Forest Falls Dental P.A. * 10 Forest Falls Dr. Unit 9, Yarmouth, ME. 04096 * Phone 846- 3966 * Fax 846-3944

FOREST FALLS DENTAL, P.A.
GENE KIM, D.D.S.

WELCOME

Thank you for selecting Forest Falls Dental. To help us best meet your health care needs, please complete this form as accurately as possible. Thank you.

1) PATIENT INFORMATION

This appointment is for □ Yourself □ Your Child □ Other

Patient Full Name _____ Social Security # _____

Birth Date _____ Age _____ □ Male □ Female _____

Address _____ City _____ State ____ Zip _____

Full Time Student _____ □ Yes □ No School Name _____

Employer _____ Occupation _____

Previous Dentist _____ Previous Dentist Phone _____

Current Physician _____ Current Physician Phone _____

2) TELEPHONE & EMAIL

Home Phone _____ Work Phone _____ Cell Phone _____

Email _____ _____

In the event of an emergency, who should we contact?

Name _____ Relationship _____

Emergency Contact Phone _____

3) RESPONSIBLE PARTY

Who is responsible for this patient

Full Name _____ Social Security # _____

Are you □ Single □ Married □ Divorced □ Widowed

Birth Date _____ Age _____ □ Male □ Female _____

Address _____ City _____ State ____ Zip _____

Employer _____ Occupation _____

4) INSURANCE INFORMATION

Dental Coverage □ Yes □ No Insurance Company _____

Policy Holder _____ Relation _____

Insured's Employer _____

Insurance Group # _____ Insurance Policy # _____

I authorize my insurance to pay directly to my dentist. I understand that all insurance policies are different and I am responsible for knowing my plan's provisions. I understand I will be responsible for all copayments, deductibles, and rejected charges.

Signature _____ Date _____

5) MEDICAL/DENTAL HISTORY

Name: _____

a) Do you have, or have you ever had any of the following conditions? (Place a check if Yes)

Heart Problems	_____	Thyroid Condition	_____
High Blood Pressure	_____	Neurological Condition	_____
Stroke	_____	Arthritis	_____
Seizures	_____	Stomach/GI Problems	_____
Infectious Disease	_____	Liver Disease	_____
Diabetes	_____	Kidney Problems	_____
Seasonal Allergies	_____	Migraine Headaches	_____
Asthma	_____	Psychiatric Condition	_____

b) Please indicate any medical conditions for which you are currently under the care of a physician:

_____

_____

c) Please list all current prescription medications:

_____

_____

d) Please list all known drug allergies:

_____

_____

e) Please list any joint replacement surgeries you've had done and the date(s) the procedure was performed: _____

_____

f) Have you had any other major surgeries in the past five (5) years? If so, please detail below:

_____

_____

g) How long has it been since your last dental visit/cleaning? _____

h) Do you presently/have you ever smoked or used tobacco or nicotine products? Yes___ No___

i) Do you know if you clench or grind your teeth? Yes___ No___

If 'yes' to the above, do you currently wear a niteguard? Yes___ No___

j) (Women) Are you currently pregnant? Yes___ No___ **If so, how many weeks?** _____

6) ACKNOWLEDGEMENT & AUTHORIZATION

I certify that I have read and understand the above. I acknowledge that my questions have been answered truthfully and to the best of my knowledge. I authorize the dental staff to perform any necessary dental services that I may need during diagnosis and treatment with my informed consent.

Responsible Party _____

Signature _____ Date _____

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FOREST FALLS DENTAL, P.A.
GENE KIM, D.D.S.

Dental Information Release Form

(HIPAA Release Form)

Name: _____ Date of Birth: _____/____/_____

Release of Information

[ ] I authorize the release of information including the diagnosis, records; examination rendered to me and claims information. This information may be released to:

[ ] Spouse_____

[ ] Child(ren)_____

[ ] Other_____

[X] Specialist: I give my permission for x-rays to be forwarded to any Specialist, if necessary.

[ ] Information is not to be released to anyone (excluding Specialist).

This ***Release of Information*** will remain in effect until terminated by me in writing.

Messages

Please call [ ] my home:_____ [ ] my cell:_____ [ ] my work:_____

If unable to reach me:

[ ] you may leave a detailed message

[ ] please leave a message asking me to return your call

Signed: _____ Date: ____/____/_____

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Web: www.forestfallsdental.com * Email: forestfallsdental@gmail.com

FOREST FALLS DENTAL, P.A.
GENE KIM, D.D.S.

Authorization for Release of Dental Records/Radiographs

Name(s) & DOB: _____

_____

_____

_____

Practice/Dr. Name: _____

Phone: _____

Fax: _____

I/we, hereby give my/our consent to release copies of my/our dental records and radiographs to the person listed below:

Forest Falls Dental

10 Forest Falls Drive, Unit 9, Yarmouth, ME 04096

Phone #: (207) 846-3966

Fax #: (207) 846-3944

E-Mail: forestfallsdental@gmail.com

Patient Signature: _____ Date: _____

I authorize records be released for all names listed above.

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ACKNOWLEDGEMENT OR RECEIPT OF NOTICE OF PRIVACY PRACTICE

* You may Refuse to Sign this Acknowledgement *

I, _____ , have received a copy of this office's Notice of Privacy Practices.

_____
Please Print Name

_____
Signature

_____
Date

_____

For Office Use Only

We attempted to obtain written acknowledgement of receipt of our Notice of Privacy Practices, but acknowledgment could not be obtained because:

- ☐ Individual refused to sign
- ☐ Communications barriers prohibited obtaining the acknowledgement
- ☐ An emergency situation prevented us from obtaining acknowledgement
- ☐ Other (Please Specify)

_____

_____

_____

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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 January 1, 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 health care operations. For example:

Treatment: We may use or disclose health information to a physician or other health care provider providing treatment to you.

Payment: We may use and disclose your health information to obtain payment for services we provide to you.

Health Care Operations: We may use and disclose your health information in connection with our health care operations. Health care operations include quality assessment and improvement activities, reviewing the competence or qualifications of health care 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 health care 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 effect any use or disclosures permitted by your authorization while it was in effect. Unless you give us a written authorization, we can not 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 Patients 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 you with your health care or with payment for your health care, but only if you agree that we may do so.

Persons Involved In Care: We may use or disclose your 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 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 health care. 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 to the health and 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 institution or law enforcement official having lawful custody of protected health information of inmates or patient under certain circumstances.

Appointment Reminders: We may use or disclose your health information to provide you with appointment reminders (such as voice mail messages, postcards, e-mail, 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 can not 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 end of this Notice. You may also request access by sending us a letter to the address at the end of this Notice. 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, health care 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 explanations 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 notification on our web site or by electronic mail (e-mail), you are entitled to receive this Notice in written form.

Questions and Complaints

If you want more information about our privacy practices or have questions or concerns, please contact us.

If you are concerned that we may have violated your privacy rights, or you disagree with a decision we made about access to your health information or in response to a request you made to amend or restrict the use or disclosure of your health information or to have us communicate with you by alternative means or at alternative locations, you may complain to us using the contact information listed at the end of this Notice. You may also submit a written complaint to the U.S. Department of Health and Human Services. We will provide you with the address to file your complaint with the U.S. Department of Health and Human Services upon request.

We support your right to the privacy of your health information. We will not retaliate in any way if you choose to file a complaint with us or with the U.S. Department of Health and Human Services.

Contact us for our Privacy Contact Officer