Welcome to our office. Review and completion of the forms attached will allow our office to best serve your dental needs. Please note we are a paperless office, so your signature will be acquired electronically at the time of your visit, for all documents requiring signature. We look forward to your visit!

Prior to your scheduled appointment, please contact your dental insurance company for complete details of benefits. It is important for you as a patient to know your benefit coverage and to know what is and what is not covered.

Deductibles and co-insurance are only estimated and these estimates are collected at the time of service. (Please Note: If no dental insurance, payment is due in full at the time of service.)

Due to OSHA standards, we advise all parents that children can not be brought back to the operatories during your dental appointment. This is for the safety of your child. Children who are old enough to sit in our waiting room without parental guidance, may do so. Please take this policy into consideration when making your appointment.

Please be advised, during office hours our phones can get very busy. If after several attempts you can not reach us, we can also be reached through our website www.greendentaldelaware.com. If you feel it is urgent to reach us, please call the emergency numbers, Dr. Green 740-815-8103 or Dr. Pawlecki 614-404-2981.

Normal Office Hours:  Monday – Thursday  8:00am – 5:00pm
                   Friday                    8:00am – 12:00pm
Date: _______________

Patient:
______________________________________________________________________________________________

First Name                       Initial                            Last Name                                                      Preferred Name

Patient Street Address______________________________________  City ____________  State/Zip _____________

Patient Home Phone:  ___________________  Patient Work ___________________Cell Phone: _________________

Patient Sex: □ M □ F □ Single □ Married □ Widowed □ Separated □ Divorced     (Child) Weight: ________

Patient Birth Date: ___________________  Patient Social Security #: ______________________________________

Please establish your online account to allow easy communication between you and our office. We confirm appointments by text, e-mail and phone to provide you plenty of time to let us know if you need your appointments changed. Thank you

Patient E-mail:  __________________________________________________________________________

Who is responsible for this account? ________________________________________________________________

Are they a Patient? □ Y □ N                Relationship to Patient? ________________________________

Primary Insurance Information

Name of Insured: _______________________   Relationship to Insured: □ Self □ Spouse □ Child □ Other

Insurance ID#: _________________ Insured Soc. Sec:___________________    Insured Birth Date: __________

Employer:__________________________________    Insurance Company:_______________________________

Address:__________________________________          Address: _____________________________________

City, State, Zip:_____________________________         City, State, Zip: ________________________________

Phone Number:_____________________________         Group Number: _________________________

Secondary Insurance Information

Name of Insured: _______________________   Relationship to Insured: □ Self □ Spouse □ Child □ Other

Insured ID#: __________________ Insured Soc. Sec:___________________    Insured Birth Date: __________

Employer:__________________________________    Insurance Company:_______________________________

Address:__________________________________          Address: _____________________________________

City, State, Zip:_____________________________         City, State, Zip: ________________________________

Phone Number:_____________________________         Group Number: _________________________

In case of emergency, who should be notified? ___________________________ Phone: _______________

Whom may we thank for referring you? ___________________________________________________________
MEDICAL HISTORY

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, could have an important interrelationship with the dentistry you will receive. Thank you for answering the following questions.

Are you under a physician's care now?  ☐ Yes  ☐ No  If yes, please explain:

Have you ever been hospitalized or had a major operation?  ☐ Yes  ☐ No  If yes, please explain:

Have you ever had a serious head or neck injury?  ☐ Yes  ☐ No  If yes, please explain:

Are you taking any medications, pills, or drugs?  ☐ Yes  ☐ No  If yes, please explain:

Do you take, or have you taken, Phen-Fen or Redux?  ☐ Yes  ☐ No  If yes, please explain:

Have you ever taken Fosamax, Boniva, Actonel or any other medications containing bisphosphonates?  ☐ Yes  ☐ No  If yes, please explain:

Are you on a special diet?  ☐ Yes  ☐ No

Do you use tobacco?  ☐ Yes  ☐ No

Do you use controlled substances?  ☐ Yes  ☐ No

Women: Are you

Pregnant/Trying to get pregnant?  ☐ Yes  ☐ No

Taking oral contraceptives?  ☐ Yes  ☐ No

Nursing?  ☐ Yes  ☐ No

Are you allergic to any of the following?

☐ Aspirin  ☐ Penicillin  ☐ Codeine  ☐ Local Anesthetics  ☐ Acrylic  ☐ Metal  ☐ Latex  ☐ Sulfas drugs  ☐ Other  If yes, please explain:

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  Frequent 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 Problem  ☐ 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 Murmurs  ☐ Yes  ☐ No  Pain in Jaw Joints  ☐ Yes  ☐ No  Ulcers  ☐ Yes  ☐ No

☐ Congenital Heart Disorder  ☐ Yes  ☐ No  Heart Pacemaker  ☐ Yes  ☐ No  Parathyroid Disease  ☐ Yes  ☐ No  Venereal Disease  ☐ Yes  ☐ No

☐ Convulsions  ☐ Yes  ☐ No  Heart Trouble/Disease  ☐ Yes  ☐ No  Psychiatric Care  ☐ Yes  ☐ No  Yellow Jaundice  ☐ Yes  ☐ No

Have you ever had any serious illness not listed above?  ☐ Yes  ☐ No

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 __________________________ DATE __________________________
I. The Dental Practice Covered By This Notice

This Notice describes the privacy practices of Robert Green D.D.S., Inc. (“Dental Practice”). "We" and "our" means the Dental Practice. "You" and "your" means our patient.

II. How to Contact Us/ Our Privacy Official

If you have any questions or would like further information about this Notice, you can either write to or call the Privacy Official for our Dental Practice:

<table>
<thead>
<tr>
<th>Privacy Official for Dental Practice:</th>
<th>Robert E. Green D.D.S.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dental Practice mailing address:</td>
<td>133 W. Hull Drive, Delaware, Ohio 43015</td>
</tr>
<tr>
<td>Dental Practice email address:</td>
<td><a href="mailto:rgreendds@greendentaldelaware.com">rgreendds@greendentaldelaware.com</a></td>
</tr>
<tr>
<td>Dental Practice phone number:</td>
<td>(740) 363-3871</td>
</tr>
</tbody>
</table>

III. Our Promise to You and our legal Obligations

The privacy of your health information is important to us. We understand that your health information is personal and we are committed to protecting it. This Notice describes how we may use and disclose your protected health information to carry out treatment, payment or health care operations and for other purposes that are permitted or required by law. It also describes your rights to access and control your protected health information. Protected health information is information about you, including demographic information, that may identify you and that relates to your past, present or future physical or mental health or condition and related health care services.

We are required by law to:

1. maintain the privacy of your health information;
2. give you this Notice of our legal duties and privacy practices with respect to that information; and
3. abide by the terms of our Notice that is currently in effect.

IV. How we may Use or Disclose of Your Health Information

The following examples describe different ways we may use or disclose your health information. These examples are not meant to be exhaustive. We are permitted by law to use and disclose your health information for the following purposes:

A. Common Uses and Disclosures

1. Treatment. We will use your health information to provide you with dental treatment or services, such as cleaning or examining your teeth or performing dental procedures. We may disclose health information about you to dental specialists, physicians, or other health care professionals involved in your care.

2. Payment. We may use and disclose your health information to obtain payment from health plans and insurers for the care that we provide to you.

3. Health Care Operations. We may use and disclose health information about you in connection with health care operations necessary to run our practice, including review of our treatment and services, training, evaluating the performance of our staff and health care professionals, quality assurance, financial or billing audits, legal matters, and business planning and development.

4. Appointment Reminders. We may use or disclose your health information when contacting you to remind you of a dental appointment. We may contact you by using a phone call, voice message, email, postcard, letter, or text.

5. Treatment Alternatives and Health-Related Benefits and Services. We may use and disclose your health information to tell you about treatment options or alternatives or health-related benefits and services that may be of interest to you.

6. Disclosure to Family Members and Friends. We may disclose your health information to a family member or friend who is...
involved with your care or payment for your care if you do not object or, if you are not present, we believe it is in your best interest to do so.

7. Disclosure to Business Associates. We may disclose your protected health information to our third-party service providers (called, "business associates") that perform functions on our behalf or provide us with services if the information is necessary for such functions of services. For example, we may use a business associate to assist us in maintaining our practice management software. All of our business associates are obligated, under contract with us, to protect the privacy of your information and are not allowed to use or disclose any information other than as specified in our contract.

B. Less Common Uses and Disclosures

1. Disclosures Required by Law. We may use or disclose patient health information to the extent we are required by law to do so. For example, we are required to disclose patient health information to the U.S. Department of Health and Human Services so that it can investigate complaints or determine our compliance with HIPAA.

2. Public Health Activities. We may disclose patient health information for public health activities and purposes, which include: preventing or controlling disease, injury or disability; reporting births or deaths; reporting child abuse or neglect; reporting adverse reactions to medications or foods; reporting product defects; enabling product recalls; and notifying a person who may have been exposed to a disease or may be at risk for contracting or spreading a disease or condition.

3. Victims of Abuse, Neglect or Domestic Violence. We may disclose health information to the appropriate government authority about a patient whom we believe is a victim of abuse, neglect or domestic violence.

4. Health Oversight Activities. We may disclose patient health information to a health oversight agency for activities necessary for the government to provide appropriate oversight of the health care system, certain government benefit programs, and compliance with certain civil rights laws.

5. Lawsuits and Legal Actions. We may disclose patient health information in response to (i) a court or administrative order or (ii) a subpoena, discovery request, or other lawful process that is not ordered by a court if efforts have been made to notify the patient or to obtain an order protecting the information requested.

6. Law Enforcement Purposes. We may disclose patient health information to a law enforcement official for law enforcement purposes, such as to identify or locate a suspect, material witness or missing person or to alert law enforcement of a crime.

7. Coroners, Medical Examiners and Funeral Directors. We may disclose patient health information to a coroner, medical examiner or funeral director to allow them to carry out their duties.

8. Organ, Eye and Tissue Donation. We may use or disclose patient health information to organ procurement organizations or others that obtain, bank or transplant cadaveric organs, eyes or tissue for donation and transplant.

9. Research Purposes. We may use or disclose patient health information for research purposes pursuant to patient authorization waiver approval by an Institutional Review Board or Privacy Board.

10. Serious Threat to Health or Safety. We may use or disclose patient health information if we believe it is necessary to do so to prevent or lessen a serious threat to anyone’s health or safety.

11. Specialized Government Functions. We may disclose patient health information to the military (domestic or foreign) about its members or veterans, for national security and protective services for the President or other heads of state, to the government for security clearance reviews, and to a jail or prison about its inmates.

12. Workers’ Compensation. We may disclose patient health information to comply with workers’ compensation laws or similar programs that provide benefits for work-related injuries or illness.

V. Your Written Authorization for Any Other Use or Disclosure of Your Health Information

Uses and disclosures of your protected health information that involves the release of clinical notes, marketing, sale of your protected health information, or other uses or disclosures not described in this notice will be made only with your written authorization, unless otherwise permitted or required by law. You may revoke that authorization at any time, in writing, except to the extent that this office has taken an action in reliance on the use of disclosure indicated in the authorization. If a use or disclosure of protected health information described above in this notice is prohibited or materially limited by other laws that apply to use, we intend to meet the requirements of the more stringent law.
You have the following rights with respect to certain health information that we have about you (information in a Designated Record Set as defined by HIPAA). To exercise any of these rights, you must submit a written request to our Privacy Official listed on the first page of this Notice.

**A. Right to Access and Review.** You may request to access and review a copy of your health information. We may deny your request under certain circumstances. You will receive written notice of a denial and can file a statement of disagreement that will be included with your health information that you believe is incorrect or incomplete.

**B. Right to Amend.** If you believe that your health information is incorrect or incomplete, you may request that we amend it. We may deny your request under certain circumstances. You will receive written notice of a denial and can file a statement of disagreement that will be included with your health information that you believe is incorrect or incomplete.

**C. Right to Restrict Use and Disclosure.** You may request that we restrict uses of your health information to carry out treatment, payment, or health care operations or to your family member or friend involved in your care or the payment for your care. We may not (and are not required to) agree to your requested restrictions, with one exception. If you pay out of your pocket in full for a service you receive from us and you request that we not submit the claim for this service to your health insurer or health plan for reimbursement, we must honor that request.

**D. Right to Confidential Communications, Alternative Means and Locations.** You may request to receive communications of health information by alternative means or at an alternative location. We will accommodate a request if it is reasonable and you indicate that communication by regular means could endanger you. When you submit a written request to the Privacy Official listed on the first page of this Notice, you need to provide an alternative method of contact or alternative address and indicate how payment for services will be handled.

**E. Right to an Accounting of Disclosures.** You have a right to receive an accounting of disclosures of your health information for the six years prior to the date that the accounting is requested except for disclosures to carry out treatment, payment, health care operations (and certain other exceptions as provided by HIPAA). The first accounting we provide in any 12-month period will be without charge to you. We will charge a reasonable fee to cover the cost for each subsequent request for an accounting within the same 12-month period. We will notify you in advance of this fee and you may choose to modify or withdraw your request at that time.

**F. Right to a Paper Copy of this Notice.** You have the right to a paper copy of this Notice. You may ask us to give you a paper copy of the Notice at any time (even if you have agreed to receive the Notice electronically). To obtain a paper copy, ask the Privacy Official.

**G. Right to Receive Notification of a Security Breach.** We are required by law to notify you if the privacy or security of your health information has been breached. The notification will occur by first class mail within (60) days of the event. A breach occurs when there has been an unauthorized use or disclosure under HIPAA that compromises the privacy or security of your health information. The breach notification will contain the following information: (1) a brief description of what happened, including the date of the breach and the date of the discovery of the breach; (2) the steps you should take to protect yourself from potential harm resulting from the breach; and (3) a brief description of what we are doing to investigate the breach, mitigate losses, and to protect against further breaches.

**VII. Special Protection for HIV, Alcohol and Substance Abuse, Mental Health and Genetic Information.** Certain federal and state laws may require special privacy protections that restrict the use and disclosure of certain health information, including HIV-related information, alcohol and substance abuse information, mental health information, and genetic information. For example, a health plan is not permitted to use or disclose genetic information for underwriting purposes. Some parts of this HIPAA Notice of Privacy Practices may not apply to these types of information.

**VIII. Our Right to Change Our Privacy Practices and This Notice**

We reserve the right to change the terms of this Notice at any time. Any change will apply to the health information we have about you or create or receive in the future. We will promptly revise the Notice when there is a material change to the uses or disclosures, individual's rights, our legal duties, or other privacy practices discussed in this Notice. We will post the revised Notice on our website (if applicable) and in our office and will provide a copy of it to you on request. The effective date of this Notice (including any updates) is in the top right-hand corner of the Notice.

**IX. How to Make Privacy Complaints**
If you have any complaints about your privacy rights or how your health information has been used or disclosed, you may file a complaint with us by contacting our Privacy Official listed on the first page of this Notice. You may also file a written complaint with the Secretary of the U.S. Department of Health and Human Services Office for Civil Rights. We will not retaliate against you in any way if you choose to file a complaint.
Robert Green D.D.S., Inc.

ACKNOWLEDGEMENT OF RECEIPT OF
HIPAA NOTICE OF PRIVACY PRACTICES
("Acknowledgement")

I acknowledge that I have received a copy of this Dental Practice's HIPAA Notice of Privacy Practices.

Patient Name

Patient Signature (obtained electronically in office) Date

OR

Signature of Personal Representative (obtained electronically in office)

Authority of Personal Representative to Sign for Patient (check one):

☐ Parent      ☐ Guardian    ☐ Power of Attorney  ☐ Other: ____________________________

Please Note: It is your right to refuse to sign this Acknowledgement.

Dental Office Use Only

I tried to obtain written Acknowledgement by the individual noted above of receipt of our Notice of Privacy Practices, but it could not be obtained because:

___ An emergency prevented us from obtaining acknowledgement.
___ A communication barrier prevented us from obtaining acknowledgement.
___ The individual was unwilling to sign.
___ Other: ___________________________________________________________
The following form needs signed and dated if you are unable to be present at a scheduled appointment for your son or daughter.

I give my permission for the doctors and staff of Robert Green DDS Inc. to treat my son/daughter.

[  ] Check this box if this applies to all future appointments for as long as parent or guardian is financially responsible.

__________________________________________  _____________
Signature (obtained electronically in office)        Date

______________________________
Child's name

______________________________
______________________________
Patient Financial Responsibility
The office of Robert Green D.D.S., Inc. has a tradition of a trusting patient/doctor relationship. Periodically, we feel it is our responsibility to communicate our office policies and procedures to our patients. Please read the following information. We ask that you sign the letter to confirm your understanding of our policies.

Appointments:
It is the patient's responsibility to record the date and time of their scheduled appointments. Appointments will be confirmed by email, text and/or cell phone through our appointment management system based on patient information provided. We will attempt to confirm all scheduled appointments by phone (including provided land line phones), if they have not been confirmed electronically. Additionally, patients can sign on to their online account for appointment and account information. Appointments will be confirmed by all these methods, unless patient requests changes.

Scheduled appointments, which can not be kept, require 24-hour notice. Failure to provide 24-hour notice can result in a charge of $25.00. Appointments requiring 2 or more hours of the doctor's time will require a minimum of a 25% deposit at the time it is scheduled. Non-office hour emergency appointments can result in an after office hour charge.

Patient Account Responsibility: PAYMENT IS DUE AT TIME OF SERVICE
Adult patients are responsible for their bill and any other members on their account at the time of service. The responsibility for minors rests with the accompanying adult. Payment of any outstanding balances is expected prior to separation of accounts. This office is NOT a party to your divorce decree.

Statements will be sent monthly to patients with outstanding balances. Payment is due at time of receipt. Any account 90 days past due with no payment or patient communication is eligible to be turned over for collection. Accounts will be charged a $25.00 fee for returned checks, as well as cash payment to cover check balance.

Insurance:
It is the patient's responsibility to provide us with current dental insurance information. (Your employer and insurance company should provide this information to you):
- Insurance Company Name, Address and Phone Number
- Employer Name, Address, Insurance Group Name and Number

Patients are responsible for understanding their dental benefits to include deductible, coverage maximums, etc. and should contact their insurance company if they have benefit questions.

Having more than one insurer DOES NOT necessarily mean that your services are covered 100%. Secondary insurers will pay as a function of what your primary carrier pays. As a service to our patients we file your insurance at the time of service. If we are unable to collect on your insurance after two attempts due to invalid or outdated information we will discuss the situation with you. At this time you can provide us payment and collect your own insurance or provide us the necessary current information and agree to pay a $5.00 service fee for each additional filing thereafter.

Many insurance companies reimbursement for posterior composites (white/tooth colored) fillings and crowns (porcelain) is at the same level of benefit as an amalgam (silver) restoration and crown (metal) for the same tooth. The additional financial responsibility is the patients. It is very difficult to estimate this difference.

Our policy is to attempt to estimate your insurance coverage at the time of service based on benefit information obtained from your insurance company. We expect payment of insurance deductibles and copays at the time of service. Any over estimations of deductibles and copays will be credited to the patients account and will be refunded at the patient's request, or when we review accounts for credit balances.

We will attempt to submit a pre-determination of benefits for major dental procedures at the request of the patient or if required by the insurance company. These provide an estimate of insurance coverage and patient responsibility from the insurance company.

Thank you for your business. We feel these policies and procedures allow us to provide you the professional services you deserve.

I have read the Financial Policy. I understand and agree with this Financial Policy.

I consent to communication by mail, email, cell phone, text, and land line phone.

X Signature (obtained electronically in office) Date: