_\_\_ Divorced \_\_\_  
Employer \_\_\_\_\_ Occupation \_\_\_\_\_  
Notify in case of emergency \_\_\_\_\_ Relationship \_\_\_\_\_  
Phone Number \_\_\_\_\_

## PRIMARY DENTAL INSURANCE

Subscriber Name \_\_\_\_\_ Birthdate \_\_\_\_\_  
Employer \_\_\_\_\_ Soc. Sec. # \_\_\_\_\_  
Insurance Company \_\_\_\_\_ Phone Number \_\_\_\_\_  
Insurance Company Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
ID Number \_\_\_\_\_  
Group Number \_\_\_\_\_

## SECONDARY DENTAL INSURANCE

Subscriber Name \_\_\_\_\_ Birthdate \_\_\_\_\_  
Employer \_\_\_\_\_ Soc. Sec. # \_\_\_\_\_  
Insurance Company \_\_\_\_\_ Phone Number \_\_\_\_\_  
Insurance Company Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
ID Number \_\_\_\_\_  
Group Number \_\_\_\_\_

**I authorize the dentist to release all information necessary to secure payment of insurance benefits. I understand that I am financially responsible for all charges whether or not paid by insurance.**

Signature \_\_\_\_\_  
Print Name \_\_\_\_\_

Date \_\_\_\_\_

# FINANCIAL POLICY FOR MOON FAMILY & COSMETIC DENTAL

1. We accept a variety of dental insurance plans, and assist our patients in filing their claims as part of our service. However, **patients are responsible** for knowing the details of their individual contract, including benefits, limitations, and yearly maximum coverage.
2. Patients with dental insurance must have their benefits verified; and be prepared to pay deductibles and co-insurance at the initial appointment, as well as each subsequent appointment while under treatment.
3. Patients **NOT** covered by a dental insurance plan must pay in full for the visit at the time services are rendered. Payment methods include **Visa, MasterCard, Discover and Check. Checks returned for non-sufficient funds will incur a \$35.00 return check fee.**
4. **In accordance with our office policy, we require 48-hour cancellation notice, if an appointment cannot be kept. Please be aware our office hours are Monday 7:30 a.m. to 12:30 p.m. and Tuesday thru Thursday 7:30 a.m. to 5 p.m. A fee of \$75 will apply for no-show/cancellation without two (2) full working days notice.** A specific time is reserved for you and last minute cancellations result in a lost opportunity for another patient to receive dental care.

**\* I understand that I am financially responsible for all treatment costs NOT covered by my dental insurance.**

Please sign below acknowledging that you understand and *agree* to these policies.

Signature \_\_\_\_\_ Date \_\_\_\_\_

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

# Moon Family & Cosmetic Dental

## Acknowledgement of Receipt of Notice Privacy Practices (Patient Consent Form)

I understand that, under the Health Insurance Portability & Accountability Act of 1996 (HIPPA). I have certain rights to privacy regarding my protected health information. I understand that this information can and will be used to:

1. Treatment (including direct or indirect treatment by other healthcare providers involved in my treatment)
2. Obtain payment from third party payers (e.g. my insurance company)
3. The day-to-day healthcare operations of your practice

I acknowledge that I have been informed of your Notice of Privacy Practices which contains a more complete description of the uses and disclosures of my health information. I understand that this organization has the right to change its Notice of Privacy Practices from time to time and that I may contact this organization at any time at the address above to obtain a current copy of the Notice of Privacy Practices.

I understand that I may request in writing that you restrict how my private information is used or disclosed to carry out treatment, payment or health care operations. I also understand you are not required to agree to my requested restrictions, but if you do agree you are bound to abide by such restrictions.

**Date** \_\_\_\_\_

**Print Patient Name** \_\_\_\_\_

**Relationship to patient** \_\_\_\_\_

**Signature** \_\_\_\_\_