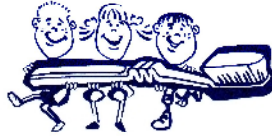


Children's Dental Care

GEORGE A. HANKERSON, D.D.S. BRENT R. KVITTEM, D.D.S.



DENTISTRY FOR CHILDREN AND YOUNG ADULTS

www.childrensdentalc.com

7629 EGAN DRIVE
SAVAGE, MN 55378
PHONE: (952) 440-5100
FAX: (952) 440-5140

17510 DODD BLVD
LAKEVILLE, MN 55044
PHONE: (952) 997-7100
FAX (952) 997-2017

Dear Parent,

When your child visits Children's Dental Care, you can expect the very best quality care for your child. As pediatric dental professionals, our mission is to provide quality comprehensive dental care that leads to an enjoyable experience for your child. Our office and staff is particularly trained and prepared to alleviate your child's fear, apprehension, and anxiety of the dental visit. The comprehensive services we provide include everything from prevention (cleanings, fluoride treatments, sealants, and mouth guards) to treatment (fixing cavities either in the office or under general anesthesia and intermediate and full braces). Advances in dental technology in recent years have improved the dental experience for children with better dental restorative materials and pain free ways of providing care. Composite (white fillings), air-abrasion, and the wand® are three examples of these technologies utilized at Children's Dental Care. The following, outlines the treatment, techniques and charges we institute for routine care.

1. We provide an exam, cleaning, and **fluoride treatment every six months**. Some insurance companies limit their coverage for fluoride treatments to once a year. We follow the American Academy of Pediatric Dentistry's recommendation, which states, "Provide topical fluoride every six months." Fluoride is given every six months unless you consult with our office prior to the treatment.
2. Decay detecting x-rays (bitewings) are taken **once a year** or on an as needed basis.
3. We are firm believers in sealant application to prevent decay in the grooves of teeth. Sealants are a protective plastic covering that is placed on the chewing surface of the tooth, with about 90% reduction of decay in these grooves. We will guarantee sealants for up to three years of initial placement date to those patients who do not miss their six month check-up and are current patients to our office. Insurance companies may limit coverage for sealants. If you have questions regarding sealant coverage please check with your insurance company.
4. **We are a mercury free office. This means we do not place silver fillings we only place composite (white) fillings in our patient's teeth. A comparison of traditional amalgams with composites reveals the following advantages of the new materials. Composites (1) are esthetically pleasing; (2) they do not contain mercury; (3) they actually adhere to the tooth surface; (4) They require less removal of sound tooth structure; and (5) are less irritating for the tooth nerves. Your insurance company may only cover up to 50% of these fillings to be placed. Please be advised that any balance remaining after insurance and or estimated patient portion has been paid is the patient's responsibility. We will send in a pre-determination of dental benefits upon request for these services as a courtesy to you.**
5. Air abrasion is a technique used to remove tooth structure by spraying relatively small amounts of abrasion powder under pressure. The use of "the drill", in many circumstances is not needed. Air abrasion eliminates odor, vibration, and most importantly pain. Therefore, in many situations, children do not need a local anesthetic (shot).
6. In situations where it is necessary to numb a tooth, the wand® provides a more comfortable alternative to the traditional syringe "the shot". The wand® is a computerized injection system that dispenses local anesthetic around the tooth in a relatively pain-free fashion. Thus the tooth will be numb, but not the tongue and the entire side of the face.
7. Our financial policies are between the patient (parent) and our office, not the insurance company. We will attempt to aid you in collecting any covered benefits. The remaining balance is the patient's responsibility.

We at Children's Dental Care, hope this information will be helpful and that you will have a pleasant experience with our office.

Sincerely,

The Doctors and Staff at Children's Dental Care

PLEASE CHECK ANY OF THE FOLLOWING IF THE PATIENT CURRENTLY HAS OR HAS HAD

- | | | |
|---------------------------------------------------------|---------------------------------------------------------------|---------------------------------------------|
| <input type="checkbox"/> Cerebral Palsy | <input type="checkbox"/> Frequent headaches | <input type="checkbox"/> Lung disease |
| <input type="checkbox"/> Arthritis | <input type="checkbox"/> AIDS/HIV Positive | <input type="checkbox"/> Anemia |
| <input type="checkbox"/> Leukemia | <input type="checkbox"/> Sickle Cell/Disease | <input type="checkbox"/> Excessive bleeding |
| <input type="checkbox"/> Bruise easily | <input type="checkbox"/> Asthma | <input type="checkbox"/> Breathing problems |
| <input type="checkbox"/> Tuberculosis | <input type="checkbox"/> Sinus problem | <input type="checkbox"/> Epilepsy/ Seizures |
| <input type="checkbox"/> Fainting spells | <input type="checkbox"/> Tourette's syndrome | <input type="checkbox"/> Celiac disease |
| <input type="checkbox"/> Emotional problems | <input type="checkbox"/> ADD/ADHD | <input type="checkbox"/> Pregnancy |
| <input type="checkbox"/> High blood pressure | <input type="checkbox"/> Pacemaker | <input type="checkbox"/> Diabetes |
| <input type="checkbox"/> Thyroid disease | <input type="checkbox"/> Stomach problems | <input type="checkbox"/> Hepatitis A-B-C |
| <input type="checkbox"/> Rheumatic fever | <input type="checkbox"/> Liver Disease/Jaundice | <input type="checkbox"/> Kidney problems |
| <input type="checkbox"/> Auto immune disease | <input type="checkbox"/> Cancer/Tumor | <input type="checkbox"/> Chemotherapy |
| <input type="checkbox"/> Radiation treatments | <input type="checkbox"/> Herpes | <input type="checkbox"/> Autism |
| <input type="checkbox"/> Cystic Fibrosis | <input type="checkbox"/> Cleft lip or palate | <input type="checkbox"/> Mononucleosis |
| <input type="checkbox"/> Fetal alcohol syndrome | <input type="checkbox"/> Chemical dependency | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Heart murmur__NEED antibiotics | <input type="checkbox"/> Heart murmur__Don't need antibiotics | _____ |

CONSENT

I have answered and reviewed the information on the questionnaire and is accurate to the best of my knowledge. I understand that this information will be used by Children's Dental Care doctors and staff to help determine appropriate and healthful dental treatment. This treatment also includes local anesthetic as needed and the use of nitrous oxide per my request. If there are any changes in my child's medical status, I will inform Children's' Dental Care. Since at each visit a treatment plan will be presented and the work to be done is explained to me before treatment is begun, I give Children's Dental Care my consent to perform any needed dental treatment. I authorize my insurance company to pay to Children's Dental Care all insurance benefits otherwise payable to me for services rendered. I authorize the use of this signature on all insurance submissions. I authorize Children's Dental Care to release all information necessary to secure the payment of benefits.

I understand that I am fully financially responsible for ALL charges whether covered or not covered or denied by my insurance company.

Signature _____ **Date** _____
(payment is due in full at the time of treatment unless prior arrangements have been made)

Referral Information

Whom may we thank for referring you to our practice?

- Doctor Referral (name) _____
- We visited your child's school (name) _____ or daycare (name) _____
- Friend/neighbor/family (name) _____
- Phonebook (name) _____
- Internet ___Insurance Co. ___ Drive by/location

PARENT AND INSURANCE INFORMATION

Mother's Name: _____ Birth Date: _____ Marital Status: Married Single
Last First SS# (required*) _____

Mother's Phone (Home): _____ (Work) _____ (Cell) _____ Text acceptance yes no

Mother's Address: _____
Street Apt.#

City State Zip Code

Father's Name: _____ Birth Date: _____ Marital Status: Married Single
Last First SS#(required*) _____

Father's Phone (Home): _____ (Work) _____ (Cell) _____ Text acceptance yes no

Father's Address: _____
Street Apt #

City State Zip Code

Primary E-Mail Address: (Used for future confirmations) _____

Person to call if unable to reach you: _____
Name Phone# Relationship

INSURANCE INFORMATION

PRIMARY DENTAL INSURANCE POLICY HOLDER INFORMATION

Name: _____
Last First MI
Birth Date: _____ ID# _____ SS# _____ Group# _____

Employer Name: _____
Insurance Plan Name and Address: _____

Relationship to patient: Mother Father Other (only if other) _____
Phone

Street Address City Zip Code

ALWAYS BRING INSURANCE CARD OR A COPY WITH YOU FOR US TO SCAN

SECONDARY DENTAL INSURANCE POLICY HOLDER INFORMATION

Name: _____
Last First MI
Birth Date: _____ ID# _____ SS# _____ Group# _____

Employer Name: _____
Insurance Plan Name and Address: _____

Relationship to patient: Mother Father Other (only if other) _____
Phone

Street Address City Zip Code

FINANCIAL POLICY

Welcome to our practice. We are pleased you have selected our office for your children's dental care. We are committed to providing you with the best possible care while trying to control our fees and your costs. We need your assistance and understanding with our payment guidelines.

Payment options if you have no insurance:

1. You may choose to pay by cash, check, or credit card on the day that treatment is rendered.
2. If 2 appointments are needed, you may choose to pay 50% at the 1st appt. and the balance at the next appt. To get the 5% discount you will need to pay for services done that day in full.
3. We also offer special financing through CareCredit or CitiHealthCard.

Payment options if you have insurance:

1. Pre-treatment estimates are sent as a courtesy to you. You may choose to pay your deductible and your portion due at time of treatment by cash, check, or credit card.
2. On extensive treatment (extractions, crowns, or a lot of fillings) requiring 2 appts. You may pay 50% at the 1st appt. and the balance at the next appt.
3. We also offer CareCredit or CitiHealth Card as an option for payment.

PLEASE READ CHANGES

Contracted Insurance: If we are contracted with your insurance company, we must follow our contract with them and their requirements. It is the insurance company that makes the final determination of your eligibility. You agree to pay any portion left after insurance pays. You may request a pre-determination for any treatment that is done.

Non-contracted Insurance: Insurance is a contract between you and your insurance company. We are **NOT** a party to this contract. We will bill your insurance company as a courtesy to you. Although we may estimate what the insurance company may pay, it is the insurance company that makes the final determination of your eligibility. You agree to pay any portion not covered by insurance. You may request a pre-determination for any treatment that is done.

Monthly Statements: If you have a balance on your account, we will send you a monthly statement. It will show the previous balance and any new charges to the account.

Payments: Unless other arrangements are approved by us in writing, the balance on your statement is due and payable when the statement is issued, and is past due by the end of the month.

Charges to Account: We shall have the right to cancel your privilege to make charges against your account at any time. Future visits would then need to be paid at the time of service.

Past due accounts: If your account becomes past due, we will take necessary steps to collect this debt. If we have to refer your account to a collection agency, you agree to pay all of the collection costs which are incurred (currently **30%** of the unpaid balance)

Divorce: In case of divorce or separation, the party responsible for the account prior to the divorce or separation remains responsible for the account. After a divorce or separation any future treatment or charges for a child will remain the same parent who was the responsible party before the divorce. If the divorce decree requires the other parent to pay all or part of the treatment costs, **it is the authorizing parent's responsibility to collect from the other parent.**

Missed appointment fee: A patient who does not show up or cancels with less than 24 hour notice, a \$50 fee will be charged per ½ hour. This fee must be paid before a new appointment is scheduled. Patients with three missed appointments will be asked to transfer their records to another dentist. The 1st missed appointment fee is usually waived.

Returned checks: There is a fee (currently \$35) for any checks returned by the bank.

Re-billing Fee: A rebilling fee of \$5.00 will be imposed on each account that is over thirty (30) days past-due. We determine your account is past-due by taking the balance owed (30) days ago, or from last insurance payment (if correct insurance information was given at time of appointment) and then subtracting any payments or credits applied to the account during that time.

RESPONSIBLE PARTY

(Person that signs form and brings in the child/children)

Child/Children's names: _____

Your Name: _____ Relationship to patients: _____

Address: _____

City _____ State _____ Zip _____ Phone _____

Employer: _____ Work Phone _____

Co-Signature: If this or another Financial Policy is signed by another person, that co-signature remains in effect until canceled in writing. When written cancellation is received, it becomes effective with any subsequent charges.

Effective Date: Once you have signed this agreement, you agree to all terms and conditions contained herein and the agreement will be in full force and effect.

Signature: _____ **Date:** _____

(Responsible party)

Co-Signature: _____ **Date** _____

(Other than responsible party)

Adult (18 years) _____ **Date** _____

Adult /Parent-Signature _____ **Date** _____

(If the parent continues to be responsible for adult child 18+ years)

Children's Dental Care

CONSENT FOR USE AND DISCLOSURE OF HEALTH INFORMATION

SECTION A: PATIENT GIVING CONSENT

Name: _____
Name of Patient

SECTION B: TO THE PATIENT – PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY

Purpose of Consent: By signing this form, you will consent to our use and disclosure of your protected health information to carry out treatment, payment activities, and healthcare operations.

Notice of Privacy Practices: You have the right to read our Notice of Privacy Practices before you decide whether to sign this consent. Our notice provides a description of our treatment, payment activities and healthcare operations, of the uses and disclosures we may make of your protected health information, and of other important matters about your protected health information. A copy of our notice accompanies the consent. We encourage you to read it carefully and completely before signing this consent.

We reserve the right to change our privacy practices as described in our Notice of Privacy Practices. If we change our privacy practices, we will issue a revised Notice of Privacy Practices, which will contain the changes. Those changes may apply to any of your protected health information that we maintain.

You may obtain a copy of our Notice of Privacy Practices, including any revisions of our notice, at any time by contacting:

Contact person: _____ Vicki _____
Telephone: _____ 952-440-5100 _____ Fax: _____ 952-440-5140 _____
Address: _____ 7629 Egan Dr., Savage, MN _____

Right to Revoke: You will have the right to revoke this consent at anytime by giving us written notice of your revocation submitted to the contact person listed above. Please understand that revocation of this consent will not affect any action we took in reliance on this consent before you received your revocation, and that we may decline to treat you or continue treating you if you revoke this consent.

SIGNATURE

I, _____, have had full opportunity to read and consider the contents of this consent form and your Notice of Privacy Practices. I understand that, by signing this consent form, I am giving my consent to your use and disclosure of my protected health information to carry out treatment, payment activities and health care operations.

Signature: _____ Date: _____

If this consent is signed by a personal representative on behalf of the patient, complete the following:

Personal Representative's Name: _____

Relationship to the patient: _____

YOU ARE ENTITLED TO A COPY OF THIS CONSENT AFTER YOU SIGN IT.

REVOCAION OF CONSENT

I revoke my consent for you to use and disclosure of my protected health information for treatment, payment activities, and health care operations.

I understand that revocation of my consent will not affect any action you took in reliance on my consent before you received this written notice of Revocation. I also understand that you may decline to treat or to continue to treat me after I revoked my consent.

Signature: _____ Date: _____

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This form is educational only, does not constitute legal advice, and covers only federal, not state law (August 14, 2002).