

**Patient Information**

Name: \_\_\_\_\_  
Last First Middle

E-Mail Address: \_\_\_\_\_ Gender: Male \_\_\_\_\_ Female \_\_\_\_\_

Cell Phone: (\_\_\_\_) \_\_\_\_\_ Home Phone: (\_\_\_\_) \_\_\_\_\_ Work Phone: (\_\_\_\_) \_\_\_\_\_

Home Address: \_\_\_\_\_  
Street City State Zip

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Social Security Number: \_\_\_\_-\_\_\_\_-\_\_\_\_ Driver's License or ID Number: \_\_\_\_\_  
MM / DD / YYYY

**Responsible Party Information (If Patient is a Dependent)**

Name: \_\_\_\_\_  
Last First Middle

Relationship to Patient: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Cell Phone: (\_\_\_\_) \_\_\_\_\_ Home Phone: (\_\_\_\_) \_\_\_\_\_ Work Phone: (\_\_\_\_) \_\_\_\_\_

Home Address: \_\_\_\_\_  
Street City State Zip

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Social Security Number: \_\_\_\_-\_\_\_\_-\_\_\_\_ Driver's License or ID Number: \_\_\_\_\_  
MM / DD / YYYY

**Dental Insurance Information (Please Provide a Copy of Your Card)**

Name of Primary Policy Holder: \_\_\_\_\_  
Last First Middle

Primary Policy Holder's Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Primary Policy Holder's SS/ Member ID Number: \_\_\_\_-\_\_\_\_-\_\_\_\_  
MM / DD / YYYY

Primary Policy Holder's Employer: \_\_\_\_\_ Rank: \_\_\_\_\_

Insurance Company Name: \_\_\_\_\_ Group Number: \_\_\_\_\_ Insurance Company Phone: (\_\_\_\_) \_\_\_\_\_

Insurance Company Address: \_\_\_\_\_  
Street City State Zip

**Emergency Contact Information**

Local Friend or Relative not Living With You: \_\_\_\_\_ Emergency Contact Phone: (\_\_\_\_) \_\_\_\_\_

Emergency Contact Address: \_\_\_\_\_  
Street City State Zip

**Getting to Know You**

Why did you select our office? \_\_\_\_\_ Whom May we thank for referring you? \_\_\_\_\_

Is another member of your family already a patient with our practice? \_\_\_\_\_

When was your last dental visit? \_\_\_\_\_

When was the last time you had complete dental x-rays taken? \_\_\_\_\_ Have you ever had any teeth removed? \_\_\_\_\_

How long have these teeth been missing? \_\_\_\_\_

How Have these teeth been replaced?  Bridge  Partial  Denture  Implants  They have not been replaced

**FOR ALL PATIENTS**

I authorize the doctor to perform any and all forms of treatment, medication and therapy that may be indicated in connection with the dental care of the patient above, and further authorize and consent that the doctor chooses and employs such assistance as he deems fit. I also understand that prior to treatment, full explanation of the procedure(s) involved will be given by the doctor and/or his staff. I agree to pay for all services rendered by this office.

\_\_\_\_\_  
SIGNATURE OF RESPONSIBLE PARTY

\_\_\_\_\_  
RELATIONSHIP TO PATIENT

\_\_\_\_\_  
DATE

**MEDICAL HISTORY**

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

1. Have you been under the care of a medical doctor during the past two years?  Yes  No  
If yes, for what reason? \_\_\_\_\_

2. Are you having dental problems at this time?  Yes  No

3. Do your gums bleed at any time?  Yes  No

4. Are you allergic to (i.e., itching, rash, swelling or hands, feet or eyes) or made sick by penicillin, aspirin, codeine, or any drugs or medications?  Yes  No  
If yes, please list. \_\_\_\_\_

5. Have you ever had excessive bleeding requiring special treatment?  Yes  No

6. Check any of the following which you have had or have at present:

Heart Disease or Attack

Ulcers

HIV Positive (AIDS)

Tuberculosis (TB)

Shortness of Breath

Hepatitis A (Infectious)

Asthma

Hepatitis B (Serum)

High Blood Pressure

Rheumatic Fever

Liver Disease

Heart Murmur/Mitral Valve

Scarlet Fever

Diabetes

Bruise Easily

Artificial Heart Valve

Thyroid Disease

Drug Addiction

Heart Pacemaker

Chemotherapy (Cancer, Leukemia)

Hemophilia

Heart Surgery

Arthritis

Cold Sores or Fever Blisters

Artificial Joint

Cortisone Medication

Epilepsy or Seizures

Stroke

Glaucoma

Nervousness

Kidney Trouble

Pain in Jaw Joints

Psychiatric Treatment

7. Do you have any disease, condition or problem not listed? If so, please list .....  Yes  No

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

8. List all medications you are taking at this time. \_\_\_\_\_

9. Are you a smoker?.....  Yes  No

10. Do you use or have you ever used recreational drugs?.....  Yes  No

11. Do you ever wake up from sleep short of breath? Do you snore?.....  Yes  No

12. Do you clench or grind your teeth? .....  Yes  No

13. Has your medication doctor ever said you have cancer or a tumor?.....  Yes  No

14. Women: Are you pregnant  Yes  No If yes, what month are you due? \_\_\_\_\_

Updates (date & initial) \_\_\_\_\_

Our goal is to make your experience in our office exactly how you want it to be. Please take a few moments and complete this profile so we can make you as comfortable as possible.

1. Please rate, in order of value, what is most important to you in dental care: (The most important will be #1)

- Preventative Care
- Only what is necessary at the time: cost is important
- Comprehensive, quality care, best looking results
- Other \_\_\_\_\_

2. Please rate, as in #1, what is most important to you in your relationship with a dentist.

- Show me what he/she is doing or planning to do so I can clearly see what is happening
- Listen to my concerns and explain what needs to be done so I can clearly hear and understand my needed treatment
- Make sure I feel comfortable and informed at all times.

3. Please circle the level of fear you have regarding dental treatment for yourself. (10 being the most fearful, 1 being the least amount of fear)

1      2      3      4      5      6      7      8      9      10

4. Are you concerned about: (please circle yes or no)

- |                          |     |    |
|--------------------------|-----|----|
| Replacing missing teeth  | Yes | No |
| Eliminating any cavities | Yes | No |
| Gum disease              | Yes | No |
| Bad breath               | Yes | No |
| Snoring at night         | Yes | No |
| Color of your teeth      | Yes | No |
| Appearance of your smile | Yes | No |

5. Please circle how important is it for you to keep your teeth for a lifetime? (10 being very important)

1      2      3      4      5      6      7      8      9      10

6. When we review your treatment plan with you, would you like to know (please check one):

- The big picture of what needs to be done
- All the treatment details along the way



DENTAL INSURANCE POLICY

Windsor Family Dentistry proudly accepts most dental insurance plans. We file all dental insurance claims as a patient courtesy. In the event of a treatment plan, we create a reasonable estimate of patient co-payments and insurance contributions. This estimate is based on contracted insurance rates, the general breakdown of benefits obtained through the insurance verification process and our knowledge of common insurance exclusions. **This estimate is not a guarantee of insurance payment. All benefit determinations are at the discretion of the insurance company and are not determined until after a claim is submitted.** We provide treatment estimates as a courtesy in order to minimize the total out-of-pocket cost due by patient. **All estimated patient co-payments are due on or before time of service.**

**Patient is responsible for any remaining account balance resulting from insurance nonpayment or underpayment. A statement will be mailed to you regarding this balance. Payment is due immediately upon receipt.**

-----PATIENT ACKNOWLEDGMENT AND AUTHORIZATION-----

I understand and agree to the Dental Insurance Policy stated above. I authorize all my insurance companies to make payment directly to Windsor Family Dentistry. This assignment will remain in effect unless revoked by me in writing. I understand I am financially responsible for all charges whether or not paid by said insurance company. Further, I authorize the release of any patient information necessary to process these claims.

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

APPOINTMENT DEPOSIT REQUIREMENT

**Windsor Family Dentistry requires a minimum \$50.00 deposit for all appointments requiring 90 minutes or more of estimated chair-time and for all appointments with a total treatment cost of \$300.00 or more.** The deposit operates as a credit on the patient account towards the total patient portion due on or before time of service. Windsor Family Dentistry requires this deposit because our providers and dental assistants reserve the appointment time specifically for you at the exclusion of other patients. **The deposit requirement is subject our Cancellation Policy.**

The deposit requirement is reserved only for those patients choosing not to pre-pay for their services in full when scheduling the appointment.

I understand and agree.

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

CANCELLATION POLICY

Windsor Family Dentistry makes an effort to see patients on time in order to give patients the care they deserve. Therefore, we ask that you **please give 24 hours notice if you are unable to keep your scheduled appointment. We reserve the right to charge a \$50.00 cancellation fee for lack of proper notice.** We will make exceptions in the event of reasonable emergencies.

I understand and agree.

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

ACKNOWLEDGEMENT OF RECEIPT OF PRIVACY NOTICES

I, \_\_\_\_\_, have had the opportunity to review Windsor Family Dentistry's Notice of Privacy Practices (the entire legal notice is displayed at the front desk).

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