

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 _____ Date _____
Print Name _____

FINANCIAL POLICY FOR MOON FAMILY & COSMETIC DENTAL

- 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.
- 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. **If the insurance company denies a claim for any reason, this amount will become the patient's responsibility.**
- Patients **NOT** covered by a dental insurance plan are responsible for payment in *full* at the time service. We accept **Visa, MasterCard, Discover, AMEX, and personal checks**. There will be a charge of \$35.00 for any check returned due to insufficient funds, plus any bank fees incurred including bank charge back fees.
- Please be aware our office hours are Monday 7:30 am. to 12:30 pm. - Tuesday thru Thursday 7:30 am. to 5:00 pm. ***A fee of \$75.00 will apply for any no-show/cancellation without two (2) full working days notice.***
- Any account outstanding over 30 days, will incur a finance charge.
- All accounts must be **CURRENT** and in good standing before a new appointment will be scheduled.

Please sign below acknowledging that you understood the above mentioned 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 _____