

# WELCOME TO OUR PRACTICE!



Please take a few minutes to answer the following questions so we can better assist you with your dental needs.

## PATIENT INFORMATION

Date \_\_\_\_\_ Soc. Sec. # \_\_\_\_\_ Birthdate \_\_\_\_\_  
Name \_\_\_\_\_ Home Phone \_\_\_\_\_  
Last Name First Name Initial  
Address \_\_\_\_\_ Cell Phone \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ E-mail \_\_\_\_\_  
Sex:  M  F  Minor  Single  Married  Long Term Partner  Divorced  Widowed  Separated  
Employer \_\_\_\_\_ Business Phone \_\_\_\_\_  
Business Address \_\_\_\_\_ Occupation \_\_\_\_\_  
Who should we thank for referring you? \_\_\_\_\_  
In case of emergency, who should we contact? \_\_\_\_\_ Phone \_\_\_\_\_

## PRIMARY DENTAL INSURANCE

Person Responsible for Account \_\_\_\_\_  
Last Name First Name Initial  
Relationship to Patient \_\_\_\_\_ Birthdate \_\_\_\_\_ Soc. Sec. # \_\_\_\_\_  
Address \_\_\_\_\_ Home Phone \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Responsible Party Employed By \_\_\_\_\_ Business Phone \_\_\_\_\_  
Business Address \_\_\_\_\_ Occupation \_\_\_\_\_  
Insurance Company \_\_\_\_\_  
Insurance Company Address \_\_\_\_\_  
Subscriber I.D. # \_\_\_\_\_ Group # \_\_\_\_\_

## ADDITIONAL INSURANCE

Insured Name \_\_\_\_\_  
Last Name First Name Initial  
Relationship to Patient \_\_\_\_\_ Birthdate \_\_\_\_\_ Soc. Sec. # \_\_\_\_\_  
Address \_\_\_\_\_ Home Phone \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Insured Employed By \_\_\_\_\_ Business Phone \_\_\_\_\_  
Insurance Company \_\_\_\_\_  
Insurance Company Address \_\_\_\_\_  
Subscriber I.D. # \_\_\_\_\_ Group # \_\_\_\_\_

Please complete reverse side





## DENTAL HISTORY

Former Dentist \_\_\_\_\_

Date of Last X-Rays \_\_\_\_\_

City, State \_\_\_\_\_

How Often Do You Floss? \_\_\_\_\_

Date of Last Dental Visit \_\_\_\_\_

How Often Do You Brush? \_\_\_\_\_

Please check all that apply:

Bad Breath.....   
 Bleeding Gums .....   
 Blisters on Lips or Mouth .....   
 Finger Nail Biting .....   
 Grinding Teeth .....   
 Lip or Cheek Biting .....

Loose Teeth or Broken Fillings.....   
 Orthodontic Treatment .....   
 Pain Around Ear .....   
 Periodontal Treatment .....   
 Sensitivity to Cold .....   
 Sensitivity to Heat .....

Sensitivity to Sweets .....   
 Sensitivity When Biting .....   
 Frequent Headaches .....   
 Jaw, Head or Neck Injuries .....   
 Jaw Difficulty: Clicking and/or Pain.....   
 Tooth Pain .....

## MEDICAL HISTORY

Physician's Name \_\_\_\_\_ Date of Last Visit \_\_\_\_\_

1. Are you currently under medical treatment? .....  Yes  No  
 2. Have you ever had any serious illnesses or operations? .....  Yes  No  
 3. Are you currently taking any medication? .....  Yes  No

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

4. Do you smoke? .....  Yes  No  
 5. Do you use alcohol, cocaine or other drugs? .....  Yes  No  
 6. Do you wear contact lenses? .....  Yes  No

7. Have you had any allergic reactions to the following:

	Yes	No
Local Anesthetics (eg. novocaine) .....	<input type="checkbox"/>	<input type="checkbox"/>
Penicillin or other Antibiotics .....	<input type="checkbox"/>	<input type="checkbox"/>
Sulfa Drugs .....	<input type="checkbox"/>	<input type="checkbox"/>
Barbiturates (sleeping pills) .....	<input type="checkbox"/>	<input type="checkbox"/>
Sedatives .....	<input type="checkbox"/>	<input type="checkbox"/>
Iodine .....	<input type="checkbox"/>	<input type="checkbox"/>
Aspirin .....	<input type="checkbox"/>	<input type="checkbox"/>
Other .....	<input type="checkbox"/>	<input type="checkbox"/>

8. (Women Only) Are You:

Pregnant? .....	<input type="checkbox"/>	<input type="checkbox"/>
Nursing? .....	<input type="checkbox"/>	<input type="checkbox"/>
Taking birth control pills? .....	<input type="checkbox"/>	<input type="checkbox"/>

Please check all that apply:

AIDS .....   
 Anemia.....   
 Arthritis, Rheumatism .....   
 Artificial Heart Valves .....   
 Artificial Joints .....   
 Asthma .....   
 Back Problems .....   
 Bleeding abnormally,  
 with extractions or surgery .....   
 Blood Disease .....   
 Cancer .....   
 Chemical Dependency .....   
 Chemotherapy .....   
 Chronic Fatigue Syndrome .....   
 Circulatory Problems .....   
 Congenital Heart Lesions.....   
 Cortisone Treatments .....   
 Cough - persistent or bloody.....   
 Diabetes.....

Emphysema .....   
 Epilepsy .....   
 Fainting or Dizziness .....   
 Glaucoma .....   
 Headaches.....   
 Heart Murmur .....   
 Heart Problems.....   
 Hepatitis-Type \_\_\_\_\_ .....   
 Herpes.....   
 High Blood Pressure .....   
 HIV Positive .....   
 Jaundice .....   
 Jaw Pain .....   
 Latex Sensitivity .....   
 Kidney Disease .....   
 Liver Disease.....   
 Low Blood Pressure .....   
 Mitral Valve Prolapse.....   
 Nervous Problems.....

Pacemaker.....   
 Psychiatric Care .....   
 Radiation Treatment.....   
 Respiratory Disease.....   
 Rheumatic Fever .....   
 Scarlet Fever .....   
 Shortness of Breath .....   
 Sinus Trouble.....   
 Skin Rash .....   
 Stroke .....   
 Swelling of Feet/Ankles.....   
 Swollen Neck Glands.....   
 Thyroid Problems.....   
 Tonsillitis .....   
 Tuberculosis.....   
 Tumor or growth on head/neck.....   
 Ulcer.....   
 Venereal Disease .....

## ASSIGNMENT AND RELEASE

I hereby authorize payment directly to KENNETH M. FRIED, DDS for all insurance benefits otherwise payable to me for services rendered. I understand that I am financially responsible for all charges, whether or not paid by insurance, and for all services rendered on my behalf or my dependents. including legal fees, collection agency fees, interest charges and other expenses incurred in collecting this account.

I authorize the above doctor and/or any provider or supplier of services in this office to release the information required to secure the payment of benefits. I authorize the use of this signature on all insurance submissions. There is a charge for missed appointments.

Signature of Responsible Party \_\_\_\_\_ Date \_\_\_\_\_



# UNITED DENTAL CENTERS

Kenneth M. Fried, D.D.S.

— 3540 East 118<sup>th</sup> Street  
Chicago IL 60617  
(773) 646-6262

— 1332 119<sup>th</sup> Street  
Whiting IN 46394  
(219) 659-4900

— 5254 Hohman Avenue  
Hammond IN 46320  
(219) 933-4900

— 5655 Harrison Street  
Merrillville IN 46410  
(219) 980-4900

## 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.

THE PRIVACY OF YOUR HEALTH INFORMATION IS IMPORTANT TO US.

### 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 04-14-2003, 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.

### 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.

**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 institutions or law enforcement officials 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 top 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 \$25 per hour or fraction thereof 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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## ACKNOWLEDGEMENT OF RECEIPT OF NOTICE OF PRIVACY PRACTICES

**\*\*\* You may refuse to sign this acknowledgement\*\*\***

I, \_\_\_\_\_, have received a copy of this office's Notice of Privacy Practices.  
(if minor, parent/guardian)

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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### 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

\_\_\_\_\_ Communication barriers prohibited obtaining the acknowledgement

\_\_\_\_\_ An emergency situation prevented us from obtaining acknowledgement

\_\_\_\_\_ Other (Please Specify)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_