Drs. BOWMAN PADGETT & Associates

DATE: _____

FIRST NAME _____ MIDDLE INITIAL _____ LAST NAME _____

DOB: _____ AGE: _____ SEX: MALE FEMALE MARITAL STATUS: S M D W

SSN: _____ DL# _____ E-MAIL: _____

MAILING ADDRESS _____ CITY/STATE/ZIP _____

CELL PHONE _____ HOME PHONE _____ WORK PHONE _____

EMPLOYER NAME _____ OCCUPATION _____

RESPONSIBLE PARTY, IF UNDER 18 _____

RELATIONSHIP _____ EMPLOYER _____

SSN: _____ DOB: _____ DL# _____

BILLING ADDRESS _____ CITY/STATE/ZIP _____

CELL PHONE _____ HOME PHONE _____ WORK PHONE _____

EMERGENCY CONTACT _____ PHONE# _____

DENTAL INSURANCE INFORMATION

PRIMARY INSURANCE CO. _____ ID # _____

POLICY HOLDER _____ EMPLOYER _____

POLICY HOLDER SSN: _____ DOB: _____

SECONDARY INSURANCE CO. _____ ID# _____

POLICY HOLDER _____ EMPLOYER _____

POLICY HOLDER SSN: _____ DOB: _____

I understand that all information on this form 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 hereby authorize x-rays, study models, photographs and/or video of my smile, teeth, jaw and/or face to be used as a record of my care and may be used for educational purposes in lectures, advertising, demonstrations, (including but not limited to newspapers, magazines, internet, and TV), and professional publications (dental magazines and journals). I authorize Drs. Bowman, Padgett and Associates to perform needed treatments and dispense necessary medications that may be indicated. I understand the use of anesthetic agents involves risks. It is my responsibility to inform this dental office of any changes in my medical status.

I understand that if I am taking antibiotics, I may need some other form of birth control other than oral contraceptives.

I understand the responsibility for payment of dental services provided in this office for myself or my dependents is mine, due and payable at the time services are rendered; UNLESS, financial arrangements have been made. I understand that where appropriate, credit bureau reports may be obtained. I further understand that a statement fee will be added to any balance over 90 days. In the event of default, I (we) promise to pay this charge on the indebtedness, together with such collection cost and reasonable attorney fees as may be required to effect collection.

I agree to assign insurance payments to Drs. Bowman, Padgett and Associates. I understand any overpayment by the insurance company will be reimbursed upon my request. I am also aware that my insurance may not cover the full professional fee. I hereby authorize release of any information relating to a claim and agree to promptly pay any outstanding balance to Drs. Bowman, Padgett and Associates within 90 days of rendering treatment, all fees are due and payable at that time.

I understand should I transfer to another dental practice that the original chart and x-rays must remain at Drs. Bowman, Padgett, and Associates. If I request a copy of my dental records to be forwarded to another dental practice, I understand that a $25 duplication fee may be billed to my account.

We allow our staff members to make post-operative calls.

I agree that the above information has been provided to me in a manner and language that I understand.

Signature of patient or legal guardian _____ Date_____

Bowman Padgett

Eaglesoft Medical History

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, c

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

DRS. BOWMAN, PADGETT, AND ASSOCIATES

1720 W. Arlington Blvd., Greenville, NC 27834 | (ph) 252.752.1111 | (fax) 252.752.9851 | www.bowmanpadgett.com

Authorization for Release of Information for Family Member/Friend

I,_____, DOB:_____, direct Drs. Bowman, Padgett, and Associates to release my protected health information in the following manner and to the identified persons.:

NAME	RELATIONSHIP	PHONE
_____	_____	_____

Health Information to be disclosed upon the request of the person named above - -
(Check either A or B):

- ○ **A. Disclose** my complete health record (including but not limited to diagnoses, lab tests, prognosis, treatment, and billing, for all conditions) **OR**
- ○ **B. Disclose** my health record, as above, **BUT do not disclose** the following (Check as appropriate):
  - ○ Medical/Dental
  - ○ Financial/Billing
  - ○ Other (please specify):

    _____

Form of Disclosure (unless another format is mutually agreed upon between my provider and designee):

- ○ Verbal
- ○ Phone:
- ○ Email: _____
- ○ Hard Copy
- ○ Text:
- ○ Fax: _____

This authorization shall be effective until (Check one):

- ○ All past, present, and future periods, OR
- ○ Date or event: _____

*In order for email/fax communication to occur, please accept the disclosure below:

☐ For email/fax communication I understand that if email/fax is not sent in an encrypted manner there is a risk it could be accessed inappropriately. I still elect to receive email/fax communication.

Patient Rights:

- I have the right to revoke this authorization at any time.
- I may inspect or copy the protected health information to be disclosed as described in this document.
- Revocation is not effective in cases where the information has already been disclosed but will be effective going forward.
- Information used or disclosed as a result of this authorization may be subject to redisclosure by the recipient and may no longer be protected by federal or state law.
- I have the right to refuse to sign this authorization and that my treatment will not be conditioned on signing.

The information is released at the patient's request and this authorization will remain in effect until revoked by the patient.

_____ _____

Signature of Patient or Personal Representative Date

*Description of Personal Representative's Authority (attach necessary documentation)

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Acknowledgement of Receipt of Notice of Privacy Practices

Patient Name & Address: _____

_____

_____

_____ I have received a copy of the Notice of Privacy Practices for the above-named practice.

_____ I declined a copy of the Notice of Privacy Practices for the above-named practice.

_____ _____

SIGNATURE DATE

SECTION BELOW IS FOR OFFICE USE ONLY

We were unable to obtain a written acknowledgement of receipt of the Notice of Privacy Practices because:

- ○ An emergency existed & a signature was not possible at the time
- ○ The individual refused to sign
- ○ A copy was mailed with a request for a signature by return mail.
- ○ Unable to communicate with the patient for the following reason:

  _____
- ○ Other:

  _____

_____ _____ _____

PREPARED BY SIGNATURE DATE

Bowman, Padgett, and Associates
Notice of Privacy Practices

This notice describes how medical information about you may be used and disclosed and how you can get access to this information. Please review it carefully.

If you have any questions about this Notice, please contact the Privacy Officer.
[(252) 752-1891]

Effective Date: April 14, 2003 **Revised: August 1, 213**

We are committed to protect the privacy of your personal health information (PHI).

This Notice of Privacy Practices (Notice) describes how we may use within our practice or network and disclose (share outside of our practice or network) your PHI to carry out treatment, payment or health care operations. We may also share your information for other purposes that are permitted or required by law. This Notice also describes your rights to access and control your PHI.

We are required by law to maintain the privacy of your PHI. Any changes will apply to all PHI. Upon your request, we will provide you with any revised Notice by:

- Posting the new Notice in our office.
- If requested, making copies of the new Notice available in our office by mail.
- Posting the revised Notice on our website: www.bowmanpadgett.com.

Uses and Disclosures of Protected Health Information

We may use or disclose (share) your PHI to provide health care treatment for you.

Your PHI may be used and disclosed by your physician, our office staff and others outside of our office that are involved in your care and treatment for the purpose of providing health care services to you.

EXAMPLE: Your PHI may be provided to a physician to whom you have been referred for evaluation to ensure that the physician has the necessary information to diagnose or treat you. We may also share your PHI from time-to-time to another physician or health care provider (e.g., a specialist or laboratory) who, at the request of your physician, becomes involved in your care by providing assistance with your health care diagnosis or treatment to your physician.

We may also share your PHI with people outside of our practice that may provide medical for you such as home health agencies.

We may use and disclose your PHI to obtain payment for services. We may provide your PHI to others in order to bill or collect payment for services. There may services for which we share information with your health plan to determine if the services will be paid for.

PHI may be shared with the following:

- Billing companies
- Insurance companies, health plans
- Government agencies in order to assist with qualification of benefits
- Collection agencies

EXAMPLE: You are seen at our practice for a procedure. We will need to provide a listing of services, such as x-rays, to your insurance company so that we can get paid for the procedure. We may at times contact your health care plan to receive approval PRIOR to performing certain procedures to ensure the services will be paid for. This will require sharing of your PHI.

We may use or disclose, as needed, your PHI in order to support the business activities of this practice, which are called health care operations.

EXAMPLES:

- Training students, other health care providers, or ancillary staff (such as billing personnel) to help them learn or improve their skills.
- Quality improvement processes which look at delivery of health care and for improvement in processes which will provide safer, more effective care for you.
- Use of information to assist in resolving problems or complaints within the practice.

We may use and disclose your PHI in other situations without your permission:

- <u>If required by law:</u> The use or disclosure will be made in compliance with the law and will be limited to the relevant requirements of the law. For example, we may be required to report gunshot wounds or suspected abuse or neglect.
- <u>Public health activities:</u> The disclosure will be made for the purpose of controlling disease, injury or disability and only to public health authorities permitted by law to collect or receive information. We may also notify individuals who may have been exposed to a disease or may be at risk of contracting or spreading a disease or condition.
- <u>Health oversight agencies:</u> We may disclose protected health information to a health oversight agency for activities authorized by law, such as audits, investigations, and inspections. Oversight agencies seeking this information include government agencies that oversee the health care system, government benefit programs, other government regulatory programs and civil rights laws.
- <u>Legal proceedings:</u> To assist in any legal proceeding or in response to a court order, in certain conditions in response to a subpoena, or other lawful process.
- <u>Police or other law enforcement purposes:</u> The release of PHI will meet all applicable legal requirements for release.
- <u>Coroners, funeral directors:</u> We may disclose protected health information to a coroner or medical examiner for identification purposes, determining cause of death or for the coroner or medical examiner to perform other duties authorized by law.

- Medical research: We may disclose your protected health information to researches when their research has been approved by an institutional review board that has reviewed the research proposal and established protocols to ensure the privacy of your protected health information.
- Special government purposes: Information may be shared for national security purposes, or if you are a member of the military, to the military under limited circumstances.
- Correctional institutions: Information may be shared if you are an inmate or under custody of law which is necessary for your health or the health and safety of other individuals.
- Workers' Compensation: Your protected health information may be disclosed by us as authorized to comply with workers' compensation laws and other similar legally-established programs.

Other uses and disclosures of your health information.

- Business Associates: Some services are provided through the use of contracted entities called "business associates." We will always release only the minimum amount of PHI necessary so that the business associate can perform the identified services. We require the business associate(s) to appropriately safeguard your information. Examples of business associates include billing companies or transcription services.
- Health Information Exchange: We may make your health information available electronically to other healthcare providers outside of our facility who are involved in your care.
- Treatment alternatives: We may provide you notice of treatment options or other health related services that may improve overall health.
- Appointment reminders: We may contact you as a reminder about upcoming appointments or treatment.

We may use or disclose your PHI in the following situations UNLESS you object.

- We may share your information with friends and family members, or other persons directly identified by you at the level they are involved in your care or payment of services. If you are not present or able to agree/object, the healthcare provider using professional judgement will determine if it is in your best interest to share the information. For example, we may discuss post procedure instructions with the person who drove you to the facility unless you tell us specifically not to share the information.
- We may use or disclose protected health information to notify or assist in notifying a family member, personal representative, or any other person that is responsible for care of your location, general condition, or death.
- We may use or disclose your protected health information to an authorized public or private entity to assist in disaster relief efforts.

The following uses and disclosures of PHI require your written authorization:

- Marketing
- Disclosures for any purposes which require the sale of your information

All other uses and disclosures not recorded in this Notice will require a written authorization from you or your personal representative.

Written authorization simply explains how you want your information used and disclosed. Your written authorization may be revoked at any time, in writing. Except to the extent that your doctor or this practice has used or released information based on the direction provided in the authorized, no further use or disclosure will occur.

Your Privacy Rights

You have certain rights related to your protected health information. All requests to exercise your rights must be made in writing.

You have the right to see and obtain a copy of your protected health information.

This means you may inspect and obtain a copy of protected health information about you that is contained in a designated record set for as long as we maintain the protected health information. If requested, we will provide you a copy of your records in an electronic format. There are some exceptions to records which may be copied and the request may be denied. We may charge you a reasonable cost-based fee for a copy of the records.

You have the right to request a restriction of your protected health information.

You may request for this practice not to use or disclose any part of your protected health information for the purposes of treatment, payment, or healthcare operations. We are not required to agree with these requests.

If we agree to a restriction request, we will honor the restriction request unless the information is needed to provide emergency treatment.

There is one exception: We must accept a restriction request to restrict disclosure of information to a health plan if you pay out of pocket in full for a service or product unless it is otherwise required by law.

You have the right to request for us to communicate in different ways or in different locations.

We will agree to reasonable requests. We may also request an alternative address or other method of contact, such as mailing information to a post office box. We will not ask for an explanation from you about the request.

You may have the right to request an amendment of your health information.

You may request an amendment of your health information if you feel that the information is not correct along with an explanation of the reason for the request. In certain cases, we may deny your request for an amendment at which time you will have an opportunity to disagree.

You have the right to a list of people or organizations who have received your health information from us.

This right applies to disclosures for purposes other than treatment, payment or healthcare operations. You have the right to obtain a listing of these disclosures that occurred after April 14, 2003. You may request them for the previous six years or a shorter timeframe. If you request more than one list within a 12-month period, you may be charged a reasonable fee.

Additional Privacy Rights

- You have the right to obtain a paper copy of this notice from us, upon request. We will provide you a copy of this Notice the first day we treat you at our facility. In an emergency we will give you this Notice as soon as possible.
- You have a right to receive notification of any breach of your protected health information.

Complaints

If you think we have violated your rights or you have a complaint about our privacy practices, you can contact:

Privacy Officer – (252) 752-1891

You may also complain to the United States Secretary of Health and Human Services if you believe your privacy rights have been violated by us.

If you file a complaint, we will not retaliate against you for filing a complaint.

This notice was published and becomes effective on April 13, 2003.