

# Thank you for choosing us!

## Financial Agreement

### Billing & Insurance

We make every effort to provide you with the finest care and the most convenient financial options. In the interest of both good medicine and good business, we believe it's best to establish a fair financial policy to avoid any misunderstandings later. Do not hesitate to ask questions about the cost of your dental treatment. You have a right to know and understand our charges as well as your own insurance benefits. As a result we have adopted the following financial policies:

### Fee & Payment Policy

A written estimate will be provided for you on all treatment plans. A down payment may be required to reserve a day with the Doctor for all complex restorative or cosmetic treatment, regardless of insurance coverage.

1. Payment of the estimated patient portion is due at the time of service. We accept Visa and Mastercard. We also offer Care Credit, an interest free financing program 6-18 months. As a courtesy, Dr. Fisher pays the interest. Visit [www.carecredit.com](http://www.carecredit.com).
2. Crowns/Bridge copayments may be split between 2 visits.
3. A 5% uninsured courtesy discount is offered to our uninsured patients who pay by cash or check.
4. A bookkeeping courtesy of 5% is offered for large treatment cases paid in full at the time of scheduling.
5. Accounts over 60 days may be charged a 1.5% monthly fee.
6. Accounts over 90 days past due may be assigned to a collections company.

### Insurance Information

We are a participating provider with most dental insurance company's and maintain a "preferred provider" status with Aetna, Premera Blue Cross and Regence. As a courtesy we will file your insurance claims for you and accept assignment of benefit. Please maintain a copy of your plan benefits and alert us as to any changes. Your insurance policy is an agreement between your employer and the insurance company. While we will work closely to maximize your insurance coverage, every plan is uniquely different and plans change constantly. It is not possible for us to know the various clauses and individualities of every plan. Because of this, we can only provide an average estimate for services rendered. For the most accurate estimate, please consult with the director of your insurance plan prior to treatment. Should your insurance company pay less than expected, you will be responsible for the balance. If your insurance company pays more than was estimated, you will receive a prompt refund.

We recommend treatment based on providing you with the best, up-to-date dental care possible. Please feel free to ask a financial coordinator if you have any questions about the cost of care.

I have read and understood the Billing and Insurance Policies for the practice of Kelley Fisher DDS, PLLC.

Patient Signature/Parent or Guardian

\_\_\_\_\_

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

Patient Name Printed

\_\_\_\_\_

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

**Kelley Fisher D.D.S., P.L.L.C.**

# PATIENT REGISTRATION

PLEASE COMPLETE THE FOLLOWING CONFIDENTIAL INFORMATION

IF THIS APPOINTMENT IS FOR YOU START HERE

DATE				<b>1</b>
LAST NAME		FIRST	M.I.	
PREFERS TO BE CALLED BY				
ADDRESS				
CITY		STATE	ZIP	
HOME PHONE NO.		FAX		
CELL		EMAIL		
BIRTHDATE	AGE	MALE	FEMALE	
MARRIED	SINGLE	DIVORCED	WIDOWED	
SOCIAL SECURITY NO.				

IF THIS APPOINTMENT IS FOR YOUR CHILD START HERE

DATE			
LAST NAME		FIRST	M.I.
ADDRESS			
CITY		STATE	ZIP
HOME PHONE NO.			
BIRTHDATE	AGE	MALE	FEMALE
SCHOOL		GRADE	
SOCIAL SECURITY NO.			

IF YOUR CHILD'S LAST NAME AND/OR ADDRESS ARE NOT THE SAME AS YOURS, FILL IN THE TOP BOX ALSO

DENTAL INSURANCE		<b>2</b>
PRIMARY CARRIER		
INSURANCE COMPANY		
GROUP NO.		
EMPLOYER NAME		
INSURED'S NAME		
DATE OF BIRTH	RELATIONSHIP TO PATIENT	
INSURED'S I.D. NO.		
INSURED'S SOCIAL SECURITY NO.		
SECONDARY CARRIER		
INSURANCE COMPANY		
GROUP NO.		
EMPLOYER NAME		
INSURED'S NAME		
DATE OF BIRTH	RELATIONSHIP TO PATIENT	
INSURED'S I.D. NO.		
INSURED'S SOCIAL SECURITY NO.		

ACCOUNT INFORMATION		<b>4</b>
PERSON FINANCIALLY RESPONSIBLE FOR ACCOUNT		
NAME		
RELATIONSHIP TO PATIENT	SOCIAL SECURITY NO.	
ADDRESS		
CITY	STATE	ZIP
PHONE NO.		
YOU		
NAME		
OCCUPATION		
EMPLOYER'S NAME		
ADDRESS	CITY	
PHONE NO.	FAX NO.	
YOUR SPOUSE		
NAME		
OCCUPATION		
EMPLOYER'S NAME		
ADDRESS	CITY	
PHONE NO.	FAX NO.	

GETTING TO KNOW YOU		<b>3</b>
IS ANOTHER MEMBER OF YOUR FAMILY OR RELATIVE A PATIENT AT OUR OFFICE?		
NAME:	RELATIONSHIP:	
YOU WERE REFERRED TO US BY		
YOUR FORMER ADDRESS		
CITY	STATE	ZIP
PERSON TO CONTACT FOR EMERGENCY		
PHONE NUMBER		
ADDRESS		
CITY	STATE	ZIP
CLOSEST RELATIVE NOT LIVING WITH YOU		
PHONE NUMBER		
ADDRESS		
CITY	STATE	ZIP

### CONSENT FOR TREATMENT

1. I hereby authorize doctor or designated staff to take x-rays, study models, photographs, and other diagnostic aids deemed appropriate by doctor to make a thorough diagnosis of (name of patient) \_\_\_\_\_'s dental needs.
2. Upon such diagnosis, I authorize doctor to perform all recommended treatment mutually agreed upon by me and to employ such assistance as required to provide proper care.
3. I agree to the use of anesthetics, sedatives and other medication as necessary. I fully understand that using anesthetic agents embodies certain risks. I understand that I can ask for a complete recital of any possible complications.
4. I give consent to the doctor's or designated staff's use and disclosure of any oral, written or electronic health records that are individually identifiable as mine for the purpose of carrying out my treatment, payment and health care operations. I understand that only the minimum amount of information necessary to provide quality care will be used or disclosed and that a notice fully outlining the protection of my personal health information is available.
5. I agree to be responsible for payment of all services rendered on my behalf or my dependents. I understand that payment is due at the time of service unless other arrangements have been made. In the event payments are not received by agreed upon dates, I understand that a 1-1/2% late charge (18% APR) may be added to my account. If required, I also understand a check of my credit history may be made.

Patient's Signature \_\_\_\_\_ Date \_\_\_\_\_ Witness \_\_\_\_\_

Parent/Responsible Party's Signature \_\_\_\_\_ Relationship to Patient \_\_\_\_\_

Patient Name _____
Patient Account No. _____

# DENTAL HISTORY

Medical Alert _____
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*Welcome! So that we may provide you with the best possible care please complete both sides of this medical/dental history form. All information is completely confidential.*

What is the reason for your visit today? \_\_\_\_\_

Date of Last Dental Visit \_\_\_\_\_ Last Dental Cleaning \_\_\_\_\_ Last Full Mouth X-rays \_\_\_\_\_

What was done at your last dental visit? \_\_\_\_\_

Previous Dentist's Name \_\_\_\_\_

Address \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_

How often do you have dental examinations? \_\_\_\_\_

How often do you brush your teeth? \_\_\_\_\_ How often do you floss? \_\_\_\_\_

Have you ever used or are currently using topical fluoride? Yes No

What other dental aids do you use? (Interplak, toothpick, etc.) \_\_\_\_\_

Do you have any dental problems now? Yes No

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

**Are any of your teeth sensitive to:**

Hot or cold?	Yes	No
Sweets?	Yes	No
Biting or Chewing?	Yes	No
Have you noticed any mouth odors or bad tastes?	Yes	No
Do you frequently get cold sores, blisters or any other oral lesions?	Yes	No
Do your gums bleed or hurt?	Yes	No
Have your parents experienced gum disease or tooth loss?	Yes	No
Have you noticed any loose teeth or change in your bite?	Yes	No
Does food tend to become caught in between your teeth?	Yes	No

If yes, where? \_\_\_\_\_

**Do you:**

Clench or grind your teeth while awake or asleep?	Yes	No
Bite your lips or cheeks regularly?	Yes	No
Hold foreign objects with your teeth? (pencils, pipe, pins, nails, fingernails)	Yes	No
Mouth breathe while awake or asleep?	Yes	No
Have tired jaws, especially in the morning?	Yes	No
Snore or have any other sleeping disorders?	Yes	No
Smoke/chew tobacco or use other tobacco products?	Yes	No

**Have you ever had:**

Orthodontic treatment?	Yes	No
Oral Surgery?	Yes	No
Periodontal treatment?	Yes	No
Your teeth ground or the bite adjusted?	Yes	No
A bite plate or mouth guard?	Yes	No
A serious injury to the mouth or head?	Yes	No

If so, please describe, including cause \_\_\_\_\_

**Have you experienced:**

Clicking or popping of the jaw?	Yes	No
Pain? (joint, ear, side of face)	Yes	No
Difficulty in opening or closing the mouth?	Yes	No
Difficulty in chewing on either side of the mouth?	Yes	No
Headaches, neckaches or shoulder aches?	Yes	No
Sore muscles (neck, shoulders)?	Yes	No

**Are you satisfied with your teeth's appearance?**

Would you like to keep all of your teeth all of your life?	Yes	No
Do you feel nervous about having dental treatment?	Yes	No
If so, what is your biggest concern?	_____	_____
Have you ever had an upsetting dental experience?	Yes	No
If yes, please describe _____	_____	_____

Have you ever been told to take a pre-medication prior to dental treatment? Yes No

Is there anything else about having dental treatment that you would like us to know? Yes No

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

(Please complete other side)

# MEDICAL HISTORY

Patient Name \_\_\_\_\_  
 Patient Account No. \_\_\_\_\_

Medical Alert \_\_\_\_\_

1. Physician's Name \_\_\_\_\_ Phone (        ) \_\_\_\_\_  
 Have you had any medical care within the past two years? ..... Yes No  
 Describe \_\_\_\_\_
2. Have you taken any medication or drugs during the past two years? ..... Yes No
3. Are you currently taking any medication, drugs, pills or herbal remedies, including regular dosages of aspirin? ..... Yes No  
 If yes, please list name and dosage \_\_\_\_\_
4. Have you ever taken prescription medications for weight loss (diet pills)? ..... Yes No  
 If yes, did you take any of the following? (circle if yes)        Fen-Phen        Pondimen        Redux        Other  
 If yes to any of the above, did you have a medical exam for heart issues? ..... Yes No
5. Have you ever taken bone loss prevention drugs such as Fosamax, Actonel, Boniva or other similar drugs? ..... Yes No
6. Are you aware of having an allergic (or adverse) reaction to any substance or medication? ..... Yes No  
 If yes, please specify \_\_\_\_\_
7. Have you been a patient in the hospital during the past five years? ..... Yes No
8. Indicate which of the following you have had, or have at present. Circle "yes" or "no" to each item.
 

Heart (Surgery, Disease, Attack)...	Yes	No	Ulcers .....	Yes	No	Hepatitis A B C (circle) ...	Yes	No
Chest Pain .....	Yes	No	Diabetes .....	Yes	No	Venereal Disease .....	Yes	No
Congenital Heart Disease .....	Yes	No	Thyroid Problems .....	Yes	No	A.I.D.S./H.I.V. Positive .....	Yes	No
Heart Murmur .....	Yes	No	Glaucoma .....	Yes	No	Cold Sores/Fever Blisters .....	Yes	No
High/Low Blood Pressure .....	Yes	No	Contact lenses .....	Yes	No	Blood Transfusion .....	Yes	No
Mitral Valve Prolapse .....	Yes	No	Emphysema .....	Yes	No	Hemophilia .....	Yes	No
Artificial Heart Valve/Pacemaker .....	Yes	No	Chronic Cough .....	Yes	No	Sickle Cell Disease .....	Yes	No
Rheumatic Fever .....	Yes	No	Tuberculosis .....	Yes	No	Bruise Easily .....	Yes	No
Arthritis/Rheumatism .....	Yes	No	Asthma .....	Yes	No	Liver Disease/Yellow Jaundice ..	Yes	No
Cortisone Medicine .....	Yes	No	Hay Fever/Allergy/Hives .....	Yes	No	Neurological Disorders .....	Yes	No
Swollen Ankles .....	Yes	No	Latex Sensitivity .....	Yes	No	Epilepsy or Seizures .....	Yes	No
Stroke .....	Yes	No	Sinus Trouble .....	Yes	No	Fainting or Dizzy Spells .....	Yes	No
Diet (Special/Restricted) .....	Yes	No	Radiation Therapy .....	Yes	No	Nervous/Anxious .....	Yes	No
Artificial Joints (hip, knee, etc.) ....	Yes	No	Chemotherapy .....	Yes	No	Psychiatric/Psychological Care..	Yes	No
Kidney Trouble .....	Yes	No	Tumors .....	Yes	No			
9. Have you lost or gained more than 10 pounds in the past year? ..... Yes No
10. Do you have or have you had any disease, condition, or problem not listed? ..... Yes No  
 If yes, please list: \_\_\_\_\_
11. **Women:** Are you pregnant or think you could be pregnant? Yes \_\_\_\_\_ Months No        **Nursing?** Yes No
12. Do you use birth control prescriptions? ..... Yes No

I understand the above information is necessary to provide me with dental care in a safe and efficient manner. I have answered all questions to the best of my knowledge. Should further information be needed, you have my permission to ask the respective health care provider or agency, who may release such information to you. I will notify the doctor of any change in my health or medication.

Patient/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

## History Review

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

**ACKNOWLEDGEMENT  
OF  
PRIVACY PRACTICES**

Kelley Fisher, DDS, PLLC  
600 NW Gilman Blvd., Ste: D  
Issaquah, WA  
425-392-1256

My signature confirms that I have been informed of my rights to privacy regarding my protected health information, under the Health Insurance Portability & Accountability Act of 1996 (HIPAA). I understand that this information can and will be used to:

- Provide and coordinate my treatment among a number of health care providers who may be involved in that treatment directly and indirectly
- Obtain payment from third-party payers for my health care services
- Conduct normal health care operations such as quality assessment and improvement activities

I have been informed of my dental provider's *Notice of Privacy Practices* containing a more complete description of the uses and disclosures of my protected health information. I have been given the right to review and receive a copy of such *Notice of Privacy Practices*. I understand that my dental provider has the right to change the *Notice of Privacy Practices* and that I may contact this office at the address above to obtain a current copy of the *Notice of Privacy Practices*.

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 and I 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: \_\_\_\_\_

Dependent family members also covered by this acknowledgement:

\_\_\_\_\_  
\_\_\_\_\_  
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**For Office Use Only:**

We were unable to obtain the patient's written acknowledgement of our Notice of Privacy Practices due to the following reason:

- The patient refused to sign
- Communication barriers
- Emergency situation
- Other

### Photographic Release

In our office we like to photograph our patients to aid in proper diagnoses. Dr. Fisher also uses these photographs to teach other dentists and design beautiful smiles. In addition, we are proud of the work we do and like to use our own work to show other patients our beautiful results.

I \_\_\_\_\_, hereby authorize Dr. Kelley Fisher to take photographs, slides, and/or videos of my face, jaws and teeth. I understand that the photographs, slides, and/or videos will be used as a record of my care, and may be used for educational purposes in lectures, demonstrations, advertising (including website publication, newspapers, magazines, phone books, television), and professional publications (dental magazines and journals). I further understand that if the photographs, slides, and/or videos are used in any publication or as part of a demonstration, my name or other identifying information will be kept confidential.

Kelley Fisher D.D.S., P.L.L.C.  
600 NW Gilman Blvd  
Suite D  
Issaquah WA 98027  
425-392-1256

### Cancellations

~We need your help~

An appointment together is a bond of trust that we will be here to serve you and you will be present for your scheduled treatment. We do not overbook our schedule so that you may receive individual care in a timely manner. We have developed the following policy in an effort to provide excellent dental care to all of our valued patients.

Please give our office 48 hours notice if you need to reschedule your appointment. Appointments rescheduled within that period will incur a charge of \$50 per hour of scheduled time. By chance, if a scheduled appointment is missed, the same charge will incur. Your insurance company will not cover cancellation charges.

Thank you for your commitment to our practice and we promise to ensure excellent and timely care to you, your family and friends.

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)** requires all health care records and other individually identifiable health information used or disclosed to us in any form, whether electronically, on paper, or orally, to be kept confidential. This federal law 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 law, 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.

**Without specific written authorization, we are permitted to use and disclose your health care records for the purposes of treatment, payment and health care operations.**

- **Treatment** means providing, coordinating, or managing health care and related services by one or more health care providers. For example, we may need to share information with other health care providers or specialists involved in the continuation of your care.
- **Payment** means such activities as obtaining reimbursement for services, confirming coverage, billing or collection activities, and utilization review. For example, we may disclose treatment information when billing a dental plan for your dental services.
- **Health Care Operations** include the business aspects of running our practice. For example, patient information may be used for training purposes, or quality assessment.

**Unless you request otherwise**, we may use or disclose health information to a family member, friend, personal representative, or other individual to the extent necessary to help with your health care or with payment for your health care. In the event of an emergency or your incapacity, we will use our professional judgment in disclosing only the protected health information necessary to facilitate needed care. In addition, we may use your confidential information to remind you of appointments by sending reminder postcards and/or leaving messages at home and/or work. Your protected health information may also be used by our office to recommend treatment alternatives or to provide you with information about health-related benefits and services that may be of interest to you. In addition, we may disclose your health information for public health oversight activities, judicial or administrative proceedings, in response to a subpoena or court order, to military authorities of Armed Forces personnel, to federal officials for lawful intelligence, counterintelligence, and other national security activities, to correctional institutions or law enforcement officials, and/or to report suspected abuse, neglect, or domestic violence. 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 certain rights in regards to your protected health information**, which you may exercise by presenting a written request to our Privacy Officer at the practice address listed below:

- 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 request to receive confidential communications of protected health information from us by alternative means or at alternative locations.
- The right to access, inspect, and copy your protected health information, with limited exceptions. A reasonable fee may be assessed.
- The right to request an amendment to your protected health information. We may deny your request in certain situations.
- The right to receive an accounting of disclosures of protected health information made outside of treatment, payment, or health care operations...or based on your previous authorization.
- The right to obtain a paper copy of this notice from us upon request, even if you have agreed to receive the notice electronically.

**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 February 01, 2005**, 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. Revisions to our Notice of Privacy Practices will be posted on the effective date and you may request a written copy of the Revised Notice from this office.

**You have the right to file a formal, written complaint** with us at the address below, or with the Department of Health & Human Services, Office of Civil Rights, in the event you feel your privacy rights have been violated. We will not retaliate against you for filing a complaint.

**For more information about our Privacy Practices, please contact:**

Kelley Fisher, DDS, PLLC  
600 NW Gilman Blvd, Ste: D  
Issaquah, WA 98027  
425-392-1256  
2-B

**For more information about HIPAA or to file a complaint:**

The U.S. Department of Health &  
Human Services  
Office of Civil Rights  
200 Independence AVE. S.W.  
Washington D.C. 20201  
877-696-6775 (toll-free)