



### Child Registration

Date: \_\_\_\_\_ Referred by: \_\_\_\_\_

Child's Name: \_\_\_\_\_

(First, middle, last)

Nickname: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Parents' Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Mother Cell#: \_\_\_\_\_ Father Cell#: \_\_\_\_\_

School: \_\_\_\_\_

Person responsible for the account: \_\_\_\_\_

### Insurance Information

Primary Insurance: \_\_\_\_\_

Subscriber: \_\_\_\_\_ Employer: \_\_\_\_\_

ID#: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Secondary Insurance: \_\_\_\_\_

Subscriber: \_\_\_\_\_ Employer: \_\_\_\_\_

ID#: \_\_\_\_\_ Date of Birth: \_\_\_\_\_



### Information for Emergency Treatment

Date of last dental examination? \_\_\_\_\_

Are there any dental concerns at this time? \_\_\_\_\_

Date of last medical examination? \_\_\_\_\_

Does the child have or ever had any of the following?      YES      NO

Anemia..... \_\_\_\_\_

Diabetes..... \_\_\_\_\_

Hepatitis..... \_\_\_\_\_

Allergies..... \_\_\_\_\_

    If "yes," please list: \_\_\_\_\_

\_\_\_\_\_

Allergic to penicillin..... \_\_\_\_\_

Allergic to local anesthetic..... \_\_\_\_\_

Abnormal heart condition..... \_\_\_\_\_

Abnormal bleeding from a cut..... \_\_\_\_\_

Rheumatic fever..... \_\_\_\_\_

Heart Murmur..... \_\_\_\_\_

Is your child under the care of a physician now? \_\_\_\_\_

Is any medication being taken now?..... \_\_\_\_\_

    If "yes," please list: \_\_\_\_\_

Any other physical conditions we should be aware of? \_\_\_\_\_

\_\_\_\_\_

Name of Physician: \_\_\_\_\_

Information provided by (signature): \_\_\_\_\_

For office use only-Revised Information /Comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Acknowledgement of Privacy Practices**

My signature confirms that I have been informed of my rights to privacy regarding my protected health information, under the Health Insurance Portability & Accountability Act of 1996 (HIPPA). I understand that this information can and will be used to:

- Provide and coordinate my treatment among a number of health care providers who may be involved in that treatment directly and indirectly
- Obtain payment from third-party payers for my health care services
- Conduct normal health care operations such as quality assessment and improvement activities

I have been informed of my dental providers *Notice of Privacy Practices* containing a more complete description of the uses and disclosures of my protected health information. I have been given the right to review and receive a copy of such *Notice of Privacy Practices*. I understand that my dental provider has the right to change the *Notice of Privacy Practices* and that I may contact this office at the address above to obtain a current copy of the *Notice of Privacy Practices*.

I understand that I may request in writing that you restrict how my private information is used or disclosed to carry out treatment, payment or health care operations and I understand that you are not required to agree to my requested restrictions, but if you do agree then you are bound to abide by such restrictions.

Patient Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Relationship to Patient: \_\_\_\_\_

Dependent family members also covered by this acknowledgement:

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

**For Office Use Only:**

We were unable to obtain the patient's written acknowledgement of our *Notice of Privacy Practices* due to the following reason:

- The patient refused to sign
- Communication barriers
- Emergency situation
- Other



Welcome to Kvinsland Dentistry! Thank you for selecting our office for your dental care. We are committed to providing excellent dental care with concern for your personal needs. The following information will acquaint you with our office financial policies and allow us to provide a high quality of service to you.

- **Insurance Benefits:** We are happy to complete and submit your insurance forms on your behalf. Every effort will be made to collect the maximum benefits allowed by your insurance company. However, your insurance is a contract between you and your insurance company. We ask that you read your policy carefully. Some or all of the services we provide may not be a covered benefit. We cannot guarantee the payments level that is quoted nor have information on benefits used in any other dental professionals office if used within your plan year. Any balances remaining after your insurance pays, are due within 15 days of billing.
- **Payment:** Our policy is to collect FULL PAYMENT at the time of service. If insurance benefits apply, patient CO-PAYMENTS and DEDUCTIBLES are due at the time of service, unless other arrangements are made. A service charge of 1.0% per month (12% APR) or \$8.00, whichever is greater, will be added to your account for balances due past 30 days.
- **Minor Patients:** The adult accompanying the minor (under the age of 18) is responsible for full payment of the services provided. A parent or legal guardian MUST accompany the minor unless prior arrangements have been made.
- **Missed Appointments:** For the courtesy of other patients that are waiting for appointment times, please be aware that we require a 24 hour notice to change or cancel an appointment to avoid a charge.

**PAYMENT OPTIONS:**

1. Complete payment in advance: For qualified patients we offer a **5% bookkeeping courtesy reduction** when the total amount for all phases of your proposed treatment plan is paid in full by **cash or check** BEFORE the first appointment.
2. We accept: **VISA, MASTERCARD, CASH, OR CHECK**
3. Healthcare Financing: Upon approval of credit, including a 12 month option.

**CONSENT FOR CARE:**

*I request the consultation services of Eric J. Kvinsland, DDS or Jon H. Kvinsland, DDS.. I authorize the doctor to take any necessary x-rays, study models, photographs, or any other diagnostic aids deemed appropriate by the doctor to make thorough diagnosis of treatment needs. I understand this may include consultation with my physician or other practice specialists. I authorize and consent that the doctor choose and employ such assistance as deemed fit to provide recommended treatment.*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Patient Name- Printed

\_\_\_\_\_  
Patient Signature (Parent if under 18)