



Welcome to Our Office

Please complete all information requested

Patient Information

Date _____ Name _____ Age _____ Sex _____ SSN _____
First MI Last
 Address _____ Apt No. _____ City _____ State _____ Zip _____
 Birth date _____ Occupation _____
 Full Time Student? Yes No School Attending _____ Whom may we thank for referring you? _____
 Status: Single Married Divorced Separated Partnered Minor
 Are any of your family members patients of this practice? Yes No Name _____
 Spouse's Name _____ Birth date _____ SSN _____ Phone _____

Phone Numbers & Contacts

Cell (_____) _____ Home(_____) _____ Work(_____) _____ Ext. _____ Alt(_____) _____
 Best time and place to reach you _____ **Email Address** _____
 In case of emergency contact _____ Relationship _____ **Phone** (_____) _____

Dental Insurance

Primary Insurance _____	Is patient covered by Secondary Insurance ? <input type="checkbox"/> Yes <input type="checkbox"/> No
Subscriber's Name _____	Subscriber's Name _____
Relationship to Patient _____	Relationship to Patient _____
Birth date _____ SSN _____	Birth date _____ SSN _____
Insurance Company _____	Secondary Insurance Company _____
Group # _____ Phone (_____) _____	Group # _____ Phone (_____) _____
Effective Date _____	Effective Date _____

Dental History

Reason for today's visit _____
 Previous Dentist _____ Address, Phone# or Email _____
 So that we can best serve you, may we ask why you left your last dental office? _____
 Date of last dental visit _____ Date of last dental exam _____ Date of last complete x-rays _____
 Date of last cleaning/prophy _____ Have you ever had any serious problems with past dental treatments? Yes No
 If yes, Please explain _____
 How often do you floss? _____ How often do you brush? _____
 Have you ever had any problems with past dental treatment? Yes No If yes, explain _____

Please Check **Yes** or **No** to indicate if you have had any of the following:

Bad breath	<input type="checkbox"/> Yes <input type="checkbox"/> No	Jaw pain or tiredness	<input type="checkbox"/> Yes <input type="checkbox"/> No
Bleeding gums	<input type="checkbox"/> Yes <input type="checkbox"/> No	Lip or cheek biting	<input type="checkbox"/> Yes <input type="checkbox"/> No
Blisters on lips, mouth or gums	<input type="checkbox"/> Yes <input type="checkbox"/> No	Loose teeth or broken fillings	<input type="checkbox"/> Yes <input type="checkbox"/> No
Burning sensation on tongue	<input type="checkbox"/> Yes <input type="checkbox"/> No	Mouth breathing	<input type="checkbox"/> Yes <input type="checkbox"/> No
Chew on one side of mouth	<input type="checkbox"/> Yes <input type="checkbox"/> No	Mouth pain	<input type="checkbox"/> Yes <input type="checkbox"/> No
Cigarette, pipe or cigar smoking	<input type="checkbox"/> Yes <input type="checkbox"/> No	Orthodontic treatment	<input type="checkbox"/> Yes <input type="checkbox"/> No
Clicking or popping jaw	<input type="checkbox"/> Yes <input type="checkbox"/> No	Pain, Soreness of Facial Muscles	<input type="checkbox"/> Yes <input type="checkbox"/> No
Dry mouth	<input type="checkbox"/> Yes <input type="checkbox"/> No	Periodontal treatment	<input type="checkbox"/> Yes <input type="checkbox"/> No
Fingernail biting	<input type="checkbox"/> Yes <input type="checkbox"/> No	Sensitive to cold	<input type="checkbox"/> Yes <input type="checkbox"/> No
Food collection between the teeth	<input type="checkbox"/> Yes <input type="checkbox"/> No	Sensitive to heat	<input type="checkbox"/> Yes <input type="checkbox"/> No
Foreign objects in mouth	<input type="checkbox"/> Yes <input type="checkbox"/> No	Sensitive to sweets	<input type="checkbox"/> Yes <input type="checkbox"/> No
Grinding teeth	<input type="checkbox"/> Yes <input type="checkbox"/> No	Sensitive when biting or chewing	<input type="checkbox"/> Yes <input type="checkbox"/> No
Gums swollen or tender	<input type="checkbox"/> Yes <input type="checkbox"/> No	Sores or growths in mouth	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have Dental Implants?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Are You Happy With Your Smile?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Medical History

Information you may feel insignificant could be directly related to your dental health. Answering all the following questions will provide us with a thorough understanding of your physical condition for proper recommendations regarding your dental care. This information is strictly confidential. Thank you for completing all the questions in detail. Remember to include all information even if you feel it's not important or necessary.

Physician's Name: _____ Date of last visit: _____

Do you have or have you ever been treated for?

	Y	N		Y	N		Y	N
Allergies/Hayfever			Drug Addiction			Low Blood Pressure		
Alcohol Addiction			Emphysema			Mitral Valve Prolapse		
Anemia			Epilepsy or Seizures			Nervous Disorders		
Arthritis/Rheumatism			Fainting or Dizziness			Psychiatric Treatment		
Artificial Joints			Gastro-intestinal Problems			Respiratory Disease		
Asthma			Heart Attack/Failure			Sickle Cell Trait		
Back Problems			Heart Disease			Sinus Problems		
Bleeding disorders/Hemophilia			Heart Pacemaker			Smoker		
Cancer or Leukemia			Heart Surgery			Stroke		
Chemotherapy/ Radiation TX			Hepatitis Type_____			Thyroid Problems		
Dementia/Alzheimer's			Herpes			Tuberculosis		
Diabetes			High Blood Pressure			Special Diet		
Dialysis/Kidney Disease			HIV/AIDS			Stomach Ulcers		

Do you need to take an antibiotic premedication prior to dental treatment? YES/NO please circle.

If yes, what antibiotic are you normally prescribed? _____

Are you allergic to any of the following:

	Yes	No		Yes	No		Yes	No
Women: Are you pregnant?	<input type="checkbox"/>	<input type="checkbox"/>	Aspirin	<input type="checkbox"/>	<input type="checkbox"/>	Acrylic	<input type="checkbox"/>	<input type="checkbox"/>
Due Date_____			Codeine	<input type="checkbox"/>	<input type="checkbox"/>	Erythromycin	<input type="checkbox"/>	<input type="checkbox"/>
Are you nursing?	<input type="checkbox"/>	<input type="checkbox"/>	Latex	<input type="checkbox"/>	<input type="checkbox"/>	Penicillin	<input type="checkbox"/>	<input type="checkbox"/>
Taking birth control pills?	<input type="checkbox"/>	<input type="checkbox"/>	Sulfa	<input type="checkbox"/>	<input type="checkbox"/>	Local Anesthetic	<input type="checkbox"/>	<input type="checkbox"/>
Taking hormone medications?	<input type="checkbox"/>	<input type="checkbox"/>				Barbiturates	<input type="checkbox"/>	<input type="checkbox"/>
						Ibuprofen	<input type="checkbox"/>	<input type="checkbox"/>
						Metals (i.e. gold)	<input type="checkbox"/>	<input type="checkbox"/>
						Vicodin	<input type="checkbox"/>	<input type="checkbox"/>

Other known allergies: _____

Please list any current medications now taking: _____

Have you ever taken, or are you currently taking any of the following medications:

	Yes	No
Blood Thinners	<input type="checkbox"/>	<input type="checkbox"/>
Bisphosphonates	<input type="checkbox"/>	<input type="checkbox"/>

An example of bisphosphonates would be Fosamax, Actonel, Boniva, Zometa, or Reclast

To the best of my knowledge, the above information related to my medical and dental health is complete and correct.

I understand that it is my responsibility to inform my doctor if I, or my child/children have a change in health.

Patient Signature: _____ Date: _____

(If minor, parent or legal guardian)

I authorize the Dentist(s) or designated staff treating me, to perform such diagnostic aids deemed appropriate to make a thorough diagnosis of my dental needs. Upon such diagnosis, I authorize the Dentist(s) to perform all recommended treatment and therapeutic procedures to include administering medications as prescribed by the Dentist(s) and mutually agreed upon by me. I assign all dental insurance benefits to which I am entitled to the extent permitted under my dental insurance policy(s) to the Dentist. This form also authorized this practice to submit claim forms and receive payment directly from the Insurance Carrier with the notation "SIGNATURE ON FILE." I authorize my Dentist(s) to release treatment records/x-rays or any other information deemed pertinent to my insurance carrier as necessary And/or requested. I agree to be responsible for payment of all services rendered on my behalf to my dependents. I agree that I am responsible for any unpaid claims. I have been made aware of all financial policies of the office.

Patient Name (Printed) _____ Patient/Parent or Guardian Signature: _____ Date: _____



Hayat Najafe, D.D.S Mazin Farah, D.D.S

3709 Fettle Park Drive

Dumfries, VA, 22025

Phone (703)441-2044 / Fax (703)441-8969

CONSENT FOR USE AND DISCLOSURE OF HEALTH INFORMATION

Patient's Name

Date of Birth

Social Security #

TO THE PATIENT- PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY

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

I GIVE PERMISSION TO SHARE APPOINTMENT, BILLING, OR DENTAL INFORMATION WITH THE PERSON NAMED BELOW:

Name: _____ Relationship to this person: _____

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 health care operations, of the uses and disclosures we may make of your protected health information, and of other important matters about your protected health information. 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 changes. Those changes may apply to any of your protected health information we maintain.

You may obtain a copy of our Notice of Privacy Practices, including any revisions of our Notice, at any time by contacting our office at:
3709 Fettle Park Drive, Dumfries VA, 22025; or by phone at (703)441-2044

Right to Revoke You have the right to revoke this Consent at any time by sending written notice of your revocation to the Contact Person listed above. Please understand that revocation of this Consent will not affect any action we have taken in reliance on this Consent before we received your revocation. Also we may decline to treat you or to continue treating you, if you revoke Consent.

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: _____

Printed Name: _____



Hayat Najafe, D.D.S Mazin Farah, D.D.S
 3709 Fettler Park Drive
 Dumfries, VA 22025
 Phone (703)441-2044 / Fax (703)441-2230

FINANCIAL POLICIES

In consideration for the professional services rendered now in the future, the undersigned hereby agrees to pay 18% interest per annum on all balances which are unpaid sixty (60) days after the services are rendered; plus attorney’s fees which are hereby stipulated to be 33 1/3% of such outstanding balance whether suit is filed or not; plus court costs. If the undersigned fails to promptly pay for the services rendered, the undersigned authorizes the release by or to any credit reporting agencies of personal credit information on the undersigned and further agrees to pay all costs of obtaining such credit information and/or locating the undersigned, as may be necessary. Checks returned by your bank, for any reason, are subject to a \$50 bank processing charge in the addition to the amount of the returned check, in form of cash, money order or credit card. As a **courtesy** to our patients upon presentation of valid insurance coverage we call the insurance company to obtain verification of eligibility. We also ask for a basic breakdown of benefits. It is in the patient’s best interests to be fully aware of their individual policy as the information provided to us is not always indicative of their personal policy.

The undersigned understands that Dental Insurance claims may be billed by the provider, as a **courtesy**, if the provider participates in the patient’s insurance plan. The undersigned is fully responsible for all sums due whether or not insurance coverage is available.

Unfortunately this is no guarantee that the insurance company will pay for services. Our responsibility is to provide all accurate and pertinent information pertaining to the services provided to the insurance company. It is always patient’s responsibility to provide us with accurate and current information regarding their effective insurance policy.

Based on services performed and treatment needed we can provide an estimate of the insurance coverage payment, however, this is only an estimate we cannot guarantee its accuracy. Many insurance policies have hidden clauses that allow for rejection or alteration of claim. If there is a problem with enrollment or coverage it is the patient that must approach the insurance company themselves. We will as a courtesy resubmit any previous claim, with the understanding that there are time limitations and many insurance companies will not consider a claim if too much time has passed from original date of service.

If for any reason the patient’s insurance does not pay it is ultimately the undersigned that is responsible for all sums for services performed.

In the absence of prompt payment, the undersigned understands that medical, personal, and financial records concerning these professional services will be released to the provider’s attorney for collection. The attorney will act as the providers “Business Associate” in compliance with the federal “Health Insurance Portability and Accountability Act.”

APPOINTMENT NOTICES

Please note your appointment time carefully; this time has been reserved exclusively for you. Missed appointment times affect many people. The doctor and staff are prepared for your treatment and patients who have been waiting for treatment could have been seen at this time. **We reserve the right to charge for appointments cancelled or broken without 24 hours notice. Charge is based on amount of time allowed for your procedure.** The minimum charge for a broken appointment is \$50.

I, the undersigned, certify that **I am** an active duty member of the U.S Armed Forces.
 I am not an active duty member of the U.S Armed Forces.

Responsible Party Signature: _____ Date: _____

I, _____ have had an opportunity to read and consider the contents of this form. I understand that, by signing this form, with the knowledge that ever effort will be made to collect from the insurance company, I am ultimately responsible for the balance of the account.

Signature: _____ Date: _____

Printed Name: _____