

Responsible Party Information

Name of person responsible for this account _____

Billing Address _____
Street _____ Apartment # _____
City _____ State _____ Zip Code _____

Home Phone _____ Work Phone _____ Relationship to Patient _____

Permission for Dental Treatment for Minors

I hereby give permission for the doctors to render all necessary dental services and to use such methods and agents as they see fit for the child named on this form. I understand that no treatment will be started until the recommend treatment, time involved, and financial investment have been discussed with me.

Parent or Guardian Signature: _____ Date _____

Dental Insurance Information

Name of Insured: _____ Insured's Birth Date: _____
Last First

Insured's Soc. Sec. # _____ ID #: _____ 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: _____

Insurance Plan Phone Number: _____

Assignment and Release

I authorize my insurance company to pay the dentist all insurance benefits otherwise payable to me for services rendered. I authorize the use of this signature on all insurance submissions. I authorize the dentist to release all information necessary to secure the payment of benefits.

I understand that I am financially responsible for all charges whether or not paid by insurance.

Insurance Authorization Signature _____ Date _____

Financial Agreement

I acknowledge that payment is due at the time of treatment, unless other arrangements are made **prior** to the appointment. We may accept assignment of benefits after verification of coverage. However, **all deductibles and co-payments are due at the time of service.** The balance is your responsibility whether your insurance company pays or not. Your insurance policy is a contract between you, your employer and your insurance company. **Please be aware that some, perhaps all, of the services provided may be non-covered services and not considered reasonable and necessary under certain dental policies, therefore you will be responsible for the balance.**
Initials _____

Appointment and Scheduling Policy

As a courtesy, we will attempt to remind you of your appointment; however, your appointment is your responsibility to keep. **Our policy is to charge for a missed appointment at the second missed appointment,** the charges being subject to the length of the appointment. The Missed Appointment fees are: Doctor \$50.0 per hour; Hygienist \$25.00 per hour. Please arrive on time for your appointment. We respect that our patients have important schedules and will always do our best to see you at your appointed time. Patients that are late for their appointment will be rescheduled. Please give us 24 hours notice in the event that you must cancel your appointment. **Initials** _____

Prescription Policy

It is our policy that prescriptions for pain medicine will not be given between Thursday at 3:00 p.m. and 7:30 a.m. Monday.

I have read and understand the office policy.

Signature: _____ **Date:** _____

Glenstone Dental

Philip V. Gastinel, D.D.S. - Thomas C. Nash, D.D.S.
10552 S. Glenstone Place
Baton Rouge, LA 70810
225-767-6400

Acknowledgement of Receipt of HIPAA Policies and Procedures

You May Refuse to Sign This Acknowledgment

I have received and reviewed a copy of our dental practice's privacy, security and breach notification policies and procedures.

Print Name: _____

Signature: _____

Date: _____

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