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## Welcome to our Practice

Patient Name: \_\_\_\_\_  
Last First MI Preferred Name

Gender:  Male  Female Family Status:  Married  Single  Child  Other

Birth Date: \_\_\_\_\_ SS#: \_\_\_\_\_ Best Time to call: \_\_\_\_\_

Phone: \_\_\_\_\_  
Home Work Ext Cell/Mobile Other

Email Address: \_\_\_\_\_

Address: \_\_\_\_\_  
Street Address Apt/Unit #  
\_\_\_\_\_  
City State Zip Code

Whom may we thank for referring you to our practice? \_\_\_\_\_

In an emergency, who should be notified? \_\_\_\_\_  
Name Phone #

Relationship to patient: \_\_\_\_\_

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### General Informed Consent to Examine

I consent to examinations, X-ray(s), casts, photographs, and/or diagnostic testing for the development of my proposed treatment plan or comprehensive dental care and/or emergency services. I agree that all records are the property of Kudlik Dental Corporation and may be used for teaching purposes or in scientific publications and that I am not entitled to any financial compensation.

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



## MISSION STATEMENT

*Our commitment is to help our patients get healthy as quickly as possible and to educate and motivate our patients to stay healthy forever.*

## PATIENT EXPECTATIONS

In order for our patients to get healthy as quickly as possible and stay healthy forever, we expect our patients to participate at home.

For current disease, we strongly encourage you to accept the prescribed treatment, attend your appointments to treat the disease, and arrange payment for treatment (see financial policy below). This way we can work together as a team to ensure your optimal dental health.

To prevent future disease, we need you to understand and take responsibility for your role in your oral care, including following our advice about frequency of eating carbohydrates, oral hygiene home care, and keeping your regular cleanings and exams.

## Appointment Cancellation Policy

When your appointment is scheduled, we are reserving you a seat, as well as a provider's time. Showing up on time shows respect for your provider's time and for the other patients that follow you that day.

Although it is important for patients to honor their appointments, we are aware that unforeseen events and circumstances arise from time to time.

If you need to cancel an appointment for any reason, **Call 2 business days (Tuesday-Friday) in advance and talk directly to our staff.** Leaving a message or voicemail only will be considered a cancelled appointment, and you will be charged the cancellation fee so please contact one of our staff directly within 2 business days prior and no fee will be charged.

**Cancellations made with less than 2 business days' notice are subject to the following cancellation fees:**

Appointment with Dental Hygienist = \$50/hour

Appointment with Doctor = \$100/hour

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Print

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Sign

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Date



**FINANCIAL POLICY**

Our office is committed to providing excellent, affordable dental care. You have the right and responsibility to know the cost of your dental treatment. If you have dental insurance, and even if we bill your insurance company directly, you may be responsible for co-payment, coinsurance, deductible, and non-covered amounts. For your convenience, our office accepts personal checks, credit cards, cash, Care Credit, and Lending Club.

Please read carefully, as it outlines our financial policy.

It is important that insurance patients understand how insurance billing works. Insurance companies require us to break down every component of your office visit into universal, numerical procedure codes, and charge for each code. The insurance companies will arbitrarily change, combine, or disallow procedure codes, and then apply their company’s individual fee schedule. The result is the insurance company’s determination of “reasonable and customary” changes – the amount they are willing to cover. The insurance company usually reduces the actual reimbursement further by the individual policy’s annual deductible, co-payment, or coinsurance.

This method of billing, designed by the insurance industry, forces us to bill at full price procedure codes that the insurance company will likely reduce, combine, or simply deny. This system, in fact, has the insurance company determining the fees. If we have a contract with your insurance company, we write-off the amount over the “reasonable and customary”, and bill you for coinsurance and deductible. If we do not have a contract with your insurance carrier, you are responsible for that amount as well as any deductible and coinsurance.

We are required by all insurance carriers to collect from patients any deductible and co-payment or co-insurance amounts. In the unlikely event you stop payment, are notified of Insufficient Funds, or your account is turned over to Collections, you will be responsible for all related costs.

I have read and understand Kudlik Dental Corporation financial policy as outlined above. The following constitutes an agreement between the undersigned patient/guarantor and Kudlik Dental Corporation.

In the event Kudlik Dental Corporation agrees to seek payment initially from my insurance company, I request payment and all dental benefits otherwise payable to me to be made directly to them for service rendered. I understand any final obligations for payment are mine. Any portions of my bill not paid by insurance are my responsibility and are due and payable upon demand. I hereby authorize Kudlik Dental Corporation to release all information necessary to secure payment of benefits.

NAME (please print) \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

WITNESS \_\_\_\_\_ DATE \_\_\_\_\_

## The 4 types of Patient Responsibilities

1. **Co-pays** – Co-pays are almost always indicated as affixed amounts based upon the terms of the patient's insurance policy.
2. **Coinsurance** – If the insurance policy indicates the insurance payer covers less than 100% of the total cost for an office visit, the patient is responsible for the remaining cost.
3. **Remaining Deductible** – A deductible is a specified amount of money that must be paid before the patient's insurance company will pay any money towards a claim.
4. **Self-Pay** – Patients without any insurance coverage or with a plan the practice does not accept are considered Self-Pay.

**\*\*It is the patient's responsibility to know their own insurance plan and coverage. The office is not required to know this information. If you have any questions regarding your coverage please call the number located on the back of your dental insurance card. \*\***

NAME (please print) \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

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## HIPAA Acknowledgement

I understand that I may inspect or copy the protected health information described by this authorization.

I understand that at any time, this authorization may be revoked, when Kudlik Dental Corporation receives a written revocation, although that revocation will not be effective as to the disclosure of records whose release I have previously authorized, or where other action has been taken in reliance on an authorization I have signed. I understand that my health care and the payment for my healthcare will not be affected if I refuse to sign this form.

I understand that information used or disclosed, pursuant to this authorization, could be subject to re-disclosure by the recipient and, if so, may not be subject to federal or state law protecting its confidentiality.

Whom else may we discuss treatment with? \_\_\_\_\_  
Name(s) – if none, leave blank

I understand the above information and agree with its contents, and this will serve as my signature for the HIPAA Disclosure Form.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

For Patients with Dental Insurance:

## **2019 Dental Insurance Changes and Law Disclaimer**

Dear Valued Patient,

We are a PPO and CASH provider only. There are many new insurance changes that we cannot verify due to high volume of phone calls. We will bill insurance as a courtesy to our patients and it is the responsibility of the patient to be aware of any policy changes. You will be responsible for your deductible, co-payment, and coinsurance if applicable. Please speak to the billing office or Office Manager with any questions or concerns.

**Insurance Disclaimer** – A quote of benefits and/or authorization does not always guarantee payment of verified eligibility. Payment of benefits is subject to all terms, conditions, limitations, and exclusions of the member’s contract with their insurance company at the time of service.

**Insurance Liability of Payment** – Your health insurance company will not pay for services that it does not determine to be “reasonable and necessary under your agreed health plan.” Every effort will be made by our office to have all services and procedures covered by your health insurance company. If your health insurance company determines that a service is not a covered benefit under your plan, the patient then becomes responsible for the amount due.

**Beneficiary Agreement** – I understand that my health insurance company may deny payment for the services identified above for the reasons stated. If my health insurance company denies payment, I agree to be personally and fully responsible for payment. I also understand that if my health insurance company does not make payment for services, I will be responsible for any co-payment, deductible, or coinsurance that applies.

Sincerely,

Dennis Kudlik, DDS

**Sign Here to assign benefits to Kudlik Dental Corporation**

NAME (please print) \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

WITNESS \_\_\_\_\_ DATE \_\_\_\_\_



### Primary Dental Insurance

Name of Insured: \_\_\_\_\_  
Last First MI

Insured's Birth Date: \_\_\_\_\_ ID/SSN#: \_\_\_\_\_ Group #: \_\_\_\_\_

Insured's Address: \_\_\_\_\_  
Street Address Apt/Unit #  
\_\_\_\_\_  
City State Zip Code

Insured's Employer Name: \_\_\_\_\_

Employer Address: \_\_\_\_\_  
Street Address Suite/Unit #  
\_\_\_\_\_  
City State Zip Code

Patient's relationship to the insured:  Self  Spouse  Child  Other

Insurance Plan Name: \_\_\_\_\_

Insurance Address: \_\_\_\_\_  
Street Address Suite/Unit #  
\_\_\_\_\_  
City State Zip Code

### Secondary Dental Insurance

Name of Insured: \_\_\_\_\_  
Last First MI

Insured's Birth Date: \_\_\_\_\_ ID/SSN#: \_\_\_\_\_ Group #: \_\_\_\_\_

Insured's Address: \_\_\_\_\_  
Street Address Apt/Unit #  
\_\_\_\_\_  
City State Zip Code

Insured's Employer Name: \_\_\_\_\_

Employer Address: \_\_\_\_\_  
Street Address Suite/Unit #  
\_\_\_\_\_  
City State Zip Code

Patient's relationship to the insured:  Self  Spouse  Child  Other

Insurance Plan Name: \_\_\_\_\_

Insurance Address: \_\_\_\_\_  
Street Address Suite/Unit #  
\_\_\_\_\_  
City State Zip Code



## Medical History

Patient Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_

Gender:  Male  Female

How would you describe your health?  Excellent  Good  Fair  Poor

Has there been any change in your general health within the past year?  Yes  No

If yes, please explain: \_\_\_\_\_

Are you under the care of a physician?  Yes  No

Name of physician and their specialty: \_\_\_\_\_

Your most recent physical exam was within the last:  year  2 years  3+ years

Do you have any current medical treatment, impending surgery, or other treatment that may possibly affect your dental treatment?  Yes  No

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

Have you had any serious illness, operation, or been hospitalized in the past 5 years?

Yes  No

If yes, what was the illness or problem? \_\_\_\_\_

Are you currently taking any Antibiotics?  Yes  No

If yes, please explain: \_\_\_\_\_

Are you taking birth control pills?  Yes  No

Are you pregnant or nursing?  Yes  No

Are you taking/have you taken oral/IV bisphosphonates, including alendronate (Fosamax) & risedronate (Actonel)?  Yes  No

Do you take blood thinners (i.e. Coumadin)?  Yes  No

Are you taking any medication(s) including non-prescription medication (other than the above mentioned)?  Yes  No

If yes, what medication(s) are you taking? \_\_\_\_\_

Are you taking any supplements and/or vitamins?  Yes  No

If yes, what supplements/vitamins are you taking? \_\_\_\_\_

Are you allergic or have you ever had a reaction to any of the following? (Check all that apply)

Local Anesthetics	<input type="radio"/> Yes <input type="radio"/> No	Iodine	<input type="radio"/> Yes <input type="radio"/> No
Penicillin or other antibiotics	<input type="radio"/> Yes <input type="radio"/> No	Latex	<input type="radio"/> Yes <input type="radio"/> No
Codeine or other narcotics	<input type="radio"/> Yes <input type="radio"/> No	Hay Fever/Seasonal	<input type="radio"/> Yes <input type="radio"/> No
Barbiturates or sedatives	<input type="radio"/> Yes <input type="radio"/> No	Animals: _____	<input type="radio"/> Yes <input type="radio"/> No
Sulfa drugs	<input type="radio"/> Yes <input type="radio"/> No	Food: _____	<input type="radio"/> Yes <input type="radio"/> No
Aspirin	<input type="radio"/> Yes <input type="radio"/> No	Other: _____	<input type="radio"/> Yes <input type="radio"/> No
Metals: _____	<input type="radio"/> Yes <input type="radio"/> No		

If yes, please explain reaction(s): \_\_\_\_\_

Do you have or have you ever had any of the following diseases or problems? (Check all that apply)

Artificial heart valves	<input type="radio"/> Yes	<input type="radio"/> No	Prosthetic joints (ie. knee, hip)	<input type="radio"/> Yes	<input type="radio"/> No
History of infective endocarditis	<input type="radio"/> Yes	<input type="radio"/> No	Arthritis or painful swollen joints	<input type="radio"/> Yes	<input type="radio"/> No
Heart transplant with			Cancer	<input type="radio"/> Yes	<input type="radio"/> No
Problematic valve	<input type="radio"/> Yes	<input type="radio"/> No	Radiation therapy	<input type="radio"/> Yes	<input type="radio"/> No
Congenital Heart Disease (CHD)	<input type="radio"/> Yes	<input type="radio"/> No	Chemotherapy or Immunotherapy	<input type="radio"/> Yes	<input type="radio"/> No
Heart attack	<input type="radio"/> Yes	<input type="radio"/> No	Difficulty/slow healing, prone to		
Heart Bypass/Stent Surgery	<input type="radio"/> Yes	<input type="radio"/> No	infections	<input type="radio"/> Yes	<input type="radio"/> No
Angina	<input type="radio"/> Yes	<input type="radio"/> No	Diabetes	<input type="radio"/> Yes	<input type="radio"/> No
Congestive heart failure	<input type="radio"/> Yes	<input type="radio"/> No	Frequent urination	<input type="radio"/> Yes	<input type="radio"/> No
High blood pressure	<input type="radio"/> Yes	<input type="radio"/> No	Excessive thirst	<input type="radio"/> Yes	<input type="radio"/> No
Low blood pressure	<input type="radio"/> Yes	<input type="radio"/> No	Unexpected weight gain/loss	<input type="radio"/> Yes	<input type="radio"/> No
Arteriosclerosis	<input type="radio"/> Yes	<input type="radio"/> No	Persistent diarrhea/constipation	<input type="radio"/> Yes	<input type="radio"/> No
Stroke/TIA/Mini-stroke	<input type="radio"/> Yes	<input type="radio"/> No	GERD/Reflux/Ulcers/Heartburn	<input type="radio"/> Yes	<input type="radio"/> No
Pacemaker	<input type="radio"/> Yes	<input type="radio"/> No	Frequent Vomiting	<input type="radio"/> Yes	<input type="radio"/> No
Damaged heart valves (including			Headache	<input type="radio"/> Yes	<input type="radio"/> No
heart murmur or rheumatic			Organ transplant	<input type="radio"/> Yes	<input type="radio"/> No
heart disease)	<input type="radio"/> Yes	<input type="radio"/> No	Problems of the immune system	<input type="radio"/> Yes	<input type="radio"/> No
Asthma	<input type="radio"/> Yes	<input type="radio"/> No	AIDs or HIV infection	<input type="radio"/> Yes	<input type="radio"/> No
Bronchitis, COPD, emphysema	<input type="radio"/> Yes	<input type="radio"/> No	Hepatitis, jaundice, or liver disease	<input type="radio"/> Yes	<input type="radio"/> No
Sleep Apnea	<input type="radio"/> Yes	<input type="radio"/> No	Sexually transmitted diseases	<input type="radio"/> Yes	<input type="radio"/> No
Sinus trouble	<input type="radio"/> Yes	<input type="radio"/> No	Thyroid problems	<input type="radio"/> Yes	<input type="radio"/> No
Tuberculosis	<input type="radio"/> Yes	<input type="radio"/> No	Epilepsy/seizures/fainting spells	<input type="radio"/> Yes	<input type="radio"/> No
Persistent cough (more than			Memory issues/Dementia/		
3 weeks)	<input type="radio"/> Yes	<input type="radio"/> No	Alzheimer's	<input type="radio"/> Yes	<input type="radio"/> No
Cough that produces blood	<input type="radio"/> Yes	<input type="radio"/> No	Generalized Anxiety	<input type="radio"/> Yes	<input type="radio"/> No
Exposed to anyone with tuberculosis	<input type="radio"/> Yes	<input type="radio"/> No	Problems with mental health	<input type="radio"/> Yes	<input type="radio"/> No
Kidney trouble	<input type="radio"/> Yes	<input type="radio"/> No	Chronic fatigue	<input type="radio"/> Yes	<input type="radio"/> No
Abnormal bleeding	<input type="radio"/> Yes	<input type="radio"/> No	Are you wearing contact lenses?	<input type="radio"/> Yes	<input type="radio"/> No
Blood disorders (such as anemia)	<input type="radio"/> Yes	<input type="radio"/> No			

If any conditions or alerts selected above need further clarification, please describe: \_\_\_\_\_

Do you have any disease, condition, or problem not listed above that you think we should know about?  Yes  No

If yes, please explain: \_\_\_\_\_

I certify that I have read and understand the above and that the information given on this form is accurate. I understand the importance of a truthful health history and that the providers at Kudlik Dental Corporation will rely on this information for treating me / my child. I understand that it is my responsibility to inform the office of any changes in my/my child's health as soon as possible.

\_\_\_\_\_  
Patient or Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Provider Signature

\_\_\_\_\_  
Date





## Dental History

Patient Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_

Your honest and thoughtful answers are appreciated and help us to offer you a treatment plan tailored to your individual needs and desires.

What is your immediate concern/ Reason for your visit today? \_\_\_\_\_

Previous Dentist name and how long you have been a patient there: \_\_\_\_\_

Date of most recent dental exam: \_\_\_\_\_ Date of most recent dental x-rays: \_\_\_\_\_

I routinely see my dentist every:  3 months  4 months  6 months  12 months  
 Not routinely

How would you rate the condition of your mouth?  Excellent  Good  Fair  Poor

How fearful of dental treatment are you on a scale of 1(least) to 10 (most)? \_\_\_\_\_

Have you had any serious trouble or complications with any previous dental treatments?

Yes  No

If yes, please explain: \_\_\_\_\_

How many times/day do you brush your teeth?  Not daily  1x/day  2x/day  3x+/day

How many days/week do you floss?  Never  Only when food gets stuck  1-3x/week  
 4-6x/week  Everyday

List any other medicaments or devices you use in your oral hygiene routine at home (ie. mouthwash, baking soda, MI Paste, toothpicks, prox-brushes, electric toothbrush, Waterpik): \_\_\_\_\_

Alcohol use:  Never  Occasionally  Daily

Tobacco use:  Never  Past  Current

If tobacco use (past/current), what form, how much/day, how long in years: \_\_\_\_\_

### Personal History - Please check all that apply:

- |  |  |
|--|--|
| <input type="radio"/> Had an unfavorable dental experience   | <input type="radio"/> Had any reactions to local anesthetic                |
| <input type="radio"/> Had/have braces, orthodontic treatment | <input type="radio"/> Had trouble getting numb                             |
| <input type="radio"/> Wears orthodontic retainer             | <input type="radio"/> Had your bite adjusted                               |
| <input type="radio"/> Had any teeth removed                  | <input type="radio"/> Participate in active recreational sports activities |
| <input type="radio"/> Wears dentures or partials             | <input type="radio"/> Had a serious injury to head or mouth                |

If any of the checked boxes need further explanation, please describe: \_\_\_\_\_

**Smile Characteristics - Please check all that apply:**

- Is there anything about the appearance of your teeth that you would like to change?
  - Have you ever whitened (bleached) your teeth?
  - Have you ever felt uncomfortable or self-conscious about the appearance of your teeth?
- Have you been disappointed with the appearance of previous dental work?

If any of the checked boxes need further explanation, please describe: \_\_\_\_\_

**Bite and Jaw Joints - Please check all that apply:**

- You have had problems with your jaw joints (i.e. clicking, popping, discomfort)
- You have problems chewing
- Your teeth changed in the last 5 years, become shorter, thinner, or worn
- Your teeth crowding or developing spaces
- You clench your teeth in the daytime or make your jaws or teeth sore
- You've had your bite adjusted
- You grind your teeth (daytime or nighttime) or have been told you do
- You wear or have worn a bite appliance
- You wake up with headaches, neck pain, earaches, or an awareness of your teeth
- You chew ice, bite your nails, use your teeth to hold objects, or have any other oral habits

If any of the checked boxes need further explanation, please describe: \_\_\_\_\_

**Tooth Structure - Please check all that apply:**

- Cavities within the past 3 years
- The amount of saliva in your mouth seems too little or you have difficulty swallowing your food
- Any teeth feel sensitive to hot, cold, biting, sweets, or avoid brushing any part of your mouth
- Grooves, holes, or notches on your teeth, chipped teeth, or had a toothache or cracked filling
- Food gets routinely caught between any teeth

If any of the checked boxes need further explanation, please describe: \_\_\_\_\_

**Gum and Bone - Please check all that apply:**

- Gums bleed when brushing or flossing
- Treated for gum disease or were told you have lost bone around your teeth
- Noticed an unpleasant taste or odor in your mouth
- Experienced a burning sensation in your mouth
- History of periodontal disease in your family
- Have any sores or ulcers in your mouth
- Had any teeth become loose on their own (without injury), or have difficulty eating an apple

If any of the checked boxes need further explanation, please describe: \_\_\_\_\_

I certify that I have read and understand the above and that the information given on this form is accurate. I understand the importance of a truthful health history and that the providers at Kudlik Dental Corporation will rely on this information for treating me/my child. I understand that it is my responsibility to inform the office of any changes in my/my child's health as soon as possible.

\_\_\_\_\_  
Patient or Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Provider Signature

\_\_\_\_\_  
Date



### Sleep Disorder Questionnaire

Patient Name: \_\_\_\_\_

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

- OVER 18 MILLION AMERICANS SUFFER FROM SLEEP APNEA
- PEOPLE WITH SLEEP APNEA ARE 3 TIMES MORE LIKELY TO BE INVOLVED IN MOTOR VEHICLE ACCIDENTS
- 90% OF SLEEP APNEA PATIENTS HAVE NOT BEEN DIAGNOSED

Do you snore?	Yes	No
Do you have high blood pressure?	Yes	No
Have you gained weight and find it difficult to lose?	Yes	No
Do you have unexplained awakenings from sleep?	Yes	No
Do you awaken from sleep gasping for air or choking?	Yes	No
Do you notice frequent twitching or jerking of legs while asleep?	Yes	No
Do you feel your sleep is not refreshing or restful?	Yes	No
Do you have a headache upon waking in the morning?	Yes	No
Do you often lay in bed unable to fall asleep?	Yes	No
Do you wake up during the night and are unable to fall back asleep?	Yes	No
Do you feel fatigued or find it difficult to stay awake during the day?	Yes	No

**Prior Diagnosis:**

Have you been previously diagnosed with sleep apnea? Yes No

If Yes:      Approximately, when were you diagnosed? \_\_\_\_\_

                 Were you put on CPAP therapy for treatment? Yes No

                 Are you still using your CPAP every night? Yes No

### Epworth Sleepiness Scale

How likely are you to doze off or fall asleep in the following situations, in contrast to feeling just tired? This refers to your usual way of life in recent times. Even if you have not done some of these things recently try to work out how they would have affected you. Use the following scale to choose the most appropriate number for each situation.

**0 = Never doze off, 1 = slight chance of dozing, 2 = Moderate chance of dozing, 3 = High chance of dozing**

- Sitting and reading \_\_\_\_\_
- Watching T.V. \_\_\_\_\_
- Sitting inactive in a public place \_\_\_\_\_
- As a passenger in a car for an hour without a break \_\_\_\_\_
- Lying down to rest in afternoon \_\_\_\_\_
- Sitting and talking to someone \_\_\_\_\_
- Sitting quietly after lunch without alcohol \_\_\_\_\_
- In a car, while stopped for a few minutes in traffic \_\_\_\_\_

**Total Score :** \_\_\_\_\_