

PATIENT REGISTRATION FORM

This form must be properly filled out to ensure proper payment

Patient Name: _____ Date of Birth: _____
Social Security Number: _____ Medicaid Number: _____

PARENT / LEGAL GUARDIAN INFORMATION

Mother's Name: _____
Date of Birth: _____ Social Security Number: _____
Address: _____ City: _____ State: _____ Zip: _____
Home Phone: (____) _____ Work Phone: (____) _____ Cell Phone: (____) _____
Father's Name: _____ Date of Birth: _____
Social Security Number: _____
Address: _____ City: _____ State: _____ Zip: _____
Home Phone: (____) _____ Work Phone: (____) _____ Cell Phone: (____) _____
Nearest Relative or Close Friend and Phone Number _____
E-mail: _____ Referred By: _____

INSURANCE INFORMATION

Primary Dental Insurance: _____
Group or Plan Number: _____ Insurance Phone Number: _____
Insurance Company Address: _____
Subscriber's Name (Person that holds the insurance plan): _____
Social Security Number of Insured: _____ Relationship to Patient: _____
Employer: _____

Secondary Dental Insurance: _____
Group or Plan Number: _____
Insurance Company Address: _____
Subscriber's Name (Person that holds the insurance plan): _____
Social Security Number of Insured: _____ Relationship to Patient: _____
Employer: _____

In case someone other than you (the parent/ legal guardian) accompanies your child to future dental appointments, may this person (if over 21 years) give consent by proxy to possible treatment plan changes? For example: the patient's sister or aunt brings the child to the appointment and a tooth that was planned to receive a silver filling needs a crown. May this person decide for you this change?

YES NO

If NO, what should we do?

Reschedule. A parent will come with the patient to the next appointment.

Call (____) _____ to discuss the change with a parent.

If nobody can be reached we will reschedule.

Medical and Dental History Form

Please complete the following form so we may better serve your child

Child's name: _____ Date of Birth: _____ Gender: Female Male

What is the main reason you brought your child to us today? _____

Has your child ever had any of the following?	Yes	No	Comments
Heart Murmur			
Congenital heart disease			
Asthma, Cystic Fibrosis, Respiratory Disease			
Diabetes, Thyroid, Glandular, or other Endocrine Disease			
Liver Disease/Hepatitis/Jaundice			
Kidney Disease			
Skin, Bone, Muscle, or Joint Disease			
Seizures/Convulsions/Loss of Consciousness			
Cerebral Palsy or Neurological Disease			
Sexually Transmitted Disease or HIV			
Anemia, Hemophilia, other Blood Disorders			
Sickle Cell Disease or Trait			
Cancer			
Speech disorder			
Hearing disorder			
Sight or eye disorder			
Frequent Headaches			
Mental, Emotional, or Developmental delays			
Autism, ADHD, Genetic Disorder/ Syndrome (please note)			
Frequent infections			
Has your child ever received blood/blood products?			
Has your child ever been hospitalized?			
Has your child ever been seriously ill?			
Has your child ever had any significant injury?			
Has your child ever had surgery?			
Which medicines does your child take at this time?			
Is your child allergic			
..... to any medicines?			please list
.....to any foods, environmental pollutants, animal?			please list

Is there any other problem, disease, or medical condition that we should know about in order to care for your child?

No Yes Please list _____

Who is your child's Primary Physician or Physician's Group?

Name _____ in _____ Phone _____

Has your child had any of the following:	Yes	No	Comments
Pain in the teeth			
Swelling of the mouth and face			
Injury to the face or teeth			
A bad dental experience			
Does your water have fluoride			
Does your child thumb suck or other oral habit			
Does your child have any other dental condition			

Which of the following categories best describes your child's learning abilities?
How do you think your child will cooperate for this appointment?

- Delayed Normal Advanced
 Well-behaved Unsure Uncooperative

Parent/Guardian Signature

Date

Reviewed by DDS, DMD

TO OUR PATIENTS AND FAMILIES

Thank you for choosing Colorado Springs Pediatric Dentistry (CSPD) for your child's dental care. We consider families to be an essential participant in your child's care and wish to support and respect your needs while your child is under our care. We want you to understand your rights and responsibilities as families and patients at CSPD. Your signature on this form provides consent for treatment and payment, and acknowledges receipt of other general information.

If you have questions, please ask your provider.

Consent for Treatment

I hereby authorize and request the performance of dental services for my minor child. I understand that at the first appointment (examination, necessary x-rays, cleaning, topical fluoride) the doctor will explain my child's treatment needs and the various behavior management approaches. At this appointment the doctor's staff will review any associated fees. I also realize that any restorative treatment will be accomplished at a later date.

Parents in the Back

You may choose whether or not you accompany your child to the treatment room for his/her appointment. Although we are sensitive to the fact that you may have more than one child and that more than one family member may want to participate, we ask that only one adult come to the back. Our goal is to not only provide the highest quality of care but also to effectively communicate with you and your child to provide as much dental education as possible. This is very difficult if both you and your child are distracted by other siblings or when a child is trying to get the attention of both of their parents at the same time.

Missed/Broken Appointment Policy

Due to the limited space in our schedule and the need to provide timely service to all of our patients it is very important that you keep your scheduled appointments. It is understandable that occasionally you may need to reschedule due to an emergency or illness. We ask that you give us the courtesy of a 24 hour notice so that we will have the opportunity to use your appointed time to provide treatment for others in need. If you cancel your appointment without 24 hour notice or if you "No-Show" for your appointment, then you will be required to pay a **\$35.00 Non-Refundable Fee**.

Assignment of Benefits (AoB) and Release of Information (RoI)

- I consent to and authorize that payment of benefits for healthcare related services be made to CSPD. This consent specifically authorizes CSPD to release Protected Health Information (PHI) to insurers, governmental agencies and their agents for billing purposes and determination of benefits.
- I assign any benefits payable for provider services to the provider or organization providing the services.
- **I understand that there is no guarantee of reimbursement or payment from any insurance company or other payer. I acknowledge full financial responsibility for, and agree to pay, all charges of CSPD and of providers rendering services not otherwise paid by my health insurance or other payer. All charges due are payable upon receipt of the bill. If payment is not made within 60 days after receipt of bill, a delinquent charge or interest of 18.00% (1.5% monthly rate will be added. I agree to pay all costs of collection including attorney fees, collection fees and court costs.**
- The terms of this AoB and RoI will be until final payments are made for all services.
- If and when there are any changes to my insurance plans, I will notify CSPD staff and sign a new agreement.

Insurance

AT THIS OFFICE WE FOLLOW THE GUIDELINES OF THE AMERICAN ACADEMY OF PEDIATRIC DENTISTRY IN REGARD TO FREQUENCY OF X-RAYS, CLEANINGS, FLUORIDE TREATMENTS, AND RESTORATIVE CARE. AS SPECIALISTS WE CONSIDER THESE GUIDELINES TO BE THE STANDARD OF CARE (BEST TREATMENT FOR YOUR CHILD). THESE GUIDELINES ARE NOT DICTATED BY DENTAL INSURANCE AND IT IS YOUR RESPONSIBILITY TO UNDERSTAND WHETHER YOUR PARTICULAR INSURANCE PLAN WILL REIMBURSE YOU FOR THESE SERVICES. PLEASE CALL YOUR INSURANCE COMPANY WITH QUESTIONS REGARDING FREQUENCIES.

Print Patient's Name

Date

Signature

Print your name

Relationship to Patient

Guarantor Address

City/State/Zip

NOTICE OF PRIVACY PRACTICES

Disclosure Accounting: You have the right to receive a list of instances in which we or our business associates disclosed your health information over the last 6 years (but not before April 14, 2003). That list will not include disclosures for treatment, payment, health care operations, as authorized by you, and for certain other activities. 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. Contact us using the information listed at the end of this notice for more information about fees.

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). Any agreement we may make to a request for additional restrictions must be in writing signed by a person authorized to make such an agreement on our behalf. Your request is not binding unless our agreement is in writing.

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. You must specify in your request the alternative means or location, and provide satisfactory explanation how you will handle payment 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 we should amend the information. We may deny your request under certain circumstances.

QUESTIONS AND COMPLAINTS

If you want more information about our privacy practices or have questions or concerns, please contact us using the information listed at the end of this notice.

If you believe that:

- We may have violated your privacy rights,
- We made a decision about access to your health information incorrectly,
- Our response to a request you made to amend or restrict the use or disclosure of your health information was incorrect, or
- We should communicate with you by alternative means or at alternative locations,

You may contact us using the information listed below. 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.

Colorado Springs Pediatric Dentistry
9480 Briar Village Point, Suite 301
Colorado Springs, CO 80920

Patient: I have read and understand the above Patient Rights to Privacy Information.

Patient Signature (or Parent/Guardian if child)

Date



PARENT GUIDELINES

Dear Parents:

You may choose whether or not you accompany your child to the treatment room for his/her filling appointment. Although we sense that some children do better without parents present, we are open to having you with your child. If you choose to be present, we suggest the following guidelines to improve chances of a positive outcome:

- 1. Allow us to prepare your child**
- 2. Be supportive of the practice's terminology**
- 3. Please be a silent observer-- support you child with touches**
 - a. This allows us to maintain communication with your child**
 - b. Children will normally listen to their parents instead of us and may not hear our guidance**
 - c. You might give incorrect or misleading information**
- 4. If asked to leave, be ready to immediately walk away**
 - a. Many children will try to control the situation**
 - b. "Acting out" is normal, but unacceptable during fillings**
 - c. This is intended to "short circuit" the control attempt**
 - d. We will continue to support your child at all times**

These are very important ways that you can actively help in the success of your child's visit. We are confident that all will go well and hope these guidelines will help prepare you with confidence for the upcoming appointment.



Practice Terminology

In order to improve the chances of your child having a positive experience in our office, we are selective in our use of words.

We try to avoid words that scare children due to previous experiences. Please support us by **NOT USING** negative words that are often used for dental care. These include:

DON'T USE

needle or shot
drill
drill on tooth
pull or yank tooth
decay, cavity
examination
tooth cleaning
explorer
rubber dam
gas

OUR EQUIVALENT

sleepy juice
whistle cleaner
clean a tooth
wiggle a tooth out
sugar bug
count teeth
tickle teeth
tooth counter
raincoat
magic air

This will also help you understand your child's description of the filling experience. Our intention is not to "fool" your child-- it is to create an experience that is positive. We appreciate your cooperation in helping us build a good attitude for your child!

CONSENT FOR DENTAL TREATMENT

I understand that DENTAL TREATMENT is associated with inherent risks, including, but not limited to, the following:

1. **Injury to the nerves as a result of local anesthesia:** This would include injuries causing numbness of the lips, the tongue, or other tissues of the mouth or face. This numbness is usually of a temporary nature, but permanent numbness is a possibility. If numbness persists more than 24 hours postoperatively, please call our office.
2. **Soreness of the gums:** Temporary soreness may result from the placement of a rubber dam, or any restoration that extends below the gumline (e.g. stainless steel crowns). This soreness usually goes away within 48 hours.
3. **Sensitivity of teeth:** Placement of any dental restoration can result in a tooth that is sensitive to hot and/or cold. If these symptoms persist for more than a few weeks, it may be an indication that further treatment is necessary.
4. **Breakage, dislodgement, or bond failure:** Due to the fact that teeth are subjected to extreme forces from chewing, grinding, and possible trauma, it is possible that bonded restorations (white fillings) or even amalgam restorations (silver fillings) can be fractured or dislodged, resulting in leakage, recurrent decay, or infection. The dentist has no control over the forces to which the tooth/restoration is subjected.
5. **Aesthetics:** Although dental materials are constantly improving, it is possible that bonded restorations may wear down, lose their luster, or discolor. The dentist has no control over these factors.
6. **For dental extractions:**
 - o Bleeding, bruising, or swelling: bleeding may persist for several hours. If profuse, please call our office. Some swelling is normal, but if severe, please call our office. Bruising may persist for some time, but generally heals uneventfully.
 - o Injury to adjacent teeth or restorations: This is a possibility no matter how carefully the surgery is performed.
 - o Infection: Due to the non-sterile nature of the mouth, or perhaps due to an existing infection, post-operative infection is a possibility. Some infections can be very serious. If severe swelling occurs, particularly if associated with fever or malaise, please call our office as soon as possible.
7. **For endodontically treated teeth:**
 - o Pulpotomies: In a small percentage of cases, the patient's body "rejects" the nerve treatment, resulting in a failed pulpotomy and the need for extraction. The dentist has no control over the body's biological response to treatment.
 - o Pulpectomies: For teeth requiring a pulpectomy, the long term prognosis is guarded. A significant percentage of pulpectomized primary teeth ("baby teeth") will ultimately need to be extracted. This treatment is generally used when short term retention of a primary tooth is important to long term dental health.
8. **IT IS MY RESPONSIBILITY TO SEEK ATTENTION SHOULD ANY COMPLICATIONS OCCUR POST-OPERATIVELY AND I SHALL DILIGENTLY FOLLOW ANY INSTRUCTIONS GIVEN TO ME BY THE DENTIST.**
9. **For those children receiving nitrous oxide analgesia:** Potential side effects include dizziness, nausea, and vomiting. Nitrous oxide should be avoided if your child has just eaten a large meal.

INFORMED CONSENT: I have been given the opportunity to ask questions regarding the proposed treatment and have received answers to my satisfaction. I have been given alternatives to this treatment, including the option of rendering *no* treatment. I understand and assume any and all risks associated with the procedures, and I understand that no guarantees have been made regarding the outcome of the treatment. By signing this form, I am freely giving my consent to allow and authorize Dr. Kahl and/or Dr. Kirkham and their associates to render treatment, including any anesthetics or medications.

I acknowledge receiving: Patient Information Pamphlet Parent Guidelines

Patient's Name (please print)

Parent/Guardian's Name

Parent/Guardian's Signature

Witness

Date



Derek Kirkham, DDS
Jeff Kahl, DDS
(719)522-0123

Colorado Springs Pediatric Dentistry
9480 Briar Village Point, #301
Colorado Springs, Colorado 8092

I _____ give my permission to
(parents name)

_____ to bring my
(authorized person)

child _____ to his/her dental
(patients name)

appointments at Colorado Springs Pediatric Dentistry. In my absence

_____ is allowed to make dental
(authorized person)

and medical procedure decisions for my child, until further notice.

Signature _____ Date _____

Directions to the Office: 9480 Briar Village Point, Suite 301 Colorado Springs

We are located at the corner of Briargate Parkway and Chapel Hills Drive in the Pine Creek Village Shopping Center, directly across from the Briargate branch of the public library.

From South I-25:

Take I-25 North to the Briargate Parkway Exit. Continue on Briargate Parkway east to the stop light at Chapel Hills Drive (2 long blocks). We are located on the northeast corner. Take a left onto Chapel Hills drive. Take your next immediate right into the shopping center (Briar Park Pt.). After you turn, the Broadmoor Bank will be on your left and a parking garage will be on the right. Take an immediate right into the parking garage. We are in the building attached to the parking garage on the 3rd floor.

From North I-25:

Take I-25 South to the Briargate Parkway Exit. Continue on Briargate Parkway east to the stop light at Chapel Hills Drive (2 long blocks). We are located on the northeast corner. Take a left onto Chapel Hills drive. Take your next immediate right into the shopping center (Briar Park Pt.). After you turn, the Broadmoor Bank will be on your left and a parking garage will be on the right. Take an immediate right into the parking garage. We are in the building attached to the parking garage on the 3rd floor.

From Powers:

From Powers go west on Briargate Parkway. Continue on Briargate Parkway west to the stop light at Chapel Hills Drive. We are located on the northeast corner. Take a right onto Chapel Hills drive. Take your next immediate right into the shopping center (Briar Park Pt.). After you turn, the Broadmoor Bank will be on your left and a parking garage will be on the right. Take an immediate right into the parking garage. We are in the building attached to the parking garage on the 3rd floor.

Landmarks:

We are 2 blocks east of the Shops at Briargate, 1 block east of Focus on the Family, or directly across from the Briargate branch of the public library.

Google:

You can get more specific directions by following the following link:

<http://www.google.com/maps?q=9480+Briar+Village+Point,+Colorado+Springs,+CO+80920,+USA&ie=UTF8&ll=38.968835,-104.783499&spn=0.007975,0.014462&z=16&iwloc=addr&om=1>

Don't hesitate to call us with any questions, 522-0123.



COLORADO SPRINGS **PEDIATRIC DENTISTRY**

Little People, Big Smiles.

MEDICAID ONLY

Date _____

Dear Parent:

Currently there is an overwhelming demand for Medicaid dental services in El Paso County, Colorado. At Colorado Springs Pediatric Dentistry we are pleased to accept Medicaid patients. However, due to the limited space in our schedule, and our desire to help as many Medicaid patients as possible it is very important that your child is present for their scheduled appointments.

Our policy is that we will schedule your child/children one time. If your child misses their appointment without 24 hour notice, we will not reschedule. If your child is scheduled for treatment at the hospital and you fail to keep this appointment, we will not schedule your child again.

We ask that you take great care scheduling only appointments you are sure that you can keep. Please sign and date this form to insure that you understand this policy.

Parent Name _____ Parent Signature _____