

BRICK DENTAL 1
34 Lanes Mill Rd. Brick, NJ 08724
Office: 732-458-9797
Fax: 732-458-5461
www.brickcosmeticdentist.com



*We are pleased to welcome you to our office
Please take a few minutes to fill out this form as completely as you can.
If you have any questions we'll be glad to help you.*

Please give receptionist your driver's license and insurance card upon arrival.

PATIENT INFORMATION

Name _____
Last First MI (Preferred)

Birthdate _____ SS# _____ Gender: [] M [] F Married: [] Y [] N

Work Phone _____ Wireless Phone _____

Email _____

Preferred contact method [] Hm Phone [] Wk Phone [] Wireless Ph []

Email _____

How did you hear about us? _____

(If someone referred you here, please write down their name so we can thank them.)

ADDRESS AND HOME PHONE

Address _____

City _____ State _____ Zipcode _____

FINANCIAL AGREEMENT

- ❖ For my convenience, this office may release my information to my insurance company, and receive payment directly from them.
- ❖ Every effort will be made to help me with my insurance, but if they do not pay as expected, I will still be responsible.
- ❖ I agree to pay finance charges of 1.5% per month (18% APR) on any balance 90 days past due.
- ❖ I will pay \$25.00 charge for every 30 minutes of appointment time scheduled for appointments broken without 24 hours' notice and Saturdays will have \$50.00 charge for every 30 minutes of appointment time scheduled.
- ❖ Treatment plans may change, and I will be responsible for the work actually done.

Signature _____ Date _____

NOTICE OF PRIVACY PRACTICES

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION.

PLEASE REVIEW IT CAREFULLY.

The Health Insurance Portability & Accountability Act of 1996 ("HIPAA") is a federal program that requires that all medical records and other individually identifiable health information used or disclosed by us in any form, whether electronically, on paper, or orally are kept properly confidential. This Act gives you, the patient, significant new rights to understand and control how your health information is used. "HIPAA" provides penalties for covered entities that misuse personal health information.

As required by "HIPAA", we have prepared this explanation of how we are required to maintain the privacy of your health information and how we may use and disclose your health information.

We may use and disclose your medical records only for each of the following purposes: treatment, payment and health care operations:

Treatment means providing, coordinating, or managing health care and related services by one or more health care providers. An example of this would include teeth cleaning services.

Payment means such activities as obtaining reimbursement for services, confirming coverage, billing or collection activities, and utilization review. An example of this would be sending a bill for your visit to your insurance company for payment.

Health care operations include the business aspects of running our practice, such as conducting quality assessment and improvement activities, auditing functions, cost management analysis, and customer service. An example would be an internal quality assessment review. We may also create and distribute de-identified health information by removing all references to individually identifiable information. We may contact you to provide appointment reminders or information about treatment alternatives or other health-related benefits and services that may be of interest to you. Any other uses and disclosures will be made only with your written authorization. You may revoke such authorization in writing and we are required to honor and abide by that written request, except to the extent that we have already taken actions relying on your authorization. You have the following rights with respect to your protected health information, which you can exercise by presenting a written request to the Privacy Officer:

NOTICE OF PRIVACY PRACTICES ACKNOWLEDGEMENT

- ❖ I understand that under the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"),
- ❖ I have certain rights to privacy regarding my protected health information. I understand that this information can and will be used to:
- ❖ Conduct, plan and direct my treatment and follow-up among the multiple healthcare providers who may be involved in that treatment directly and indirectly.
- ❖ Obtain payment from third-party payers.
- ❖ Conduct normal healthcare operations such as quality assessments and physician certifications.
- ❖ I have received, read and I understand your *Notice of Privacy Practices* containing a more complete description of the uses and disclosures of my health information. I understand that this organization has the right to change its *Notice of Privacy Practices* from time to time and that I may contact this organization at any time at the address above to obtain a current copy of the of the *Notice of Privacy Practices*.
- ❖ The right to request restrictions on certain uses and disclosures of protected health information, including those related to disclosures to family members, other relatives, close personal friends, or any other person identified by you. We are, however, not required to agree to a requested restriction. If we do agree to a restriction, we must abide by it unless you agree in writing to remove it.
- ❖ The right to reasonable requests to receive confidential communications of protected health information from us by alternative means or at alternative locations.
- ❖ The right to inspect and copy your protected health information.
- ❖ The right to amend your protected health information.
- ❖ The right to receive an accounting of disclosures of protected health information.
- ❖ The right to obtain a paper copy of this notice from us upon request.

We are required by law to maintain the privacy of your protected health information and to provide you with notice of our legal duties and privacy practices with respect to protected health information.

This notice is effective as of Jan 1, 2010 and we are required to abide by the terms of the Notice of Privacy Practices currently in effect. We reserve the right to change the terms of our Notice of Privacy Practices and to make the new notice provisions effective for all protected health information that we maintain. We will post and you may request a written copy of a revised Notice of Privacy Practices from this office.

You have recourse if you feel that your privacy protections have been violated. You have the right to file written complaint with our office, or with the Department of Health & Human Services, Office of Civil Rights about violations of the provisions of this notice or the policies and procedures of our office. We will not retaliate against you for filing a complaint.

Please contact us for more information:

Brick Dental 1
34 Lanes Mill Road
Brick, New Jersey 08724
(732) 458-9797

For more information about HIPAA
Or to file a complaint:

The U.S. Dept of Health& Human Services
Office of Civil Rights
200 Independence Avenue, S.W.
Washington, D.C. 20201

(202) 619-0257
Toll Free: 1-877-696-6775

I understand that I may request in writing that you restrict how my private information is used or disclosed to carry out treatment, payment or health care operations. I also understand that you are not required to agree to my requested restrictions, but if you do agree, then you are bound to abide by such restrictions.

Patient Name _____ Date _____

Signature _____

Relationship to Patient (if minor) _____