

Drs. Miller & Beitz  
**Patient Health History Form**

Name: \_\_\_\_\_ Gender: \_\_\_\_\_ Age: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Name Preferred: \_\_\_\_\_ Marital Status: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Employer/School: \_\_\_\_\_ Occupation: \_\_\_\_\_

Email address: \_\_\_\_\_ Preferred Pharmacy: \_\_\_\_\_

Name of Dentist: \_\_\_\_\_ How Long: \_\_\_\_\_ Last Visit: \_\_\_\_\_

Name of Physician: \_\_\_\_\_ How Long: \_\_\_\_\_ Last Visit: \_\_\_\_\_

Referred by: \_\_\_\_\_ Reason for Visit: \_\_\_\_\_

Since periodontal disease is produced by a combination of many complex elements, it is necessary to resolve every possible contributing factor. Though some of the following questions may seem unrelated to your gum condition, they are all associated with proper management of your oral health.

**Medical History**

Are you currently being treated for a medical condition?  No  Yes \_\_\_\_\_

Do you have or have you ever had any of the following? Check all that apply.

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Abnormal Bleeding  | <input type="checkbox"/> Epilepsy                | <input type="checkbox"/> Pace Maker                     |
| <input type="checkbox"/> Alcohol Abuse  | <input type="checkbox"/> Esophageal Reflux       | <input type="checkbox"/> Persistent Cough               |
| <input type="checkbox"/> Allergies  | <input type="checkbox"/> Fainting Spells         | <input type="checkbox"/> Physical Therapy               |
| <input type="checkbox"/> Anemia   | <input type="checkbox"/> Frequent Headaches      | <input type="checkbox"/> Pneumocystis Pneumonia         |
| <input type="checkbox"/> Angina Pectoris  | <input type="checkbox"/> General Anesthesia      | <input type="checkbox"/> Pregnancy                      |
| <input type="checkbox"/> Ankle Swelling   | <input type="checkbox"/> Glaucoma                | <input type="checkbox"/> Professional Counseling        |
| <input type="checkbox"/> Arthritis  | <input type="checkbox"/> Hay Fever               | <input type="checkbox"/> Prostate Problems              |
| <input type="checkbox"/> Asthma   | <input type="checkbox"/> Hearing Problems        | <input type="checkbox"/> Psychiatric Problems           |
| <input type="checkbox"/> Bleeding Problems after Extraction   | <input type="checkbox"/> Heart Trouble           | <input type="checkbox"/> Radiation Therapy              |
| <input type="checkbox"/> Blood Transfusion  | <input type="checkbox"/> Hemophilia              | <input type="checkbox"/> Rheumatic Fever                |
| <input type="checkbox"/> Cancer   | <input type="checkbox"/> Hepatitis/Liver Disease | <input type="checkbox"/> Seizures                       |
| <input type="checkbox"/> Chemotherapy   | <input type="checkbox"/> High Blood Pressure     | <input type="checkbox"/> Sexually Transmitted Infection |
| <input type="checkbox"/> Chest Pains  | <input type="checkbox"/> HIV/AIDS                | <input type="checkbox"/> Shingles                       |
| <input type="checkbox"/> Circulatory Problems   | <input type="checkbox"/> Injury to Head or Neck  | <input type="checkbox"/> Sickle Cell Disease            |
| <input type="checkbox"/> Congenital Heart Disease   | <input type="checkbox"/> Joint Replacement       | <input type="checkbox"/> Sinus Problems/ Hay Fever      |
| <input type="checkbox"/> Contact Lenses   | <input type="checkbox"/> Kidney Problems         | <input type="checkbox"/> Stroke                         |
| <input type="checkbox"/> Diabetes: <input type="checkbox"/> Type I <input type="checkbox"/> Type II | <input type="checkbox"/> Low Blood Pressure      | <input type="checkbox"/> Thyroid Problems               |
| <input type="checkbox"/> Difficulty Breathing   | <input type="checkbox"/> Mitral Valve Prolapse   | <input type="checkbox"/> Tuberculosis                   |
| <input type="checkbox"/> Drug Abuse   | <input type="checkbox"/> Nasal Obstruction       | <input type="checkbox"/> Ulcers                         |
| <input type="checkbox"/> Emphysema  | <input type="checkbox"/> Osteoporosis/Osteopenia | <input type="checkbox"/> Other: _____                   |

Are you allergic to any of the following?

- |   |                                       |                                       |
|---|---------------------------------------|---------------------------------------|
| <input type="checkbox"/> Aspirin            | <input type="checkbox"/> Latex        | <input type="checkbox"/> Sulfa Drugs  |
| <input type="checkbox"/> Codeine            | <input type="checkbox"/> Penicillin   | <input type="checkbox"/> Tetracycline |
| <input type="checkbox"/> Dental Anesthetics | <input type="checkbox"/> Other: _____ |                                       |

What medicines are you currently taking including prescriptions, over the counter, herbal, and vitamins, such as:

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Antibiotics           | <input type="checkbox"/> Birth Control       | <input type="checkbox"/> Diuretics      |
| <input type="checkbox"/> Anticoagulants        | <input type="checkbox"/> Cortisone, Steroids | <input type="checkbox"/> Nitroglycerine |
| <input type="checkbox"/> Aspirin/Tylenol/Advil | <input type="checkbox"/> Digitalis           | <input type="checkbox"/> Tranquilizers  |
| <input type="checkbox"/> Other: _____          |  |   |

List any hospitalizations/surgeries: \_\_\_\_\_

Do you smoke or use tobacco?  Yes  No If so, how much \_\_\_\_\_ and for how long \_\_\_\_\_

Do you drink alcohol?  Yes  No If so, how much \_\_\_\_\_

Family History \_\_\_Diabetes \_\_\_Heart Disease

Please add anything you feel is important to know about your health: \_\_\_\_\_

### Dental History

Do you have any of the following? Check all that apply.

Bleeding Gums

Fear of Dental Treatment

Tooth Pain

Clenching/Grinding Teeth

Shifting Teeth

Tooth Sensitivity

Clicking/Popping Jaw

Sores/Lumps in Mouth

Unpleasant Taste

Other: \_\_\_\_\_

Do you use dental floss regularly?  Yes  No

How often do you visit your dental hygienist? \_\_\_\_\_ When was your last dental Hygiene visit? \_\_\_\_\_

How often do you brush your teeth? \_\_\_\_\_ What kind of toothbrush do you use? \_\_\_\_\_

Have you had periodontal treatment before? \_\_\_\_\_ If yes, what was the treatment rendered?

Have you had orthodontic treatment before? \_\_\_\_\_

If there is anything you can change about your smile what would it be?

THE ABOVE STATEMENTS ARE CORRECT AND I CONSENT TO EXAMINATION AND TREATMENT. I AGREE TO BE RESPONSIBLE FOR FEES ACCRUED DURING TREATMENT AND ANY ATTORNEYS FEES OR COURT COST THAT MAY ARISE IN COLLECTION OF THOSE FEES.

Date \_\_\_\_\_ Signature \_\_\_\_\_ Relationship \_\_\_\_\_

Printed Name: \_\_\_\_\_



**DRS. MILLER & BEITZ**

*Implants and Periodontics of Richmond*

## Dental Insurance Information

Though we do not participate with any insurance company we do submit all claims for our patients. In order to provide a timely response from your insurance company all information must be provided.

### Primary

Insurance carrier \_\_\_\_\_

Subscriber's name \_\_\_\_\_ Relationship to patient \_\_\_\_\_

### Subscriber's information

Date of Birth \_\_\_ / \_\_\_ / \_\_\_

Employer \_\_\_\_\_

Occupation \_\_\_\_\_

Group #: \_\_\_\_\_ Subscriber ID: \_\_\_\_\_

### Secondary

Insurance carrier \_\_\_\_\_

Subscriber's name \_\_\_\_\_ Relationship to patient \_\_\_\_\_

### Subscriber's information

Date of Birth \_\_\_ / \_\_\_ / \_\_\_

Employer \_\_\_\_\_

Occupation \_\_\_\_\_

Group #: \_\_\_\_\_ Subscriber ID: \_\_\_\_\_

Authorization- To the extent permitted by law, I consent to the use and disclosure of my protected health information to carry out payment/activities in connection with my scheduled treatment plan.

\_\_\_\_\_  
Signature of Patient/Responsible Party

\_\_\_\_\_  
Date



## Financial Policy

Welcome to our practice! Thank you for choosing us for your periodontal needs. Our practice is committed to providing the best treatment and service for our patients. Please understand that timely payment of your bill is considered part of your treatment. The following is a statement of our financial policy, which we require that you read and sign prior to treatment.

**Full payment is due at the time of service unless previous arrangements are made with our business office.**

**All payments are due at the time of service.**

**We accept cash, check, MasterCard, Visa, Discover and CareCredit credit cards.**

### Insurance:

We are a non-participating provider for all insurance companies, but we are happy to file your insurance claims. At the time of service, we do require the difference of your insurance company's expected payment and our charges. Our staff will explain the good faith payment for each of our services. **Please note our fees are not negotiable on any service regardless of your insurance company's arbitrary determination benefits.**

A missed appointment fee of \$100 will be assessed if notice is not given at least 48 hours in advance.

**Medicare Patients:** We are non-participating providers for Medicare; this means we are not able to submit your Medicare claims nor is the patient able to submit claims for any services rendered in this office.

### Agreement:

I understand that I am financially responsible for all charges. I understand that payment in full is due within thirty (30) days after the first billing. I agree and understand that a FINANCE CHARGE of 1.5% per month will be applied on any balance over sixty (60) days past due, which is an ANNUAL RATE of 18%. Should this account be referred to our attorney or a collection agency, I agree to pay all collection and/or court costs, including attorney's fees plus the total indebtedness.

Printed name of Patient/Responsible Party: \_\_\_\_\_

Signature of Patient/Responsible Party: \_\_\_\_\_

Date: \_\_\_\_\_

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Drs. Miller & Beitz

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**Acknowledgement of Receipt  
Of Notice of Privacy Practices**

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Patient Name & Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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Signature

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Date

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For Office Use Only

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**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 \_\_\_\_\_

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## Drs. Miller & Beitz

### DISCLOSURE TO FAMILY MEMBERS AND FRIENDS

A staff representative of Drs. Miller & Beitz has explained to me that disclosures may be made to family and friends related to my health or to obtain payment for healthcare services. I understand that Drs. Miller & Beitz will only disclose information relevant to current treatment.

My healthcare information may be disclosed to the following individuals:

Name	Relationship to Patient

Our staff will not make disclosures to any person(s) not listed in the above table.

Any disclosures made by staff to the above listed individuals will be documented in the patient record in summary format detailing the date of disclosure, the person with whom the information was discussed, what information was discussed and the name of the employee making the disclosure.

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Patient Signature

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Date



**DRS. MILLER & BEITZ**

*Implants and Periodontics of Richmond*

Drs. Miller & Beitz

**Notice of Privacy Practices**

THIS NOTICE DESCRIBES HOW YOUR HEALTH INFORMATION MAY BE USED AND DISCLOSED BY Drs. Miller & Beitz, AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

**YOUR RIGHTS:** When it comes to your health information you have certain rights. This section explains your rights.

**Upon written request:**

- Ask to see or get an electronic or a paper copy of your health record or other information we have about you. We will also provide a summary of your health information if requested. We will charge a reasonable, cost based fee. We will provide this information as soon as possible but no later than 30 working days of the request.
- Ask us to correct your health information you think is incorrect or incomplete. We may say “no” but will tell you why in writing within 60 days.
- You can ask us to communicate with you in a certain way (for example, home or office phone) or to send mail to a different address. We will accommodate all reasonable requests.
- Ask us not to use or share certain health information for treatment, payment or our operations. We are not required to agree with your request and may say “no” if it would affect your care.
- If you pay for a service or health care item out of pocket in full and you ask us not to share that information for payment or our operations with your health insurer we will agree unless we are required by law to share that information.
- Ask us for a list or an accounting of the times we have shared your health information for reasons other than treatment, payment, healthcare operations, and when you have asked us to share information. We will provide a list for the past six years for the request. One request per year will be provided free of charge. For additional requests we will charge a reasonable, cost based fee.
- Revoke an authorization to use or disclose PHI at any time except where action has already been taken.

**You may also:**

- Choose someone to act on your behalf. If you have given someone medical power of attorney or they are your legal guardian, that person can exercise your rights and make choices about your health information. We will ask for proof of this relationship before we take any action.
- Ask for a paper copy of this document even if you have agreed to receive the notice electronically. We will provide that copy promptly.
- File a complaint. If you feel your rights have been violated you may contact the designated Privacy Officer, Karen Kraus, 5700 Old Richmond Ave. Suite C-14 Richmond, VA 23226, (804) 285-4867 and karen@richmondperio.net
- File a complaint with the US Department of Health and Human Services Office for Civil Rights by sending a letter to 200 Independence Ave, S.W., Washington, D.C. 20201, calling 1.877.696.6775, or visiting [www.hhs.gov/ocr/privacy/hipaa/complaints](http://www.hhs.gov/ocr/privacy/hipaa/complaints).
- We will not retaliate for filing a complaint.

**OUR RESPONSIBILITIES: The law requires us to:**

- Maintain the privacy and security of your protected health information.
- Notify you promptly if a breach occurs that may compromise the privacy or security of your information.
- Follow the duties and privacy practices described in this notice and give you a copy of it.
- Not to use or share you information other what is described in this notice unless you tell us we can in writing. If you tell us we can and then change your mind, just let us know in writing you have changed your mind.

**(OVER)**



DRS. MILLER & BEITZ

*Implants and Periodontics of Richmond*

**YOUR CHOICES - For certain health information, you can tell us your choices about what we share. If you have a clear preference for how we share your information in situations described below, talk to us.**

- In these cases you have both the right and the choice to tell us to: share information with your family, close friends, or others involved in your care and share information in a disaster relief situation.

If you are not able to tell us your preference, for example if you are unconscious, we may go ahead and share your information if we believe it is in your best interest. We may also share your information when needed to lessen a serious and imminent threat to health or safety.

- In these cases we never share your information unless you give us written permission:
  - Marketing purposes
  - Sale of your information
  - Most sharing of psychotherapy notes
  - In the case of fundraising, we may contact you for fundraising efforts, but you can tell us not to contact you again.

**OUR USES AND DISCLOSURE – We typically use or share your health information in the following ways:**

**Treatment:** We can use your health information and share it with other professionals who are treating you. Example: we may share your health information to an outside doctor for referral. We will also provide your health care providers with copies of various reports to assist them in your treatment.

**Payment:** We can use or share your health information to bill and get payment from health plans or other entities. Example: we give information about you to your health insurance plan so it will pay for your healthcare.

**Health Care Operations:** We can use and share your health information to run our practice, improve your care, and contact you when necessary. Example: we use health information about you to manage your treatment and services.

**Other ways we can use or share your health information** – We are allowed or required to share your information in other ways – usually in ways that contribute to the public good, such as public health and research. We have to meet many conditions in the law before we can share your information for these purposes.

- **Help with public health and safety issues:** We can share health information about you for certain situations such as: preventing disease, helping with product recalls, reporting adverse reactions to medication, reporting suspected abuse, neglect, or domestic violence, and preventing or reducing a serious threat to anyone's health and safety.
- **Comply with the law:** We will share information about you if state or federal laws require it, including with the Department of Health and Human Services if it wants to see if we are complying with federal privacy law.
- **Respond to organ and tissue donation requests:** We will share health information about you with organ procurement organizations.
- **Work with a medical examiner or funeral director:** We can share health information with a coroner, medical examiner, or funeral director when you die.
- **Address workers' compensation, law enforcement, and other government requests:**
  - For workers' compensation claims
  - For law enforcement purposes or with a law enforcement official
  - With health oversight agencies for activities authorized by law
  - For special government functions such as military, national security, and presidential protective services
- **Respond to lawsuits and legal actions:** We can share your health information to respond to a court or administrative order, or in response to a subpoena.
- **Research:** We can use or share your information for health research.

**CHANGES TO THIS NOTICE** - We can change the terms of this notice, and the changes will apply to all information we have about you. The new notice will be available upon request, in our office and on our website.

**Karen Kraus – Privacy Officer**

karen@richmondperio.net

804-285-4867

Revision Date: 06.30.22