

The Executive Mews  
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**Andrew B. Diamond, DMD, MS**  
Periodontics and Dental Implants

Diplomate of the American Board of Periodontology

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**PATIENT INFORMATION**

NAME Last,	First	Middle.	PREFERRED NAME	SSN#			
LOCAL ADDRESS	CITY, STATE ZIP		DATE OF BIRTH	SEX			
DRIVER'S LICENSE #	STATE	EMAIL ADDRESS					
TELEPHONE:	HOME #	/	MOBILE #	/	WORK #	/	OTHER #
EMERGENCY CONTACT	TELEPHONE #		/	ALT. TELEPHONE #	RELATIONSHIP TO PATIENT		

*PLEASE PLACE A STAR ★ NEXT TO YOUR PREFERRED METHOD OF CONTACT*

**RESPONSIBLE PARTY INFORMATION (if different from Patient Information)**

NAME Last,	First	Middle.	RELATIONSHIP TO PATIENT		
DRIVER'S LICENSE #	STATE	SSN#	DATE OF BIRTH	SEX	
LOCAL ADDRESS	CITY, STATE ZIP		TELEPHONE #	/	ALT. TELEPHONE #

**PRIMARY DENTAL INSURANCE**

NAME OF POLICY HOLDER Last, First Middle.	RELATIONSHIP TO PATIENT		
POLICY HOLDER'S SSN#	POLICY HOLDER'S DATE OF BIRTH		
NAME OF INSURANCE COMPANY	GROUP #	/	MEMBER ID #
ADDRESS OF INSURANCE COMPANY	CITY, STATE ZIP		TELEPHONE #
POLICY HOLDER'S EMPLOYER	EMPLOYER'S ADDRESS	CITY, STATE ZIP	TELEPHONE #
DO YOU HAVE DUAL COVERAGE?	YES_____ (see below)	NO_____	

**SECONDARY DENTAL INSURANCE (if applicable)**

NAME OF POLICY HOLDER Last, First Middle.	RELATIONSHIP TO PATIENT		
POLICY HOLDER'S SSN#	POLICY HOLDER'S DATE OF BIRTH		
NAME OF INSURANCE COMPANY	GROUP #	/	MEMBER ID #
ADDRESS OF INSURANCE COMPANY	CITY, STATE ZIP		TELEPHONE #

Patient Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

GP: \_\_\_\_\_ **THIS AREA FOR OFFICE USE ONLY** BP: \_\_\_\_\_ P: \_\_\_\_\_ SPO2: \_\_\_\_\_  
Chief Complaint: \_\_\_\_\_ Perio/SRP Hx: \_\_\_\_\_  
Currently experiencing any pain? Y N If yes, area/tooth# \_\_\_\_\_ Pre-Med? Y N Pre-Med Rx: \_\_\_\_\_

### MEDICAL INFORMATION

- Who is your primary care physician? Physician's Name \_\_\_\_\_ Phone # (\_\_\_\_\_) \_\_\_\_\_  
Address \_\_\_\_\_ Last Visit \_\_\_\_\_ Reason \_\_\_\_\_
- Please list the name, specialty, & phone number of any **medical specialist(s)** you are seeing or have seen in the past two years: \_\_\_\_\_
- Have you been hospitalized during the past two years? YES NO If yes, list the reason: \_\_\_\_\_
- Are you currently taking any medication or drugs? (include **over-the-counter**: i.e. **aspirin, vitamins & supplements**) ..... YES NO  
If yes, please list, use back of page if necessary: \_\_\_\_\_
- Pharmacy Name: \_\_\_\_\_ Location: \_\_\_\_\_ Phone #: \_\_\_\_\_
- Are you sensitive or allergic to any medication or anesthetics? ..... YES NO  
If yes, please list: \_\_\_\_\_
- Indicate which of the following you have had or have at present. Circle "YES" or "NO" for each item:

Heart Failure..... YES NO	Artificial Joints(hip,knee,etc) YES NO	Allergy to Latex..... YES NO
Heart Disease or Attack... YES NO	Kidney Trouble..... YES NO	Hepatitis B (serum)..... YES NO
Angina Pectoris..... YES NO	Ulcers..... YES NO	Venereal Disease..... YES NO
Congenital Heart Disease... YES NO	Diabetes..... YES NO	A.I.D.S..... YES NO
Heart Murmur..... YES NO	Thyroid Problems..... YES NO	H.I.V. Positive..... YES NO
High Blood Pressure..... YES NO	Glaucoma..... YES NO	Cold Sores/Fever Blisters... YES NO
Arteriosclerosis..... YES NO	Cancer..... YES NO	Blood Transfusion..... YES NO
Mitral Valve Prolapse..... YES NO	Emphysema..... YES NO	Hemophilia..... YES NO
Artificial Heart Valve..... YES NO	Chronic Cough..... YES NO	Anemia..... YES NO
Heart Pacemaker..... YES NO	Tuberculosis..... YES NO	Sickle Cell Disease..... YES NO
Heart Surgery..... YES NO	Asthma..... YES NO	Bruise Easily..... YES NO
Rheumatic Fever..... YES NO	Hay Fever..... YES NO	Liver Disease..... YES NO
Arthritis..... YES NO	Allergies or Hives..... YES NO	Yellow Jaundice..... YES NO
Rheumatism..... YES NO	Sinus Trouble..... YES NO	Epilepsy or Seizures..... YES NO
Cortisone Medication..... YES NO	Radiation Therapy..... YES NO	Fainting or Dizzy Spells.... YES NO
Drug Addiction..... YES NO	Chemotherapy..... YES NO	Nervousness..... YES NO
Stroke..... YES NO	Hepatitis A (infectious)..... YES NO	Tumors..... YES NO
		Developmentally Disabled.. YES NO
- Do you have or have you had any disease, condition, or problem not listed?..... YES NO  
If yes, please list: \_\_\_\_\_
- Have you ever been diagnosed with sleep apnea? YES NO If yes, how is it being treated? \_\_\_\_\_
- Have you used tobacco or vape products in the last year? YES NO If yes, how much per day? \_\_\_\_\_
- Do you consume alcohol? YES NO If yes, how much per day or week? \_\_\_\_\_

**FOR WOMEN ONLY:** Circle your answer

Are you pregnant? YES NO What trimester? \_\_\_\_\_ Are you nursing? YES NO Are you taking birth control pills? YES NO

Additional Information: \_\_\_\_\_

### CONSENT FOR TREATMENT

I, the undersigned, understand the above information is necessary to provide me with dental care in a safe and efficient manner. I have answered all questions truthfully and to the best of my knowledge. I understand that it is my responsibility to advise your office of any changes in the information contained on this form.

I, the undersigned, also hereby authorize the doctor to take x-rays, study models, photographs, or any other diagnostic aids deemed appropriate by the doctor to make a thorough diagnosis of my dental needs. I authorize the doctor to perform all recommended treatment mutually agreed upon by me; and, to use the appropriate medication and therapy indicated for such treatment. I understand that using anesthetic agents embodies a certain risk. Furthermore, I authorize and consent that the doctor choose and employ such assistance as deemed fit to provide the recommended treatment.

Patient Signature \_\_\_\_\_ Date \_\_\_\_\_ Witness \_\_\_\_\_

Parent or Responsible Party \_\_\_\_\_ Relationship to Patient \_\_\_\_\_

## OFFICE POLICIES

Our office is dedicated to providing you with exceptional service and care while trying to keep the cost to you affordable. We ask your help by understanding and cooperating with our office policies.

### Financial Policy

**Insurance:** It is important to understand that insurance is an agreement between **you** and your insurance carrier and that your dental bill for services provided is an agreement between **you** and our office.

If we do participate with your insurance, all services will be submitted to your insurance carrier and payments for deductibles, co-insurances and non-covered services are expected at **the time of service**. We will do our very best to estimate your "out-of-pocket" expenses. Any payment not received from your insurance carrier is **your** responsibility. Your dental insurance is designed to *help* you pay for your dental treatment. It is not a guarantee payment.

If we do not participate with your insurance, all services will be submitted to your insurance carrier for you, as a courtesy, and payment is expected as services are rendered. You can expect any reimbursement owed to you to come directly from your insurance carrier.

**Payment for Services:** We accept Visa, Master Card, Discover as well as cash or check. There will be a \$35 fee for any returned checks. All payments are expected at **the time of service**, unless arrangements are made in advance with our Practice Coordinator. We reserve the right to bill a 1.5 % finance charge (18% APR) on any outstanding balance older than 30 days.

*Patient Initials:* \_\_\_\_\_

### Appointment Agreement

We understand that your time is very valuable. We make every effort to stay on time so that our patients will not have to wait unnecessarily. Your appointment is a commitment of time between you and our office. We ask that you make every effort to keep that commitment. We do provide a courtesy reminder call/email two to three days prior to your appointment. After receiving your reminder call/email, we **DO** need to hear back from you. If we do not hear back from you, then your appointment is not confirmed, and the appointment time that you had scheduled may be given to another patient who is waiting to be seen by the doctor or dental hygienist.

If you arrive late to your appointment, we may need to reschedule. If you cannot keep your appointment, we require a minimum notice of 48 business hours so we are able to assist other patients with their dental needs. If our office is not notified within 48 business hours, you will be subject to a \$50 late cancellation charge.

*Patient Initials:* \_\_\_\_\_

### Lifetime Signature/Authorization

I request that payment of any and all authorized insurance benefits be made either to me or on my behalf to Andrew B. Diamond, DMD, MS, LLC for professional services rendered. I authorize the use and disclosure of my protected health information to carry out treatment, payment activities and healthcare operations.

*Patient Initials:* \_\_\_\_\_

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I HAVE READ AND FULLY UNDERSTAND THE OFFICE POLICIES SET FORTH AND BY SIGNING BELOW I AGREE TO ALL TERMS.

\_\_\_\_\_  
*Signature of Patient and/or Guardian*

\_\_\_\_\_  
*Printed Name*

\_\_\_\_\_  
*Date*

For insurance plans: \_\_\_\_\_

\_\_\_\_\_  
*Name of Policy Holder*

\_\_\_\_\_  
*Policy Holder's Social Security Number*

## Release Form for Individuals Involved in Care of Patient

I, \_\_\_\_\_, give Dr. Andrew Diamond's office permission to speak with the following people regarding my health status, including diagnosis, treatment options and plans and payment for health services I receive. This consent is valid until such time as I provide a written revocation of it.

Dr. Diamond's office may speak with:

1.) Primary Care Physician: \_\_\_\_\_

Phone number: \_\_\_\_\_

Information to be released:  Treatment  Diagnosis

2.) Other Physicians (i.e. Specialists): \_\_\_\_\_

Type of Specialty: \_\_\_\_\_

Phone number: \_\_\_\_\_

Information to be released:  Treatment  Diagnosis

3.) Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone number: \_\_\_\_\_

Information to be released:

Treatment  Diagnosis  Schedule  Payment  Any

4.) Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone number: \_\_\_\_\_

Information to be released:

Treatment  Diagnosis  Schedule  Payment  Any

Patient Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\* This form is to be filed in the patient's medical record.