

PATIENT INFORMATION

Date: _____ Birthdate: _____ Age: _____ Male Female

Patient's Name: _____
Last First Middle Nickname

Address: _____ Phone: _____
Street City State Zip

Social Security #: _____ School: _____ Grade: _____

If Patient is a minor, give parent's or guardian's name: _____

List the names and ages of brothers and sisters or siblings: _____

How did you hear about our office or who referred you? _____

RESPONSIBLE PARTY INFORMATION

Name: _____ Marital Status: _____

Mailing Address: _____

Email Address: _____ Cell Number: _____

Social Security #: _____ Birthdate: _____ Relationship to patient: _____

Employer: _____

Occupation: _____ Work Number: _____

Spouse's Name: _____ Relationship to patient: _____
Last First Middle

Mailing Address: _____
Street City State Zip

SSN: _____ Birthdate: _____ Work Phone: _____ Cell Phone: _____

ORTHODONTIC INSURANCE INFORMATION

Primary Insured's Name: _____ Social Security #: _____

Mailing Address: _____ Date of Birth: _____

Insurance Company: _____ Group No.: _____ Local No.: _____

Insurance Co. Address: _____ Phone: _____
Street City State Zip

Insured's Employer: _____ Address: _____

Do you have dual coverage? Yes No If yes:

Secondary Insured's Name: _____ Social Security #: _____

Mailing Address: _____ Date of Birth: _____

Insurance Company: _____ Group No.: _____ Local No.: _____

Insurance Co. Address: _____ Phone: _____
Street City State Zip

Insured's Employer: _____ Address: _____

EMERGENCY INFORMATION

Name of nearest relative not living with you: _____ Relationship: _____

Residence: _____ Phone: _____
Street City State Zip

Signature (Parents signature if minor) _____

Updates (Dates & initial) _____/_____/_____/_____/_____/_____

Hoybjerg Family Orthodontics Confidential Patient Medical and Dental History

Patient: _____ Date of Birth: _____

Physician Name: _____ Phone: _____ Last Visit: _____

Has patient ever been under the extended care of a physician or had any surgeries? Yes No

If yes, please explain: _____

CHECK ANY OF THE FOLLOWING FOR WHICH THE PATIENT HAS BEEN TREATED

Heart Conditions (murmur etc.)	HIV Positive	Eyesight Problems	Amemia
Excessive Bleeding	Tuberculosis	Kidney Infections	Cold Sores or Fever Blisters
Diabetes	Asthma	Hepatitis	Drug Addiction
Rheumatic fever	Epilepsy	Frequent Headaches	Endocrine Problems
Liver Problems	Birth Defects	Speech Impairments	Sinus Problems
Cancer	Infections	Autism	
Nervous Disorders	ADHD	Cerebral Palsy	

Other: _____

Is the patient currently on any medications? Yes No If Yes, list: _____

Is the patient allergic to any food or medicines? Yes No If Yes, list: _____

Last Dentist Name: _____ Phone: _____ Last Visit: _____

DENTAL AND ORTHODONTIC HISTORY

Were any x-rays taken at patient's last dental visit? Yes No _____

Has patient had any problems with dental exams or treatment in the past? Yes No _____

Has patient had any cavities in the past? Yes No _____

Does patient brush their teeth daily? Yes No _____

Does patient currently take a fluoride supplement tablet, gels, rinses, etc.? Yes No _____

Does patient floss their teeth daily? Yes No _____

Has patient ever received local anesthetic? Yes No _____

Has patient ever had sealants placed? Yes No _____

If applicable: Has parent been diagnosed with tooth decay in past two years? Yes No _____

Has patient experienced any trauma to the teeth? (falls, blows, chips, etc.) Yes No _____

 If yes please explain: _____

Please describe patient's diet (regular/favorite foods): _____

Has patient ever sucked thumbs or fingers? Yes No _____

Does patient have speech problems? Yes No _____

Has patient ever been informed of any extra or missing teeth? Yes No _____

Has patient ever had a previous orthodontics in the past? Yes No _____

Does patient have any pain in their jaws? Yes No _____

Does patient have any popping or clicking of the jaw joint? Yes No _____

Is patient a mouth breather while awake or asleep? Yes No _____

Any orthodontic concern? _____

Please tell us about the patient's interests (favorite sports, hobbies, TV shows, travel, movies, etc.)

I certify that the above information is complete and accurate

Parent/Guardian Signature: _____ Date: _____

Dentist Signature: _____ Date: _____

Hoybjerg Family Orthodontics

NOTICE OF PRIVACY PRACTICES

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.

We are required by law to maintain the privacy of protected health information, to provide individuals with notice of our legal duties and privacy practices with respect to protected health information, and to notify affected individuals following a breach of unsecured protected health information. We must follow the privacy practices that are described in this Notice while it is in effect. This Notice takes effect 08/21/2014, 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, and to make new Notice provisions effective for all protected health information that we maintain. When we make a significant change in our privacy practices, we will change this Notice and post the new Notice clearly and prominently at our practice location, and we will provide copies of the new Notice 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.

HOW WE MAY USE AND DISCLOSE HEALTH INFORMATION ABOUT YOU

We may use and disclose your health information for different purposes, including treatment, payment, and health care operations. For each of these categories, we have provided a description and an example. Some information, such as HIV-related information, genetic information, alcohol and/or substance abuse records, and mental health records may be entitled to special confidentiality protections under applicable state or federal law. We will abide by these special protections as they pertain to applicable cases involving these types of records.

Treatment. We may use and disclose your health information for your treatment. For example, we may disclose your health information to a specialist providing treatment to you.

Payment. We may use and disclose your health information to obtain reimbursement for the treatment and services you receive from us or another entity involved with your care. Payment activities include billing, collections, claims management, and determinations of eligibility and coverage to obtain payment from you, an insurance company, or another third party. For example, we may send claims to your dental health plan containing certain health information.

Healthcare Operations. We may use and disclose your health information in connection with our healthcare operations. For example, healthcare operations include quality assessment and improvement activities, conducting training programs, and licensing activities.

Individuals Involved in Your Care or Payment for Your Care. We may disclose your health information to your family or friends or any other individual identified by you when they are involved in your care or in the payment for your care. Additionally, we may disclose information about you to a patient representative. If a person has the authority by law to make health care decisions for you, we will treat that patient representative the same way we would treat you with respect to your health information.

Disaster Relief. We may use or disclose your health information to assist in disaster relief efforts.

Required by Law. We may use or disclose your health information when we are required to do so by law.

Public Health Activities. We may disclose your health information for public health activities, including disclosures to:

- o Prevent or control disease, injury or disability;
- o Report child abuse or neglect;
- o Report reactions to medications or problems with products or devices;
- o Notify a person of a recall, repair, or replacement of products or devices;
- o Notify a person who may have been exposed to a disease or condition; or
- o Notify the appropriate government authority if we believe a patient has been the victim of abuse, neglect, or domestic violence.

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 the protected health information of an inmate or patient.

Secretary of HHS. We will disclose your health information to the Secretary of the U.S. Department of Health and Human Services when required to investigate or determine compliance with HIPAA.

Worker's Compensation. We may disclose your PHI to the extent authorized by and to the extent necessary to comply with laws relating to worker's compensation or other similar programs established by law.

Law Enforcement. We may disclose your PHI for law enforcement purposes as permitted by HIPAA, as required by law, or in response to a subpoena or court order.

Health Oversight Activities. We may disclose your PHI to an oversight agency for activities authorized by law. These oversight activities include audits, investigations, inspections, and credentialing, as necessary for licensure and for the government to monitor the health care system, government programs, and compliance with civil rights laws.

Judicial and Administrative Proceedings. If you are involved in a lawsuit or a dispute, we may disclose your PHI in response to a court or administrative order. We may also disclose health information about you in response to a subpoena, discovery request, or other lawful process instituted by someone else involved in the dispute, but only if efforts have been made, either by the requesting party or us, to tell you about the request or to obtain an order protecting the information requested.

Research. We may disclose your PHI to researchers when their research has been approved by an institutional review board or privacy board that has reviewed the research proposal and established protocols to ensure the privacy of your information.

Coroners, Medical Examiners, and Funeral Directors. We may release your PHI to a coroner or medical examiner. This may be necessary, for example, to identify a deceased person or determine the cause of death. We may also disclose PHI to funeral directors consistent with applicable law to enable them to carry out their duties.

Fundraising. We may contact you to provide you with information about our sponsored activities, including fundraising programs, as permitted by applicable law. If you do not wish to receive such information from us, you may opt out of receiving the communications.

Other Uses and Disclosures of PHI

Your authorization is required, with a few exceptions, for disclosure of psychotherapy notes, use or disclosure of PHI for marketing, and for the sale of PHI. We will also obtain your written authorization before using or disclosing your PHI for purposes other than those provided for in this Notice (or as otherwise permitted or required by law). You may revoke an authorization in writing at any time. Upon receipt of the written revocation, we will stop using or disclosing your PHI, except to the extent that we have already taken action in reliance on the authorization.

Your Health Information Rights

Access. You have the right to look at or get copies of your health information, with limited exceptions. You must make the request in writing. You may obtain a form to request access by using the contact information listed at the end of this Notice. You may also request access by sending us a letter to the address at the end of this Notice. If you request information that we maintain on paper, we may provide photocopies. If you request information that we maintain electronically, you have the right to an electronic copy. We will use the form and format you request if readily producible. We will charge you a reasonable cost-based fee for the cost of supplies and labor of copying, and for postage if you want copies mailed to you. Contact us using the information listed at the end of this Notice for an explanation of our fee structure.

If you are denied a request for access, you have the right to have the denial reviewed in accordance with the requirements of applicable law.

Disclosure Accounting. With the exception of certain disclosures, you have the right to receive an accounting of disclosures of your health information in accordance with applicable laws and regulations. To request an accounting of disclosures of your health information, you must submit your request in writing to the Privacy Official. 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 the additional requests.

Right to Request a Restriction. You have the right to request additional restrictions on our use or disclosure of your PHI by submitting a written request to the Privacy Official. Your written request must include (1) what information you want to limit, (2) whether you want to limit our use, disclosure or both, and (3) to whom you want the limits to apply. We are not required to agree to your request except in the case where the disclosure is to a health plan for purposes of carrying out payment or health care operations, and the information pertains solely to a health care item or service for which you, or a person on your behalf (other than the health plan), has paid our practice in full.

Alternative Communication. You have the right to request that we communicate with you about your health information by alternative means or at alternative locations. You must make your request in writing. Your request must specify the alternative means or location, and provide satisfactory explanation of how payments will be handled under the alternative means or location you request. We will accommodate all reasonable requests. However, if we are unable to contact you using the ways or locations you have requested we may contact you using the information we have.

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. If we agree to your request, we will amend your record(s) and notify you of such. If we deny your request for an amendment, we will provide you with a written explanation of why we denied it and explain your rights.

Right to Notification of a Breach. You will receive notifications of breaches of your unsecured protected health information as required by law.

Electronic Notice. You may receive a paper copy of this Notice upon request, even if you have agreed to receive this Notice electronically on our Web site or by electronic mail (e-mail).

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 if 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.

Our Privacy Official: Jessica Cant

Telephone: (916) 381-7171

Address: 9550 Micron Ave, Suite A, Sacramento, CA 95827

E-mail: jessica.cant@bluetreedental.com

Hoybjerg Family Orthodontics RECORD RELEASE

It is necessary that your records be transferred to assure that the receiving orthodontist is knowledgeable of your orthodontic condition(s), orthodontic treatment goals, the current treatment plan, and related financial arrangements. To facilitate the transfer of these records, it is necessary that you complete the following:

I authorize Hoybjerg Family Orthodontics to release all records of _____
for the purpose of continuation of treatment. Patient Name

(Patient or Guardian Name)

(Patient or Guardian Signature)

(Date)

(Relationship to Patient)

Hoybjerg Family Orthodontics
ACKNOWLEDGMENT OF RECEIPT OF
NOTICE OF PRIVACY PRACTICES

****You May Refuse To Sign This Acknowledgment****

I, _____ have received a copy of this office's Notice of Privacy Practices.
(Your Name)

(Please Print Patient Name)

(Your Signature)

(Date)

FOR OFFICE USE ONLY

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)



Your Name: _____ Today's Date: _____

Relationship to Patient(s): _____ Patient(s) Name: _____

How would you like us to communicate with you?

Our orthodontic office sends appointment reminders, information about treatment, payment and insurance, and other communications including but not limited to newsletters, events, etc. Please tell us how you would like us to communicate with you.

Check or complete all that apply (please print clearly):

- Contact me by U.S. Mail at the following address: _____
- Contact me by email at the following email address: _____

For Phone and Text Communications:

This form is optional. You are not required to sign this form, and you do not need to sign it to receive care in our orthodontic office.

Phone Number: _____

By checking this box, I consent to the following: The orthodontic practice or its service provider may contact me to provide health care information such as appointment reminders and information about treatment, payment, my account or insurance, using artificial or prerecorded voice or telephone equipment that may be capable of automatic dialing. The orthodontic practice may:

- Call me
- Text me
- Call me and text me

Signature: _____ Date: _____

Please call Hoybjerg Family Orthodontics right away if you get a new telephone number!

For Office Use Only:

- Consent revoked. Date/Initials: _____ / _____
- Possible reassigned number. Date/Initials: _____ / _____
- Confirmed accurate.

Date/Initials: _____ / _____	Date/Initials: _____ / _____
Date/Initials: _____ / _____	Date/Initials: _____ / _____
Date/Initials: _____ / _____	Date/Initials: _____ / _____