

# WELCOME

The benefits of a happy, healthy smile are immeasurable! Our goal is to help you reach and maintain maximum oral health. Please fill out this form completely. The better we communicate, the better we can care for you.

## 1

### ABOUT YOU

Today's Date: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**Name:** \_\_\_\_\_  
Last First Mi Mr Mrs Ms Dr

I prefer to be called: \_\_\_\_\_  Male  Female

Birthdate: \_\_\_/\_\_\_/\_\_\_ Age: \_\_\_ SS#: \_\_\_\_\_

**Home Address:** \_\_\_\_\_  
Apt/Condo #

City State Zip  
 Single  Married  Divorced  Widowed  Separated

Hm #: (\_\_\_\_) \_\_\_\_\_ Cell #: (\_\_\_\_) \_\_\_\_\_

Wk #: (\_\_\_\_) \_\_\_\_\_ Ext: \_\_\_\_\_ DL #: \_\_\_\_\_

**Employer:** \_\_\_\_\_

Employer's Address: \_\_\_\_\_

How long there? \_\_\_\_\_ Occupation: \_\_\_\_\_

Where & when are best times to reach you? \_\_\_\_\_

Whom may we Thank for referring you? \_\_\_\_\_

Other family members seen by us: \_\_\_\_\_

Previous / Present Dentist: \_\_\_\_\_  
(Please Circle)

Last Visit Date: \_\_\_\_\_

## 2

### SPOUSE INFORMATION

His / Her Name: \_\_\_\_\_

Employer: \_\_\_\_\_

Contact #: (\_\_\_\_) \_\_\_\_\_ Ext: \_\_\_\_\_ SS #: \_\_\_\_\_

Birthdate: \_\_\_/\_\_\_/\_\_\_ DL #: \_\_\_\_\_

**Person Responsible for Account:** \_\_\_\_\_

Contact #: (\_\_\_\_) \_\_\_\_\_

Billing Address: \_\_\_\_\_

Relationship: \_\_\_\_\_ SS #: \_\_\_\_\_

Employer: \_\_\_\_\_ DL #: \_\_\_\_\_

## 3

### INSURANCE

#### Primary Insurance

Dental Coverage?  Yes  No

Insurance Co. Name: \_\_\_\_\_

Insurance Co. Address: \_\_\_\_\_

Insurance Co. Phone #: (\_\_\_\_) \_\_\_\_\_

Group # (Plan, Local or Policy #): \_\_\_\_\_

Insured's Name: \_\_\_\_\_ Relation: \_\_\_\_\_

Insured's Birthdate: \_\_\_/\_\_\_/\_\_\_ Insured's ID #: \_\_\_\_\_

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

Employer's Address: \_\_\_\_\_

#### Secondary Insurance

Dental Coverage?  Yes  No

Insurance Co. Name: \_\_\_\_\_

Insurance Co. Address: \_\_\_\_\_

Insurance Co. Phone #: (\_\_\_\_) \_\_\_\_\_

Group # (Plan, Local or Policy #): \_\_\_\_\_

Insured's Name: \_\_\_\_\_ Relation: \_\_\_\_\_

Insured's Birthdate: \_\_\_/\_\_\_/\_\_\_ Insured's ID #: \_\_\_\_\_

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

Employer's Address: \_\_\_\_\_

#### Neighbor or Relative not living with you (for emergency).

His / Her Name: \_\_\_\_\_ Relation: \_\_\_\_\_

Wk #: (\_\_\_\_) \_\_\_\_\_ Hm #: (\_\_\_\_) \_\_\_\_\_

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

City State Zip

## 4

### MEDICAL HISTORY

Do you have a personal physician?  Yes  No

Physician's Name: \_\_\_\_\_

Phone #: (\_\_\_\_) \_\_\_\_\_ Date of last visit: \_\_\_\_\_

Are you currently under the care of a physician?  Yes  No

Please explain: \_\_\_\_\_

CONTINUED ON BACK

Your current physical health is:  Good  Fair  Poor

Do you smoke or use tobacco in any other form?  Yes  No

Have you had any metal rods, pins or implants?  Yes  No

Are you taking any prescription / over-the-counter or herbal supplemental drugs?  Yes  No

Please list each one: \_\_\_\_\_

Have you ever taken Fosamax, or any other bisphosphonate?  Yes  No

Have you been told that you snore or hold your breath while sleeping or wake up gasping for breath?  Yes  No

For Women: Are you using a prescribed method of birth control?  Yes  No

Are you pregnant?  Yes  No Week #: \_\_\_\_\_

Are you nursing?  Yes  No

Have you ever had any of the following diseases or medical problems

- Y N Abnormal Bleeding Y N Herpes / Fever Blisters
Y N Alcohol / Drug Abuse Y N High Blood Pressure
Y N Anemia Y N HIV+ / AIDS
Y N Arthritis Y N Hospitalized for Any Reason
Y N Artificial Bones / Joints / Valves Y N Kidney Problems
Y N Asthma Y N Liver Disease
Y N Blood Transfusion Y N Low Blood Pressure
Y N Cancer/Chemotherapy Y N Lupus
Y N Colitis Y N Mitral Valve Prolapse
Y N Congenital Heart Defect Y N Osteoporosis / Paget's Disease
Y N Diabetes Y N Pacemaker
Y N Difficulty Breathing Y N Psychiatric Treatment
Y N Emphysema Y N Radiation Treatment
Y N Epilepsy Y N Rheumatic / Scarlet Fever
Y N Fainting Spells Y N Seizures
Y N Frequent Headaches Y N Shingles
Y N Glaucoma Y N Sickle Cell Disease / Traits
Y N Hay Fever Y N Sinus Problems
Y N Heart Attack Y N Stroke
Y N Heart Murmur Y N Thyroid Problems
Y N Heart Surgery Y N Tuberculosis (TB)
Y N Hemophilia Y N Ulcers
Y N Hepatitis Y N Venereal Disease

Please list any serious medical condition(s) that you have ever had: \_\_\_\_\_

Are you allergic to any of the following?

- Y N Aspirin Y N Erythromycin Y N Tetracycline
Y N Codeine Y N Latex Y N Other
Y N Dental Anesthetics Y N Penicillin

Please list any other drugs/materials that you are allergic to: \_\_\_\_\_

Why have you come to the dentist today? \_\_\_\_\_

Do you require antibiotics before dental treatment?  Yes  No

Are you currently in pain?  Yes  No

Have you ever had a serious/difficult problem associated with any previous dental work?  Yes  No

Do you have fears about going to the dentist?  Yes  No

Have you ever had gum treatment?  Yes  No

Do you now or have you ever experienced pain / discomfort in your jaw joint (TMJ / TMD)?  Yes  No

Your current dental health is:  Good  Fair  Poor

Do you like your smile?  Y  N Do your gums ever bleed?  Y  N

How many times a week do you floss? \_\_\_\_\_ a day do you brush? \_\_\_\_\_

Type of bristles?  Soft  Medium  Hard

How long do you use a toothbrush before replacing it? \_\_\_\_\_

Are your teeth sensitive to heat, cold, or anything else? \_\_\_\_\_

Have you lost any teeth?  Yes  No If yes, why? \_\_\_\_\_

I understand that the information that I have given today is correct to the best of my knowledge. I also understand that this information will be held in the strictest confidence and it is my responsibility to inform this office of any changes in my medical status. I authorize the dental staff to perform any necessary dental services that I may need during diagnosis and treatment with my informed consent.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Payment is due in full at the time of treatment unless prior arrangements have been approved.

If this office accepts insurance, I understand that I am responsible for payment of services rendered and also responsible for paying any co-payment and deductibles that my insurance does not cover. I hereby authorize payment directly to the Dental Office of the group insurance benefits otherwise payable to me. I understand that I am responsible for all costs of dental treatment. I hereby authorize release of any information, including the diagnosis and records of treatment or examination rendered, to my insurance company.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Our office is HIPAA Compliant and is committed to meeting or exceeding the standards of infection control mandated by OSHA, the CDC and the ADA.

OFFICE USE ONLY OFFICE USE ONLY OFFICE USE ONLY OFFICE USE ONLY OFFICE USE ONLY

I verbally reviewed the medical / dental information above with the patient named herein. Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Doctor's Comments: \_\_\_\_\_

MEDICAL HISTORY UPDATE

I have read my medical history dated \_\_\_\_\_ and confirmed that it states past and present medical conditions. \_\_\_\_\_

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

I have read my medical history dated \_\_\_\_\_ and confirmed that it states past and present medical conditions. \_\_\_\_\_

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

I have read my medical history dated \_\_\_\_\_ and confirmed that it states past and present medical conditions. \_\_\_\_\_

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



# Oasis Smiles

Rejuvenate your Smile

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## FINANCIAL AGREEMENT

We, the staff of Oasis Smiles, thank you for choosing us as your dental/health provider. We consider it a privilege to serve your needs and we look forward to doing so. We are committed to providing you with the highest level of care and to building a successful provider-patient relationship with you and your family. We believe your understanding of our patients' financial responsibility is vital to that provider-patient relationship and our goal is to not only inform you of the provisional aspects of that financial policy but also to keep the lines of communication open regarding them. If at any time you have any questions or concerns regarding our fees, policies, or responsibilities please feel free to contact our office at 858-592-9500.

We believe this level of communication and cooperation will allow us to continue to provide quality service to all of our valued patients.

Please understand that payment for services is an important part of the provider-patient relationship. If you do not have insurance, proof of insurance, or participate in a plan that will not honor an assignment of insurance benefits, payment for services will be due at the time of service unless a payment arrangement has been approved in advance by our staff in writing.

It is our office policy that for any procedures or services that total more than \$500, a minimum deposit of at least 50% of the entire treatment is required in advance prior to the scheduled date of service. An appointment for any treatment exceeding \$500 will not receive a scheduled appointment until the minimum deposit has been collected. This deposit will go towards the overall cost of the accepted treatment.

We make payment as convenient as possible by accepting (cash, money order, MasterCard, Visa, and in-state checks). A \$35.00 service fee will be charged for all returned checks. Additionally, you may authorize us to keep your credit card on file for your convenience knowing that we adhere to the highest level of information security.

### Insurance

Please remember that your insurance policy is a contract between you and your insurance carrier. We will, as a courtesy, bill your insurance and help you receive the maximum allowable benefit under your policy. We have found that patients who are involved with their claims process are more successful at receiving prompt and accurate payment services from their insurance carrier. We do expect patients to be interactive and responsible for communicating with your insurance carrier on any open claims.

It is your responsibility to provide all necessary insurance eligibility, identification, authorization and referral information and to notify our office of any information changes when they occur. Even a preauthorization of services does not guarantee payment from your insurance carrier. We also require photo identification when accepting insurance information. It is the patient's responsibility to know if our office is participating or non-participating with their insurance plan. Failure to provide all required

information may necessitate patient payment for all charges. When insurance is involved, we are contractually obligated to collect co-payments, co-insurance, and deductibles, as outlined by your insurance carrier.

Please be aware that out-of-network insurance carriers often prohibit assignment of benefits and may try to limit their financial liability with arbitrary limits, exclusions, or reductions such as reasonable and customary or usual and prevailing reductions. Our fees are will within such ranges and although we will assist in the filing of an appeal if these limitations are imposed, you as the guarantor are responsible for all out-of-network fees. If we are not contracted with your carrier, we will not negotiate reduced fees with your carrier.

In the unlikely chance that your insurance carrier overpays for their estimated insurance portion for a given procedure, that overpaid dollar amount will be inputted as a credit into your family's account balance. For your convenience, this credit will be used for future dental appointments and treatment as needed.

**Missed Appointments**

We require notice of cancellations at least 48 hours in advance. This allows us to offer the appointment to another patient. If you miss your scheduled dental appointment and fail to notify our office at least 48 hours in advance, this will result in a \$25 broken appointment fee. This fee will double with each time an appointment is missed (\$100 maximum).

**Medical Records Fees**

Patients are entitled under federal law to have access to their protected health information and we follow all rules, guidelines, and exceptions to ensure compliance to patient rights. However, providers also have the right to compensation for records and our fees are a reasonable cost-based fee for copies including the copying, supplies, labor, and postage of the files, and or summaries.

We realize that temporary financial problems may impact timely payment of your account. If this should occur, please contact us for assistance in the management of your account. Our goal is to provide quality care and service. Please let us know immediately if you require any assistance or clarification from anyone within our business.

I have read and understand the above financial policy. I agree to assign insurance benefits to "Dr. Bhor / Oasis Smiles" whenever applicable. I also agree, in addition to the amount owed, I also will be responsible for the fee charged by the collection agency for costs of collections if such action becomes necessary.

By Signing below, you agree that you have read and acknowledge our office's financial policy:

Insured or Authorized Representative: \_\_\_\_\_  
(Print Name)

Insured or Authorized Representative: \_\_\_\_\_  
(Signature)

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

# OASIS SMILES INFORMED CONSENT

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I understand by signing below and initializing any of the following times, I am requesting and authorizing procedure(s) to be performed and I have read and understand the possible risks and complications of the procedure(s).

\_\_\_\_\_ Patient's Initials

## I. X-ray and Examinations

I understand that I will be receiving a dental examination from a state licensed dental practitioner. I understand that while x-rays are taken of my teeth, I will be exposed to a minimal amount of radiation as a part of the necessary requirements to complete a thorough and comprehensive examination. I also understand that if I am pregnant, radiation exposure poses a serious threat to the life and health of my unborn child. Pregnant women are required to have a medical release from their medical Doctor prior to x-rays and dental treatment.

\_\_\_\_\_ Patient's Initials

## II. Changes in Treatment Plan

I understand that during treatment it may be necessary to change/add procedures because of my conditions discovered while working on teeth that were found during examination. I understand there may be unforeseen changes that can occur during treatment. I understand that whenever possible, I will be informed of any treatment changes in advance. I give my permission to the dentist to make any and/or all changes and additions as necessary.

\_\_\_\_\_ Patient's Initials

## III. Drugs and Medications

I understand that antibiotics, analgesic and other medications can cause allergic reactions. The reaction can include: redness and swelling of tissues, pain, itching, vomiting and/or anaphylactic shock.

\_\_\_\_\_ Patient's Initials

Oasis Smiles strives to inform you to our fullest knowledge the alternatives and consequences of not electing to continue the proposed treatment if applicable. I understand the above informed consent as it has been explained to me.

By Signing below, you agree that you have read and acknowledge the purpose of this consent form:

Patient's First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Patient's Last Name: \_\_\_\_\_

Patient's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# HIPAA Notice of Privacy Practice

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Oasis Smiles Dentistry  
11611 Rancho Bernardo Rd, Suite #103  
San Diego, CA 92127  
Office: (858) 592-9500  
Fax: (858) 592-9504  
SASHA S BHOR, DDS

THIS NOTICE DESCRIBES HOW DENTAL INFORMATION ABOUT YOU MAY BE USED  
AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION.  
PLEASE REVIEW IT CAREFULLY.

This Notice of Privacy Practices describes how we may use and disclose your protected health information (PHI) to carry out treatment, payment or health care operations (TPO) and for other purposes that are permitted or required by law. It also describes your rights to access and control your protected health information. "Protected health information" is information about you, including demographic information, that may identify you and that relates to your past, present or future physical or mental health or condition and related health care services.

## **Uses and Disclosures of Protected Health Information:**

Your protected health information may be used and disclosed by your dentist, our office staff and others outside of our office that are involved in your care and treatment for providing health care services to you, to pay your health care bills, to support the operation of the dentist's practice, and any other use required by law.

## **Treatment:**

We will use and disclose your protected health information to provide, coordinate, or manage your health care and any related services. This includes the coordination or management of your health care with a third party. For example, we would disclose your protected health information, as necessary, to a home health agency that provides care to you. For example, your protected health information may be provided to a dentist to whom you have been referred to ensure that the dentist has the necessary information to diagnose or treat you.

## **Payment:**

Your protected health information will be used, as needed, to obtain payment for your health care services. For example, obtaining approval for a hospital stay may require that your relevant protected health information is disclosed to the health plan to obtain approval for the hospital admission.

## **HealthCare Operations:**

We may use or disclose, as needed, your protected health information to support the business activities of our dentist's practice. These activities include, but are not limited to, quality assessment activities, employee review activities, training of medical students, licensing, and conducting or arranging for other business activities. For example, we may disclose your protected health information to medical school students that see patients at our office. In addition, we may use a sign-in sheet at the registration desk where you will be asked to sign your name and indicate your dentist. We may also call you by name in the waiting room when your dentist is ready to see you. We may use or disclose your protected health information, as necessary, to contact you to remind you of your appointment. We may use or disclose your protected health information, as necessary, to contact you to remind you of your appointment. These situations include: as Required By Law, Public Health issues as required by law, Communicable Diseases, Health Oversight, Abuse or Neglect, Food and Drug Administration requirements, Legal Proceedings, Law Enforcement, Coroners, Funeral Directors, and Organ Donation, Research, Criminal Activity, Military Activity and National Security, Workers' Compensation, Inmates, Required Uses and Disclosures, Under the law, we must make disclosures to you and when required by the Secretary of the Department of Health and Human Services to investigate or determine our compliance with the requirements of Section 164.500.

**Other permitted and required uses and disclosures:**

Will be made only with your consent, authorization or opportunity to object unless required by law.

**You may revoke this authorization:**

At any time, in writing, except to the extent that your dentist or the dentist’s practice has taken an action in reliance on the use or disclosure indicated in the authorization.

**Your rights:**

Following is a statement of your rights with respect to your protected health information.

**You have the right to inspect and copy your protected health information:**

Under federal law, however, you may not inspect or copy the following records; psychotherapy notes; information compiled in reasonable anticipation of, or use in, a civil, criminal, or administrative action or proceeding, and protected health information that is subject to law that prohibits access to protected health information.

**You have the right to request a restriction of your protected health information:**

This means you may ask us not to use or disclose any part of your protected health information for the purposes of treatment, payment or healthcare operations. You may also request that any part of your protected health information not be disclosed to family members or friends who may be involved in your care or for notification purposes as described in this Notice of Privacy Practices. Your request must state the specific restriction requested and to whom you want the restriction to apply.

**Your dentist is not required to agree to a restriction that you may request:**

If dentist believes it is in your best interest to permit use and disclosure of your protected health information, your protected health information will not be restricted. You then have the right to use another Healthcare Professional.

You have the right to request to receive confidential communications from us by alternative means or at an alternative location. You have the right to obtain a paper copy of this notice from us, upon request, even if you have agreed to accept this notice alternatively i.e. electronically.

You may have the right to have your dentist amend your protected health information: if we deny your request for amendment, you have the right to file a statement of disagreement with us and we may prepare a rebuttal to your statement and will provide you with a copy of any such rebuttal.

We reserve the right to change the terms of this notice and will inform you by mail of any changes. You then have the right to object or withdraw as provided in this notice.

**Complaints**

You may complain to us or to the Secretary of Health and Human Services if you believe your privacy rights have been violated by us. You may file a complaint with us by notifying our privacy contact of your complaint. We will not retaliate against you for filing a complaint.

We are required by law to maintain the privacy of, and provide individuals with, this notice of our legal duties and privacy practices with respect to protected health information. If you have any objections to this form, please ask to speak with our HIPAA Compliance Officer in person or by phone at our Main Phone Number.

By Signing below, you agree that you have read and acknowledge the HIPAA Notice of Privacy:

Patient’s First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Patient’s Last Name: \_\_\_\_\_

Patient’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# PATIENT HIPAA CONSENT FORM

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I understand that I have certain rights to privacy regarding my protected health information. These rights are given to me under the Health Insurance Portability and Accountability Act of 1996 (HIPAA). I understand that by signing this consent, I authorize Oasis Smiles to disclose my health information to carry out:

- Treatment (including direct or indirect treatment by other healthcare providers involved in my treatment).
- Obtaining payment from third party payers (e.g. my insurance company).
- The day-to-day healthcare operations of your practice.

I have been informed of and given the right to review and secure a copy of your Notice of Privacy Practices, which contains a more complete description of the uses and disclosures of my protected health information and my rights under HIPAA. I understand that you reserve the right to change the terms of this notice from time to time and that I may contact you at any time to obtain the most current copy of this notice.

I understand that I have the right to request restrictions on how my protected health information is used and disclosed to carry out treatment, payment, and healthcare operations, but that you are not required to agree to these requested restrictions. However, if you do agree, you are then bound to comply with this restriction.

I understand that I may revoke this consent, in writing, at any time. However, any use or disclosure that occurred prior to the date I revoke this consent is not affected.

By Signing below, you agree that you have read and acknowledge the purpose of this consent form:

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Print Patient's Name: \_\_\_\_\_

Patient/Guarantor Signature: \_\_\_\_\_

Relationship to Patient: \_\_\_\_\_



# Oasis Smiles

Rejuvenate your Smile

Dear Patient,

Oasis Smiles Family and Cosmetic Dentistry is committed to offering affordable treatment, quality service, and superior dental care for you and your loved ones. Once you have been examined by our friendly staff and amazing doctor, there may be treatment needed to ensure you maintain optimal oral health, along with a beautiful smile. We take pride in our ability to produce all materials needed for your treatment very quickly. Most of the time, those materials will be electronically delivered to the lab for production the very same day! Because of our quick turnaround and commitment to providing all patients with limited dental visits, it is our office policy to not offer a refund once treatment has been accepted and consents have been signed. Oasis Smiles was built around the motto "Single Visit Dentistry", and we work hard to limit the amount of patient visits needed to achieve the remarkable results and the dental care you deserve.

Sincerely,

Dr. Bhor & Oasis Smiles Staff

By Signing below, you agree that you have read and acknowledge the policy of our office:

Patient's First Name: \_\_\_\_\_ MI: \_\_\_\_ Patient's Last Name: \_\_\_\_\_

Patient's Signature: \_\_\_\_\_ Date: \_\_\_\_\_