

# Welcome!

Please take a few minutes to answer the following questions so we can better assist you with your dental needs.

## Patient Information

Date \_\_\_\_\_ Soc. Sec. # \_\_\_\_\_ Birthdate \_\_\_\_\_  
Name \_\_\_\_\_ Home Phone \_\_\_\_\_  
Last Name First Name Initial  
Address \_\_\_\_\_ Cell Phone \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ E-mail \_\_\_\_\_  
Sex:  M  F  Minor  Single  Married  Long Term Partner  Divorced  Widowed  Separated  
Employer \_\_\_\_\_ Business Phone \_\_\_\_\_  
Business Address \_\_\_\_\_ Occupation \_\_\_\_\_  
Who should we thank for referring you? \_\_\_\_\_  
In case of emergency, who should we contact? \_\_\_\_\_ Phone \_\_\_\_\_

## Primary Insurance

Person Responsible for Account \_\_\_\_\_  
Last Name First Name Initial  
Relationship to Patient \_\_\_\_\_ Birthdate \_\_\_\_\_ Soc. Sec. # \_\_\_\_\_  
Address \_\_\_\_\_ Home Phone \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Responsible Party Employed By \_\_\_\_\_ Business Phone \_\_\_\_\_  
Business Address \_\_\_\_\_ Occupation \_\_\_\_\_  
Insurance Company \_\_\_\_\_  
Insurance Company Address \_\_\_\_\_  
Subscriber I.D. # \_\_\_\_\_ Group # \_\_\_\_\_

## Additional Insurance

Insured Name \_\_\_\_\_  
Last Name First Name Initial  
Relationship to Patient \_\_\_\_\_ Birthdate \_\_\_\_\_ Soc. Sec. # \_\_\_\_\_  
Address \_\_\_\_\_ Home Phone \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Insured Employed By \_\_\_\_\_ Business Phone \_\_\_\_\_  
Insurance Company \_\_\_\_\_  
Insurance Company Address \_\_\_\_\_  
Subscriber I.D. # \_\_\_\_\_ Group # \_\_\_\_\_

# Dental History

Former Dentist \_\_\_\_\_

Date of Last X-Rays \_\_\_\_\_

City, State \_\_\_\_\_

How Often Do You Floss? \_\_\_\_\_

Date of Last Dental Visit \_\_\_\_\_

How Often Do You Brush? \_\_\_\_\_

Please check all that apply:

- |  |   |   |
|--|---|---|
| Bad Breath ..... <input type="checkbox"/>                | Loose Teeth or Broken Fillings ..... <input type="checkbox"/> | Sensitivity to Sweets ..... <input type="checkbox"/>            |
| Bleeding Gums ..... <input type="checkbox"/>             | Orthodontic Treatment ..... <input type="checkbox"/>          | Sensitivity When Biting ..... <input type="checkbox"/>          |
| Blisters on Lips or Mouth ..... <input type="checkbox"/> | Pain Around Ear ..... <input type="checkbox"/>                | Frequent Headaches ..... <input type="checkbox"/>               |
| Finger Nail Biting ..... <input type="checkbox"/>        | Periodontal Treatment ..... <input type="checkbox"/>          | Jaw, Head or Neck Injuries ..... <input type="checkbox"/>       |
| Grinding Teeth ..... <input type="checkbox"/>            | Sensitivity to Cold ..... <input type="checkbox"/>            | Jaw Difficulty: Clicking and/or Pain.. <input type="checkbox"/> |
| Lip or Cheek Biting ..... <input type="checkbox"/>       | Sensitivity to Heat ..... <input type="checkbox"/>            | Tooth Pain ..... <input type="checkbox"/>                       |

# Medical History

Physician's Name \_\_\_\_\_ Date of Last Visit \_\_\_\_\_

- |  |  |   |                          |     |    |                                       |                          |                          |                          |                   |                          |                          |                          |                                     |                          |                          |                          |                 |                          |                          |                          |              |                          |                          |                          |               |                          |                          |                          |             |                          |                          |                          |
|--|--|---|--------------------------|-----|----|---------------------------------------|--------------------------|--------------------------|--------------------------|-------------------|--------------------------|--------------------------|--------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|-----------------|--------------------------|--------------------------|--------------------------|--------------|--------------------------|--------------------------|--------------------------|---------------|--------------------------|--------------------------|--------------------------|-------------|--------------------------|--------------------------|--------------------------|
| <p>1. Are you currently under medical treatment? ..... <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>2. Have you ever had any serious illnesses or operations? ..... <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>3. Are you currently taking any medication? ..... <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Please describe: _____</p> <p>4. Do you smoke? ..... <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>5. Do you use alcohol, cocaine or other drugs? ..... <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>6. Do you wear contact lenses? ..... <input type="checkbox"/> Yes <input type="checkbox"/> No</p> | <p>7. Have you had any allergic reactions to the following:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 80%;">Local Anesthetics (eg. novocaine) .....</td> <td style="width: 5%;"></td> <td style="width: 5%; text-align: center;">Yes</td> <td style="width: 5%; text-align: center;">No</td> </tr> <tr> <td>Penicillin or other Antibiotics .....</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Sulfa Drugs .....</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Barbiturates (sleeping pills) .....</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Sedatives .....</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Iodine .....</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Aspirin .....</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Other .....</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table> <p>8. (Women Only) Are You:</p> <p>Pregnant? ..... <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Nursing? ..... <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Taking birth control pills? ..... <input type="checkbox"/> Yes <input type="checkbox"/> No</p> | Local Anesthetics (eg. novocaine) ..... |                          | Yes | No | Penicillin or other Antibiotics ..... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Sulfa Drugs ..... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Barbiturates (sleeping pills) ..... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Sedatives ..... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Iodine ..... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Aspirin ..... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Other ..... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Local Anesthetics (eg. novocaine) .....  |  | Yes                                     | No                       |     |    |                                       |                          |                          |                          |                   |                          |                          |                          |                                     |                          |                          |                          |                 |                          |                          |                          |              |                          |                          |                          |               |                          |                          |                          |             |                          |                          |                          |
| Penicillin or other Antibiotics .....  | <input type="checkbox"/>   | <input type="checkbox"/>                | <input type="checkbox"/> |     |    |                                       |                          |                          |                          |                   |                          |                          |                          |                                     |                          |                          |                          |                 |                          |                          |                          |              |                          |                          |                          |               |                          |                          |                          |             |                          |                          |                          |
| Sulfa Drugs .....  | <input type="checkbox"/>   | <input type="checkbox"/>                | <input type="checkbox"/> |     |    |                                       |                          |                          |                          |                   |                          |                          |                          |                                     |                          |                          |                          |                 |                          |                          |                          |              |                          |                          |                          |               |                          |                          |                          |             |                          |                          |                          |
| Barbiturates (sleeping pills) .....  | <input type="checkbox"/>   | <input type="checkbox"/>                | <input type="checkbox"/> |     |    |                                       |                          |                          |                          |                   |                          |                          |                          |                                     |                          |                          |                          |                 |                          |                          |                          |              |                          |                          |                          |               |                          |                          |                          |             |                          |                          |                          |
| Sedatives .....  | <input type="checkbox"/>   | <input type="checkbox"/>                | <input type="checkbox"/> |     |    |                                       |                          |                          |                          |                   |                          |                          |                          |                                     |                          |                          |                          |                 |                          |                          |                          |              |                          |                          |                          |               |                          |                          |                          |             |                          |                          |                          |
| Iodine .....   | <input type="checkbox"/>   | <input type="checkbox"/>                | <input type="checkbox"/> |     |    |                                       |                          |                          |                          |                   |                          |                          |                          |                                     |                          |                          |                          |                 |                          |                          |                          |              |                          |                          |                          |               |                          |                          |                          |             |                          |                          |                          |
| Aspirin .....  | <input type="checkbox"/>   | <input type="checkbox"/>                | <input type="checkbox"/> |     |    |                                       |                          |                          |                          |                   |                          |                          |                          |                                     |                          |                          |                          |                 |                          |                          |                          |              |                          |                          |                          |               |                          |                          |                          |             |                          |                          |                          |
| Other .....  | <input type="checkbox"/>   | <input type="checkbox"/>                | <input type="checkbox"/> |     |    |                                       |                          |                          |                          |                   |                          |                          |                          |                                     |                          |                          |                          |                 |                          |                          |                          |              |                          |                          |                          |               |                          |                          |                          |             |                          |                          |                          |

Please check all that apply:

- |   |  |  |
|---|--|--|
| AIDS ..... <input type="checkbox"/>   | Emphysema ..... <input type="checkbox"/>             | Pacemaker..... <input type="checkbox"/>                    |
| Anemia..... <input type="checkbox"/>  | Epilepsy ..... <input type="checkbox"/>              | Psychiatric Care ..... <input type="checkbox"/>            |
| Arthritis, Rheumatism ..... <input type="checkbox"/>                            | Fainting or Dizziness ..... <input type="checkbox"/> | Radiation Treatment..... <input type="checkbox"/>          |
| Artificial Heart Valves ..... <input type="checkbox"/>                          | Glaucoma ..... <input type="checkbox"/>              | Respiratory Disease..... <input type="checkbox"/>          |
| Artificial Joints ..... <input type="checkbox"/>                                | Headaches..... <input type="checkbox"/>              | Rheumatic Fever ..... <input type="checkbox"/>             |
| Asthma ..... <input type="checkbox"/>   | Heart Murmur ..... <input type="checkbox"/>          | Scarlet Fever ..... <input type="checkbox"/>               |
| Back Problems ..... <input type="checkbox"/>                                    | Heart Problems..... <input type="checkbox"/>         | Shortness of Breath ..... <input type="checkbox"/>         |
| Bleeding abnormally, with extractions or surgery ..... <input type="checkbox"/> | Hepatitis-Type ..... <input type="checkbox"/>        | Sinus Trouble..... <input type="checkbox"/>                |
| Blood Disease ..... <input type="checkbox"/>                                    | Herpes..... <input type="checkbox"/>                 | Skin Rash ..... <input type="checkbox"/>                   |
| Cancer ..... <input type="checkbox"/>   | High Blood Pressure ..... <input type="checkbox"/>   | Stroke ..... <input type="checkbox"/>                      |
| Chemical Dependency ..... <input type="checkbox"/>                              | HIV Positive ..... <input type="checkbox"/>          | Swelling of Feet/Ankles..... <input type="checkbox"/>      |
| Chemotherapy ..... <input type="checkbox"/>                                     | Jaundice ..... <input type="checkbox"/>              | Swollen Neck Glands..... <input type="checkbox"/>          |
| Chronic Fatigue Syndrome ..... <input type="checkbox"/>                         | Jaw Pain ..... <input type="checkbox"/>              | Thyroid Problems..... <input type="checkbox"/>             |
| Circulatory Problems ..... <input type="checkbox"/>                             | Kidney Disease ..... <input type="checkbox"/>        | Tonsillitis ..... <input type="checkbox"/>                 |
| Congenital Heart Lesions..... <input type="checkbox"/>                          | Latex Sensitivity ..... <input type="checkbox"/>     | Tuberculosis..... <input type="checkbox"/>                 |
| Cortisone Treatments ..... <input type="checkbox"/>                             | Liver Disease..... <input type="checkbox"/>          | Tumor or growth on head/neck..... <input type="checkbox"/> |
| Cough - persistent or bloody.... <input type="checkbox"/>                       | Low Blood Pressure ..... <input type="checkbox"/>    | Ulcer..... <input type="checkbox"/>                        |
| Diabetes..... <input type="checkbox"/>  | Mitral Valve Prolapse..... <input type="checkbox"/>  | Venereal Disease ..... <input type="checkbox"/>            |
|   | Nervous Problems..... <input type="checkbox"/>       |  |

# Assignment and Release

I hereby authorize payment directly to \_\_\_\_\_ for all insurance benefits otherwise payable to me for services rendered. I understand that I am financially responsible for all charges, whether or not paid by insurance, and for all services rendered on my behalf or my dependents.

I authorize the above doctor and/or any provider or supplier of services in this office to release the information required to secure the payment of benefits. I authorize the use of this signature on all insurance submissions.

Signature of Responsible Party \_\_\_\_\_ Date \_\_\_\_\_

Patient Name:

Birth Date:

Date Created:

Although dental personnel primarily treat the area in and around your mouth, your mouth is a part of your entire body. Health problems that you may have, or medication that you may be taking, could have an important interrelationship with the dentistry you will receive. Thank you for answering the following questions.

Are you under a physician's care now?  Yes  No If yes \_\_\_\_\_

Have you ever been hospitalized or had a major operation?  Yes  No If yes \_\_\_\_\_

Have you ever had a serious head or neck injury?  Yes  No If yes \_\_\_\_\_

Are you taking any medications, pills, or drugs?  Yes  No If yes \_\_\_\_\_

Do you take, or have you taken, Phen-Fen or Redux?  Yes  No If yes \_\_\_\_\_

Have you ever taken Fosamax, Boniva, Actonel or any other medications containing bisphosphonates?  Yes  No If yes \_\_\_\_\_

Are you on a special diet?  Yes  No

Do you use tobacco?  Yes  No

Do you use controlled substances?  Yes  No If yes \_\_\_\_\_

Women: Are you...

Pregnant/Trying to get pregnant?  Nursing?  Taking oral contraceptives?

Are you allergic to any of the following?

Aspirin  Penicillin  Codeine  Acrylic  
 Metal  Latex  Sulfa Drugs  Local Anesthetics

Other?  If yes \_\_\_\_\_

Do you have, or have you had, any of the following?

AIDS/HIV Positive <input type="radio"/> Yes <input type="radio"/> No	Cortisone Medicine <input type="radio"/> Yes <input type="radio"/> No	Hemophilia <input type="radio"/> Yes <input type="radio"/> No	Radiation Treatments <input type="radio"/> Yes <input type="radio"/> No
Alzheimer's Disease <input type="radio"/> Yes <input type="radio"/> No	Diabetes <input type="radio"/> Yes <input type="radio"/> No	Hepatitis A <input type="radio"/> Yes <input type="radio"/> No	Recent Weight Loss <input type="radio"/> Yes <input type="radio"/> No
Anaphylaxis <input type="radio"/> Yes <input type="radio"/> No	Drug Addiction <input type="radio"/> Yes <input type="radio"/> No	Hepatitis B or C <input type="radio"/> Yes <input type="radio"/> No	Renal Dialysis <input type="radio"/> Yes <input type="radio"/> No
Anemia <input type="radio"/> Yes <input type="radio"/> No	Easily Winded <input type="radio"/> Yes <input type="radio"/> No	Herpes <input type="radio"/> Yes <input type="radio"/> No	Rheumatic Fever <input type="radio"/> Yes <input type="radio"/> No
Angina <input type="radio"/> Yes <input type="radio"/> No	Emphysema <input type="radio"/> Yes <input type="radio"/> No	High Blood Pressure <input type="radio"/> Yes <input type="radio"/> No	Rheumatism <input type="radio"/> Yes <input type="radio"/> No
Arthritis/Gout <input type="radio"/> Yes <input type="radio"/> No	Epilepsy or Seizures <input type="radio"/> Yes <input type="radio"/> No	High Cholesterol <input type="radio"/> Yes <input type="radio"/> No	Scarlet Fever <input type="radio"/> Yes <input type="radio"/> No
Artificial Heart Valve <input type="radio"/> Yes <input type="radio"/> No	Excessive Bleeding <input type="radio"/> Yes <input type="radio"/> No	Hives or Rash <input type="radio"/> Yes <input type="radio"/> No	Shingles <input type="radio"/> Yes <input type="radio"/> No
Artificial Joint <input type="radio"/> Yes <input type="radio"/> No	Excessive Thirst <input type="radio"/> Yes <input type="radio"/> No	Hypoglycemia <input type="radio"/> Yes <input type="radio"/> No	Sickle Cell Disease <input type="radio"/> Yes <input type="radio"/> No
Asthma <input type="radio"/> Yes <input type="radio"/> No	Fainting Spells/Dizziness <input type="radio"/> Yes <input type="radio"/> No	Irregular Heartbeat <input type="radio"/> Yes <input type="radio"/> No	Sinus Trouble <input type="radio"/> Yes <input type="radio"/> No
Blood Disease <input type="radio"/> Yes <input type="radio"/> No	Frequent Cough <input type="radio"/> Yes <input type="radio"/> No	Kidney Problems <input type="radio"/> Yes <input type="radio"/> No	Spina Bifida <input type="radio"/> Yes <input type="radio"/> No
Blood Transfusion <input type="radio"/> Yes <input type="radio"/> No	Frequent Diarrhea <input type="radio"/> Yes <input type="radio"/> No	Leukemia <input type="radio"/> Yes <input type="radio"/> No	Stomach/Intestinal Disease <input type="radio"/> Yes <input type="radio"/> No
Breathing Problems <input type="radio"/> Yes <input type="radio"/> No	Frequent Headaches <input type="radio"/> Yes <input type="radio"/> No	Liver Disease <input type="radio"/> Yes <input type="radio"/> No	Stroke <input type="radio"/> Yes <input type="radio"/> No
Bruise Easily <input type="radio"/> Yes <input type="radio"/> No	Genital Herpes <input type="radio"/> Yes <input type="radio"/> No	Low Blood Pressure <input type="radio"/> Yes <input type="radio"/> No	Swelling of Limbs <input type="radio"/> Yes <input type="radio"/> No
Cancer <input type="radio"/> Yes <input type="radio"/> No	Glaucoma <input type="radio"/> Yes <input type="radio"/> No	Lung Disease <input type="radio"/> Yes <input type="radio"/> No	Thyroid Disease <input type="radio"/> Yes <input type="radio"/> No
Chemotherapy <input type="radio"/> Yes <input type="radio"/> No	Hay Fever <input type="radio"/> Yes <input type="radio"/> No	Mitral Valve Prolapse <input type="radio"/> Yes <input type="radio"/> No	Tonsillitis <input type="radio"/> Yes <input type="radio"/> No
Chest Pains <input type="radio"/> Yes <input type="radio"/> No	Heart Attack/Failure <input type="radio"/> Yes <input type="radio"/> No	Osteoporosis <input type="radio"/> Yes <input type="radio"/> No	Tuberculosis <input type="radio"/> Yes <input type="radio"/> No
Cold Sores/Fever Blisters <input type="radio"/> Yes <input type="radio"/> No	Heart Murmur <input type="radio"/> Yes <input type="radio"/> No	Pain in Jaw Joints <input type="radio"/> Yes <input type="radio"/> No	Tumors or Growths <input type="radio"/> Yes <input type="radio"/> No
Congenital Heart Disorder <input type="radio"/> Yes <input type="radio"/> No	Heart Pacemaker <input type="radio"/> Yes <input type="radio"/> No	Parathyroid Disease <input type="radio"/> Yes <input type="radio"/> No	Ulcers <input type="radio"/> Yes <input type="radio"/> No
Convulsions <input type="radio"/> Yes <input type="radio"/> No	Heart Trouble/Disease <input type="radio"/> Yes <input type="radio"/> No	Psychiatric Care <input type="radio"/> Yes <input type="radio"/> No	Venereal Disease <input type="radio"/> Yes <input type="radio"/> No
			Yellow Jaundice <input type="radio"/> Yes <input type="radio"/> No

Have you ever had any serious illness not listed above?  Yes  No If yes \_\_\_\_\_

Comments: \_\_\_\_\_

To the best of my knowledge, the questions on this form have been accurately answered. I understand that providing incorrect information can be dangerous to my (or patient's) health. It is my responsibility to inform the dental office of any changes in medical status.

Signature of Patient, Parent or Guardian:

X \_\_\_\_\_

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

Gregory Rosecrans DDS PC, 2107 16<sup>th</sup> Street, Bay City, MI 48708

**ACKNOWLEDGEMENT OF RECEIPT OF NOTICE OF PRIVACY PRACTICES**

- 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 acknowledgement 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 )

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## NOTICE OF PRIVACY PRACTICES

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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.

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### 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 April 14, 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.

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### USES AND DISCLOSURES OF HEALTH INFORMATION

We use and disclose health information about you for treatment, payment, and healthcare operations. For example:

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

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

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

**Persons Involved In Care:** We may use or disclose 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 of 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 healthcare. 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 the health or 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 inmate or patient under certain circumstances.

**Appointment Reminders:** We may use or disclose your health information to provide you with appointment reminders (such as voicemail messages, postcards, 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 cannot 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. We will charge you a reasonable cost-based fee for expenses such as copies and staff time. You may also request access by sending us a letter to the address at the end of this Notice. If you request copies, we will charge you \$0.50 for each page, \$25.00 per hour for staff time to locate and copy your health information, and postage if you want the copies mailed to you. If you request an alternative format, we will charge a cost-based fee for providing your health information in that format. 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, healthcare 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 explanation 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 Notice on our Web site or by electronic mail (e-mail), you are entitled to receive this Notice in written form.

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#### 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 also may 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 Officer: Gregory Rosecrans DDS

Telephone: 989-892-7832

Fax: 989-892-2251

E-mail: N/A

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