

PATIENT INFORMATION

CONFIDENTIAL

PATIENT # _____

(PLEASE PRINT)

DATE _____

NAME _____ BIRTHDATE _____ HOME PHONE _____
FIRST MI LAST

ADDRESS _____ CITY _____ STATE/ZIP/PROV. P.C. _____

E-MAIL _____ CELL PHONE _____

CHECK APPROPRIATE BOX: MINOR SINGLE MARRIED DIVORCED WIDOWED SEPARATED
PATIENT'S OR PARENT/GUARDIAN'S EMPLOYER _____ WORK PHONE _____

BUSINESS ADDRESS _____ CITY _____ STATE/ZIP/PROV. P.C. _____

SPOUSE OR PARENT/GUARDIAN'S NAME _____ EMPLOYER _____ WORK PHONE _____

IF PATIENT IS A STUDENT, NAME OF SCHOOL / COLLEGE _____ CITY _____ STATE/PROV. _____

WHOM MAY WE THANK FOR REFERRING YOU? _____

PERSON TO CONTACT IN CASE OF AN EMERGENCY _____ PHONE _____

RESPONSIBLE PARTY

NAME OF PERSON RESPONSIBLE FOR THIS ACCOUNT _____ RELATIONSHIP TO PATIENT _____

ADDRESS _____ HOME PHONE _____

E-MAIL _____ CELL PHONE _____

DRIVER'S LICENSE # _____ BIRTHDATE _____ FINANCIAL INSTITUTION _____

EMPLOYER _____ WORK PHONE _____

IS THIS PERSON CURRENTLY A PATIENT IN OUR OFFICE? YES NO

INSURANCE INFORMATION

NAME OF INSURED _____ RELATIONSHIP TO PATIENT _____

BIRTHDATE _____ SS #/SIN _____ DATE EMPLOYED _____

NAME OF EMPLOYER _____ WORK PHONE _____

ADDRESS OF EMPLOYER _____ CITY _____ STATE/ZIP/PROV. P.C. _____

INSURANCE COMPANY _____ GROUP # _____ UNION OR LOCAL # _____

INS. CO. ADDRESS _____ CITY _____ STATE/ZIP/PROV. P.C. _____

HOW MUCH IS YOUR DEDUCTIBLE? _____ HOW MUCH HAVE YOU USED? _____ MAX. ANNUAL BENEFIT? _____

DO YOU HAVE ANY ADDITIONAL INSURANCE? YES NO IF YES, COMPLETE THE FOLLOWING:

NAME OF INSURED _____ RELATIONSHIP TO PATIENT _____

BIRTHDATE _____ SS #/SIN _____ DATE EMPLOYED _____

NAME OF EMPLOYER _____ WORK PHONE _____

ADDRESS OF EMPLOYER _____ CITY _____ STATE/ZIP/PROV. P.C. _____

INSURANCE COMPANY _____ GROUP # _____ UNION OR LOCAL # _____

INS. CO. ADDRESS _____ CITY _____ STATE/ZIP/PROV. P.C. _____

HOW MUCH IS YOUR DEDUCTIBLE? _____ HOW MUCH HAVE YOU USED? _____ MAX. ANNUAL BENEFIT? _____

X
SIGNATURE OF PATIENT OR PARENT/GUARDIAN IF MINOR

SIGNATURE

We believe it is important to not only provide the highest quality of dental care, but to make the care affordable to our patients. We have made arrangements for our patients, which allow payment to be convenient and flexible. We are committed to helping you receive the dental care you desire and the most pleasant dental experience possible.

Please initial each paragraph after reading, if you have any questions please ask our Financial Coordinator prior to initialing.

1. Full payment for profession services is due at the time of service. As a courtesy to our patients, we will bill your insurance company. Your estimated co-pay and deductible is due at the time of service.
2. If your insurance company was billed and payment is not received within 60 days, the balance will be transferred to the patient's responsibility. It is the patient's responsibility to obtain a payment from the insurance company or negotiate a settlement on any disputed claim. Any portion of the bill not paid, by the insurance carrier, will be the patients' responsibility.
3. You must inform our office if you have a new insurance carrier or if the insurance carrier has located to a new address. Please send us a copy of the front and back of your new insurance card to update our records. In the event your insurance coverage plan or plan participation changes where we are not a participating provider, you will be responsible for payment of all fees at the time services are rendered.
4. We do not accept any assignment of benefits from secondary insurances. Nevertheless, as a courtesy to you we will gladly submit a claim to your secondary insurance for reimbursement directly to you.
5. Upon receipt of payment from your insurance company, you will receive a statement specifying your balance due. Payment is expected within fourteen (14) days, unless prior financial arrangements have been made.
6. We make every effort to clarify and allow payments to be flexible through mutually agreed arrangements. In the event payment is not received according to these arrangements, your account will be sent to our professional collection agency. You will be charged an additional 30% of your outstanding balance. Information given to them may include, but is not limited to; you name, address, phone number, social security number, employer and employer phone number.
7. Our office does request and appreciate a 48 hour notice for any appointment changes. Please understand the appointments you've scheduled with us is reserving this time with Doctor and our staff specifically for you. Failure to notify our office will result in a \$75 fee for an appointment with our hygienist and \$100 for an appointment with the doctor.

I authorize the release of any necessary information regarding my dental health to my dental insurance companies. I hereby authorize payment directly to Jeffrey Serebinski DMD PC of the group insurance benefits otherwise payable to me. I understand that a \$35 fee will be applied for each returned check.

Patient Signature or Responsible Party

Date