

# PATIENT REGISTRATION

PLEASE COMPLETE THE FOLLOWING CONFIDENTIAL INFORMATION

IF THIS APPOINTMENT IS FOR YOU START HERE

DATE				<b>1</b>
LAST NAME		FIRST	M.I.	
PREFERS TO BE CALLED BY				
ADDRESS				
CITY		STATE	ZIP	
HOME PHONE NO.		FAX		
CELL		EMAIL		
BIRTHDATE	AGE	MALE	FEMALE	
MARRIED	SINGLE	DIVORCED	WIDOWED	
SOCIAL SECURITY NO.				

IF THIS APPOINTMENT IS FOR YOUR CHILD START HERE

DATE				
LAST NAME		FIRST	M.I.	
ADDRESS				
CITY		STATE	ZIP	
HOME PHONE NO.				
BIRTHDATE	AGE	MALE	FEMALE	
SCHOOL		GRADE		
SOCIAL SECURITY NO.				

IF YOUR CHILD'S LAST NAME AND/OR ADDRESS ARE NOT THE SAME AS YOURS, FILL IN THE TOP BOX ALSO

DENTAL INSURANCE		<b>2</b>
PRIMARY CARRIER		
INSURANCE COMPANY		
GROUP NO.		
EMPLOYER NAME		
INSURED'S NAME		
DATE OF BIRTH	RELATIONSHIP TO PATIENT	
INSURED'S I.D. NO.		
INSURED'S SOCIAL SECURITY NO.		
SECONDARY CARRIER		
INSURANCE COMPANY		
GROUP NO.		
EMPLOYER NAME		
INSURED'S NAME		
DATE OF BIRTH	RELATIONSHIP TO PATIENT	
INSURED'S I.D. NO.		
INSURED'S SOCIAL SECURITY NO.		

ACCOUNT INFORMATION		<b>4</b>
PERSON FINANCIALLY RESPONSIBLE FOR ACCOUNT		
NAME		
RELATIONSHIP TO PATIENT	SOCIAL SECURITY NO.	
ADDRESS		
CITY	STATE	ZIP
PHONE NO.		
YOU		
NAME		
OCCUPATION		
EMPLOYER'S NAME		
ADDRESS	CITY	
PHONE NO.	FAX NO.	
YOUR SPOUSE		
NAME		
OCCUPATION		
EMPLOYER'S NAME		
ADDRESS	CITY	
PHONE NO.	FAX NO.	

GETTING TO KNOW YOU		<b>3</b>
IS ANOTHER MEMBER OF YOUR FAMILY OR RELATIVE A PATIENT AT OUR OFFICE?		
NAME:		
RELATIONSHIP:		
YOU WERE REFERRED TO US BY		
NAME:		
PERSON TO CONTACT FOR EMERGENCY		
NAME:		
CELL NUMBER		
HOME NUMBER		
ADDRESS		
CITY	STATE	ZIP

## CONSENT FOR TREATMENT

1. I hereby authorize doctor or designated staff to take x-rays, study models, photographs, and other diagnostic aids deemed appropriate by doctor to make a thorough diagnosis of (name of patient) \_\_\_\_\_'s dental needs.
2. Upon such diagnosis, I authorize doctor to perform all recommended treatment mutually agreed upon by me and to employ such assistance as required to provide proper care.
3. I agree to the use of anesthetics, sedatives and other medication as necessary. I fully understand that using anesthetic agents embodies certain risks. I understand that I can ask for a complete recital of any possible complications.
4. I give consent to the doctor's or designated staff's use and disclosure of any oral, written or electronic health records that are individually identifiable as mine for the purpose of carrying out my treatment, payment and health care operations. I understand that only the minimum amount of information necessary to provide quality care will be used or disclosed and that a notice fully outlining the protection of my personal health information is available.
5. I agree to be responsible for payment of all services rendered on my behalf or my dependents. I understand that payment is due at the time of service unless other arrangements have been made. In the event payments are not received by agreed upon dates, I understand that a 1-1/2% late charge (18% APR) may be added to my account. If required, I also understand a check of my credit history may be made.
- 6 Cell Phone:  I consent to the dental practice using my cell phone number to (choose one or both)  call or  text regarding appointments and to call regarding treatment, insurance, and my account. I understand that I can withdraw my consent at any time. My cell phone number is (include area code) \_\_\_\_\_

Patient's Signature \_\_\_\_\_ Date \_\_\_\_\_ Witness \_\_\_\_\_

Parent/Responsible Party's Signature \_\_\_\_\_ Relationship to Patient \_\_\_\_\_

Patient Name

# DENTAL HISTORY

Patient Account No.

Medical Alert

*Welcome! So that we may provide you with the best possible care please complete both sides of this medical/dental history form. All information is completely confidential.*

What is the reason for your visit today? \_\_\_\_\_

Date of Last Dental Visit \_\_\_\_\_ Last Dental Cleaning \_\_\_\_\_ Last Full Mouth X-rays \_\_\_\_\_

What was done at your last dental visit? \_\_\_\_\_

Previous Dentist's Name \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

How often do you have dental examinations? \_\_\_\_\_

How often do you brush your teeth? \_\_\_\_\_ How often do you floss? \_\_\_\_\_

Have you ever used or are currently using topical fluoride? Yes No

What other dental aids do you use? (Interplak, toothpick, etc.) \_\_\_\_\_

Do you have any dental problems now? Yes No If yes, please describe: \_\_\_\_\_

### Are any of your teeth sensitive to:

Hot or cold? ..... Yes No

Sweets? ..... Yes No

Biting or Chewing? ..... Yes No

Have you noticed any mouth odors or bad tastes? ..... Yes No

Do you frequently get cold sores, blisters or any other oral lesions? ..... Yes No

Do your gums bleed or hurt? ..... Yes No

Have your parents experienced gum disease or tooth loss? ..... Yes No

Have you noticed any loose teeth or change in your bite? ..... Yes No

Does food tend to become caught in between your teeth? ..... Yes No

If yes, where \_\_\_\_\_

### Do you:

Clench or grind your teeth while awake or asleep? ..... Yes No

Bite your lips or cheeks regularly? ..... Yes No

Hold foreign objects with your teeth? (pencils, pipe, etc.) ..... Yes No

Mouth breathe while awake or asleep? ..... Yes No

Have tired jaws, especially in the morning? ..... Yes No

Snore or have any other sleeping disorders? ..... Yes No

Smoke/chew tobacco or use other tobacco products? ..... Yes No

### Have you ever had:

Orthodontic treatment? ..... Yes No

Oral Surgery? ..... Yes No

Periodontal treatment? ..... Yes No

Your teeth ground or the bite adjusted? ..... Yes No

A bite plate or mouth guard? ..... Yes No

A serious injury to the mouth or head? ..... Yes No

Please describe, including cause \_\_\_\_\_

### Have you experienced:

Clicking or popping of the jaw? ..... Yes No

Pain? (joint, ear, side of face) ..... Yes No

Difficulty in opening or closing the mouth? ..... Yes No

Difficulty in chewing on either side of the mouth? ..... Yes No

Headaches, neckaches or shoulder aches? ..... Yes No

Sore muscles (neck, shoulders)? ..... Yes No

Are you satisfied with your teeth's appearance? Yes No

Would you like to replace your silver fillings? ..... Yes No

Would you like to keep all of your teeth all of your life? .... Yes No

Do you feel nervous about having dental treatment? ..... Yes No

Please describe \_\_\_\_\_

Have you ever had an upsetting dental experience? ..... Yes No

Please describe \_\_\_\_\_

Have you ever been told to take a pre-medication prior to dental treatment? ..... Yes No

Is there anything else about having dental treatment that you would like us to know? ..... Yes No

If yes, please describe \_\_\_\_\_

(Please complete other side)

# MEDICAL HISTORY

Patient Name \_\_\_\_\_  
 Patient Account No. \_\_\_\_\_

Medical Alert \_\_\_\_\_

- Physician's Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
 Have you had any medical care within the past two years? ..... Yes No  
 Describe \_\_\_\_\_
- Have you taken any medication or drugs during the past two years? ..... Yes No  
 If yes, please list name and dosage \_\_\_\_\_
- Are you currently taking any medication, drugs, pills or herbal remedies, including regular dosages of aspirin? ..... Yes No  
 If yes, please list name and dosage \_\_\_\_\_
- Have you ever taken bone loss prevention drugs such as Fosamax, Actonel, Boniva or other bisphosphonates? ..... Yes No  
 If yes, please list name and dosage \_\_\_\_\_
- Are you aware of having an allergic (or adverse) reaction to any substance or medication? ..... Yes No  
 If yes, please specify \_\_\_\_\_
- Have you been a patient in the hospital during the past five years? ..... Yes No
- Indicate which of the following you have had, or have at present. Circle "yes" or "no" to each item.

Heart (Surgery, Disease, Attack)...	Yes	No	Ulcers .....	Yes	No	Hepatitis A B C (circle) ...	Yes	No
Chest Pain .....	Yes	No	Diabetes .....	Yes	No	Venereal Disease .....	Yes	No
Congenital Heart Disease .....	Yes	No	Thyroid Problems .....	Yes	No	A.I.D.S./H.I.V. Positive .....	Yes	No
Heart Murmur .....	Yes	No	Glaucoma .....	Yes	No	Cold Sores/Fever Blisters .....	Yes	No
High/Low Blood Pressure .....	Yes	No	Contact lenses .....	Yes	No	Blood Transfusion .....	Yes	No
Mitral Valve Prolapse .....	Yes	No	Emphysema .....	Yes	No	Hemophilia .....	Yes	No
Artificial Heart Valve/Pacemaker .....	Yes	No	Chronic Cough .....	Yes	No	Sickle Cell Disease .....	Yes	No
Rheumatic Fever .....	Yes	No	Tuberculosis .....	Yes	No	Bruise Easily .....	Yes	No
Arthritis/Rheumatism .....	Yes	No	Asthma .....	Yes	No	Liver Disease/Yellow Jaundice ..	Yes	No
Cortisone Medicine .....	Yes	No	Hay Fever/Allergy/Hives .....	Yes	No	Neurological Disorders .....	Yes	No
Swollen Ankles .....	Yes	No	Latex Sensitivity .....	Yes	No	Epilepsy or Seizures .....	Yes	No
Stroke .....	Yes	No	Sinus Trouble .....	Yes	No	Fainting or Dizzy Spells .....	Yes	No
Diet (Special/Restricted) .....	Yes	No	Radiation Therapy .....	Yes	No	Nervous/Anxious .....	Yes	No
Artificial Joints (hip, knee, etc.) ...	Yes	No	Chemotherapy .....	Yes	No	Psychiatric/Psychological Care..	Yes	No
Kidney Trouble .....	Yes	No	Tumors .....	Yes	No	Cancer.....	Yes	No

- Have you lost or gained more than 10 pounds in the past year? ..... Yes No
- Do you have or have you had any disease, condition, or problem not listed? ..... Yes No  
 If yes, please list: \_\_\_\_\_
- Women:** Are you pregnant or think you could be pregnant? Yes \_\_\_\_\_ Months No **Nursing?** Yes No
- Do you use birth control prescriptions? ..... Yes No

I understand the above information is necessary to provide me with dental care in a safe and efficient manner. I have answered all questions to the best of my knowledge. Should further information be needed, you have my permission to ask the respective health care provider or agency, who may release such information to you. I will notify the doctor of any change in my health or medication.

Patient/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

## History Review

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

**Nishi H. Vakharia , D.D.S, P.C**

125 Siringo Road Suite B

Santa Fe NM 87505

Phone: 505-983-6153

Fax: 505-983-8132

Email: [info@vakhariadds.com](mailto:info@vakhariadds.com)

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Signature on file: Please check each box and sign below.

\_\_\_\_\_ I hereby place my signature on file.

\_\_\_\_\_ I grant Dr. Vakharia the right to release my medical and dental histories and diagnosis, records of treatment rendered to me or my legal dependents, subscriber/patient identification numbers, and other information to third party payer, insurance carriers, and/or other professional, as well myself if I so request.

\_\_\_\_\_ I assign insurance benefits to be paid directly to Dr. Vakharia. If my insurance carrier does not accept assignment of benefits if I choose not to assign benefits, I understand that I am fully responsible for the entire amount of treatment at the time of service.

\_\_\_\_\_ I grant Dr. Vakharia the right to request my medical and dental histories and diagnosis, records of treatment rendered to me or my legal dependents, subscriber/patient identification numbers, and other information to third party payer, insurance carriers, and/or other professional, as well myself if I so request.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

## Office and Dental Insurance Financial Policy

### Patients with dental insurance

As a courtesy we will complete your insurance form with all of the necessary information and submit it to your insurance company. We ask that you pay the **estimated** co-payment at the time services are rendered. If you fail to bring the required insurance information to your appointments we will ask that you pay the bill in full and be reimbursed from your insurance company.

-- If your insurance company has not made a payment within 30 days of billing, the balance will become your responsibility. (Insurance coverage is a contractual agreement between the insurance company and you or your employer. We have no control over this relationship.)

### Patients without dental insurance

Payment is due at the time treatment is rendered. We accept Cash, Personal checks, and all major credit cards. And great news, our office has partnered with Care Credit, a patient financing company, to offer our patients 0% interest financing for 6, 12, or 18 months with approval. No other payment plans are available on routine services, unless pre-approved.

### All Accounts

All accounts with an account balance after 30 days will incur a monthly 1.5% finance charge which equals an 18% annual rate. After 90 days past due the account will be sent to a collections agency.

Thank you for understanding our financial policy. Please let us know if you have any questions or concerns. We look forward to providing the highest quality dental care in a relaxing and caring atmosphere

Initial \_\_\_\_\_ Date \_\_\_\_\_

## **Attention Patients of Nishi Vakharia, DDS**

Effective November 1, 2012, Dr. Vakharia will be imposing a \$50.00 no show/short notice cancellation fee for missed hygiene appointments and a \$100.00 no show/short notice cancellation fee for scheduled dental treatment appointments. Also patients who arrive more than 15 minutes late for their scheduled appointment may be rescheduled and charged the cancellation fee.

No Show means: failure to appear for a scheduled date/time of appointment.

Short Notice Cancellation means: failure to cancel a scheduled appointment within 24 hours of date/time of appointment.

Effective immediately, if your account becomes delinquent and you are sent to collections, you will be responsible for your past due amount AND up to an additional 50% of your outstanding balance as part of the fees associated with collecting the past due amount.

Thank you for your consideration and understanding. Appointments are reserved in our schedule to meet our patients' dental needs.

I have read the above and agree to the fees:

Patient Signature \_\_\_\_\_

Date \_\_\_\_\_

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

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# ACKNOWLEDGEMENT OF RECEIPT OF NOTICE OF PRIVACY PRACTICES

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\* You May Refuse to Sign This Acknowledgement\*

I, \_\_\_\_\_, have received a copy of this  
office's Notice of Privacy Practices.

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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### For Office Use Only

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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)

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



## NOTICE OF PRIVACY PRACTICES

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**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.**

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### **OUR LEGAL DUTY**

We are required by applicable federal and state 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 this Notice while it is in effect. This Notice takes effect April 14, 2003 and will remain in effect until we replace it.

We reserve the right to change our privacy practices 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 a 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.

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### **USES AND DISCLOSURES OF HEALTH INFORMATION**

We use and disclose health information about you for treatment, payment, and healthcare 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 provide to you.

**Healthcare Operations:** We may use and disclose your health information in connection 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 section 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.

**Persons 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 circumstances, we will disclose health information based on a 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 inferences 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).

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#### 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 us a letter to the address at the end of this Notice. If you request copies, we will charge you \$0.10 for each page, \$15 per hour for staff time to locate and copy your health information, and postage if you want the 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 requests.

**Restriction:** You have the right to request that we place additional restrictions on our use or disclosure of your health information. We are not required to agree to these additional restrictions, but if we do, we will abide by our 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 you 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.

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#### 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 restrict the use or disclosure of your health information or to have us communicate with you by alternative means or at alternative locations, 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 Health and Human Services 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: \_\_\_\_\_

Telephone: 983-6153 Fax: 983-8132

E-mail: \_\_\_\_\_

Address: 125 Siringo Suite B, Santa Fe, NM 87505