

Patient ID: (Internal Use) _____

Date: _____

Patient Information



As required by law, our office adheres to written policies and procedures to protect the privacy of information about you that we create, receive or maintain. Your answers are for our records only and will be kept confidential subject to applicable laws. Please note that you will be asked some questions about your responses to this questionnaire and there may be additional questions concerning your health. This information is vital to allow us to provide appropriate care for you. This office does not use this information to discriminate.

Mr. Mrs. Ms. Dr.

Male Female

Single Married Divorced Widowed

First Name	Middle Name	Last Name	Preferred Name
Home Address	City	State	Zip
Social Security Number	Driver's License Number/ID Number		Date of Birth
Height	Weight	Home Phone	Cell Phone
Occupation	Employer Name		Employer Phone
Employer Address	City	State	Zip
Emergency Contact Name	Relationship	Home Phone	Cell Phone
If you are completing this form for another person, what is your relationship to that person?			
Your Name	Relationship		
How did you first hear about our office?			
<input type="checkbox"/> Patient (Name) _____ <input type="checkbox"/> Employee (Name) _____ <input type="checkbox"/> Dental or Medical Office: (Please Specify): _____			
<input type="checkbox"/> Drive By Office <input type="checkbox"/> Google <input type="checkbox"/> Insurance Company <input type="checkbox"/> Other (Please Specify): _____			
Do you have any of the following diseases or problems: (Check DK if you Don't Know the answer to the question)			YES NO DK
Active Tuberculosis			
..... <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
Persistent Cough Greater than a 3-week duration .			
Cough that produces Blood			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
..... <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
Been Exposed to anyone with tuberculosis			
..... <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
<i>If you answer yes to any of the 4 items above, please stop and return this form to the receptionist.</i>			

Person Responsible for Account Check Here if Same As Above

Mr. Mrs. Ms. Dr.

Male Female

Single Married Divorced Widowed

First Name	Middle Name	Last Name	Preferred Name
Home Address	City	State	Zip
Social Security Number	Driver's License Number/ID Number		Date of Birth
Home Phone	Cell Phone	Email Address	
Occupation	Employer Name		Employer Phone
Employer Address	City	State	Zip

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Dental Insurance Information I Do NOT have Dental Insurance

Subscriber's (Insured) First and Last Name	Subscriber's (Insured) Date of Birth	Subscriber's (Insured) Social Security Number	
Name of Subscriber's (Insured) Employer	Patient Relationship to the Subscriber		
Insurance Company Name	Phone Number	Subscriber ID #/ Policy ID #	Group ID/Name/#
Insurance Company Address	City	State	Zip

Secondary Dental Insurance Information I Do NOT have Secondary Dental Insurance

Subscriber's (Insured) First and Last Name	Subscriber's (Insured) Date of Birth	Subscriber's (Insured) Social Security Number	
Name of Subscriber's (Insured) Employer	Patient Relationship to the Subscriber		
Insurance Company Name	Phone Number	Subscriber ID #/ Policy ID #	Group ID/Name/#
Insurance Company Address	City	State	Zip

Dental Information

	YES	NO	DK		YES	NO	DK
Does your gums bleed you brush or floss?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you wear dentures or partials?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are your teeth sensitive to cold, hot, sweets or pressure?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you participate in active recreational activities?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is your mouth dry?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have you ever had a serious injury to your head or mouth?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you had any periodontal (gum) treatments?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Date of your last dental exam: _____			
Have you ever had orthodontic (braces) treatment?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	What was done at that time? _____			
Have you had any problems associated with previous dental treatment?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Date of last dental x-rays: _____			
Is your home water supply fluoridated?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	What is the reason for your dental visit today? _____			
Do you drink bottled or filtered water?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____			
If yes, how often? (Check one:) DAILY <input type="checkbox"/> / WEEKLY <input type="checkbox"/> / OCCASIONALLY <input type="checkbox"/>				How do you feel about your smile? _____			
Are you currently experiencing dental pain or discomfort?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____			
Do you have earaches or neck pains?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Do you have any clicking, popping or discomfort in the jaw?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Do you brux or grind your teeth?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Do you have sores or ulcers in your mouth?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

Medical Information

	YES	NO	DK		YES	NO	DK
Are you now under the care of a physician?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Date of last physical exam: _____			
Physician Name: _____				Have you had a serious illness, operation or been hospitalized in the past 5 years?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Phone #: _____				If yes, what was the illness or problem? _____			
Are you in good health?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are you taking or have you recently taken any prescription or over the counter medicine(s)?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has there been any change in your general health within the past year?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If so, please list all, including vitamins, natural or herbal preparations and/or dietary supplements: _____			

Blood transfusion..... <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Cancer/Chemotherapy/ Radiation Treatment.... <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Epilepsy..... <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Type of infection:
If yes, date: _____	Chest pain upon exertion <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	YES NO DK	Kidney problems..... <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
YES NO DK	Chronic pain..... <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		Night sweats..... <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Hemophilia..... <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Diabetes Type I or II.... <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Fainting spells or seizures <input type="checkbox"/> <input type="checkbox"/>	Osteoporosis..... <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
AIDS or HIV infection... <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Eating disorder..... <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	Persistent swollen glands in neck..... <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Arthritis..... <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Malnutrition..... <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Neurological disorders..... <input type="checkbox"/> <input type="checkbox"/>	YES NO DK
Autoimmune disease... <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Gastrointestinal disease <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	Severe headaches/ migraines..... <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Rheumatoid arthritis.... <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	G.E. Reflux/persistent heartburn..... <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	If yes, specify: _____	Severe or rapid weight loss... .. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Systemic lupus erythematosus..... <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	YES NO DK	Sleep disorder..... <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Sexually transmitted disease.. .. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Asthma..... <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Ulcers..... <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Do you snore?..... <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Excessive urination..... <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Bronchitis..... <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Thyroid problems..... <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Mental health disorders <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Emphysema..... <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Stroke..... <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Specify: _____	
Sinus trouble..... <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Glaucoma..... <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	YES NO DK	
YES NO DK	Hepatitis, jaundice or liver disease..... <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Recurrent Infections..... <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Tuberculosis..... <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			

NOTE: Both doctor and patient are encouraged to discuss any and all relevant patient health issues prior to treatment.

I certify that I have read and understand the above and that the information given on this form is accurate. I understand the importance of a truthful health history and that my dentist and his/her staff will rely on this information for treating me. I acknowledge that my questions, if any, about inquiries set forth above have been answered to my satisfaction. I will not hold my dentist, or any other member of his/her staff, responsible for any action they take or do not take because of errors or omissions that I may have made in the completion of this form.

Print Name of Patient/Legal Guardian: _____ Date: _____

Signature of Patient/Legal Guardian: _____ Date: _____

Signature of Dentist: _____ Date: _____

For Completion By Dentist

Comments:

Annual Update Form for Current Patients

Email:

Cell #:

Date

As required by law, our office adheres to written policies and procedures to protect the privacy of information about you that we create, receive or maintain. Your answers are for our records only and will be kept confidential subject to applicable laws. Please note that you will be asked about responses to this questionnaire and there may be additional questions concerning your health. This information is vital and to allow us to provide appropriate care for you. This office does not use this information to discriminate.

Name:

Home Phone:

Work Phone:

()

()

Address:

City:

State:

Zip:

Mailing address

Did your Dental insurance change? _____

DENTAL INFORMATION

Has your dental health changed since your last visit? _____

Are you here for routine care? _____

Did you want to address a specific dental need today with your dentist? _____

MEDICAL INFORMATION

ALLERGIES: Please check "yes" or "no" to any allergies you have. To all yes responses please specify what you are allergic to type and severity of reaction. (Use the back of this form for additional space.)

Yes No

Local Anesthetics

Antibiotics

Hay fever/Seasonal

Latex (rubber)

Yes No

Sulfa Drugs

Metal

Animals

Other

Yes No

Aspirin

Iodine

Food

Yes No

Codeine or other narcotics

Barbiturates

Sedatives or sleeping pills

Do you or have you had Multiple myeloma or metastatic cancer?

Date Treatment began: _____

Joint Replacement: Have you had an orthopedic total joint (hip, knee, elbow, finger) replacement?

Date: _____ If yes, have you had any complications? _____

Are you taking or scheduled to begin taking an antiresorptive agent (like Fosamax, Actonel, Atelvia, Bonivia, Reclast, Prolia) for osteoporosis or Paget's disease? _____

Since 2001, were you treated or are you presently scheduled to begin taking an antiresorptive agent (like Aredia, Zometa, XGEVA) for bone pain, hypercalcemia or skeletal complications resulting from Paget's disease? _____

Has a physician or previous dentists recommended that you take antibiotics prior to your dental treatment? _____

Name of physician or dentist making recommendation _____

Phone number: () _____

WOMEN ONLY: Are you pregnant? _____ Are you nursing? _____

Are you using birth control pills or hormone replacement therapy? _____

MEDICAL INFORMATION Please check yes or no.

Do you wear contact lenses? _____
Do you use controlled substances (drugs) _____
Do you use tobacco (smoking, snuff, Chew, Bidis)? _____
If so, how interested are you in stopping? Circle one: Very / Somewhat / Not interested
Do you drink alcoholic beverages? _____ If yes, how much did you drink in the last 24 hours? _____
If yes, how much do you typically drink in a week? _____

Are you now under the care of a physician? _____ Physician Name _____
Has there been any change in your health within the past year? _____
If yes, please explain. _____
Have you had a serious illness, operation or been hospitalized in that past 2 years? _____
If yes, please explain? _____
Are you taking or have you recently taken any prescription or over the counter medicine? _____
If yes, please list all, including vitamins, natural or herbal preparation on/or dietary supplements:

Please check "yes" or "no" to indicate whether you have had or have any of the following conditions or diseases. If necessary explain yes answers below.

- | Yes | No | Yes | No | Yes | No | Yes | No |
|--------------------------|--|--------------------------|--|--------------------------|--|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> Artificial Heart Valve | <input type="checkbox"/> | <input type="checkbox"/> Angina | <input type="checkbox"/> | <input type="checkbox"/> Arteriosclerosis | <input type="checkbox"/> | <input type="checkbox"/> Congestive Heart Failure |
| <input type="checkbox"/> | <input type="checkbox"/> Congenital heart defect | <input type="checkbox"/> | <input type="checkbox"/> Damaged heart valve | <input type="checkbox"/> | <input type="checkbox"/> Heart attack | <input type="checkbox"/> | <input type="checkbox"/> Heart disease |
| <input type="checkbox"/> | <input type="checkbox"/> Heart murmur/MPV | <input type="checkbox"/> | <input type="checkbox"/> Heart surgery | <input type="checkbox"/> | <input type="checkbox"/> Low blood pressure | <input type="checkbox"/> | <input type="checkbox"/> High blood pressure |
| <input type="checkbox"/> | <input type="checkbox"/> High cholesterol | <input type="checkbox"/> | <input type="checkbox"/> Pacemaker | <input type="checkbox"/> | <input type="checkbox"/> Endocarditis | <input type="checkbox"/> | <input type="checkbox"/> Rheumatic fever |
| <input type="checkbox"/> | <input type="checkbox"/> Abnormal bleeding | <input type="checkbox"/> | <input type="checkbox"/> Anemia/Hemophilia | <input type="checkbox"/> | <input type="checkbox"/> AIDS/HIV | <input type="checkbox"/> | <input type="checkbox"/> Arthritis/Rheumatoid Arthritis |
| <input type="checkbox"/> | <input type="checkbox"/> Autoimmune disease | <input type="checkbox"/> | <input type="checkbox"/> Lupus/Erythematosis | <input type="checkbox"/> | <input type="checkbox"/> Asthma/Bronchitis | <input type="checkbox"/> | <input type="checkbox"/> Emphysema |
| <input type="checkbox"/> | <input type="checkbox"/> Tuberculosis | <input type="checkbox"/> | <input type="checkbox"/> Cancer/Chemotherapy | <input type="checkbox"/> | <input type="checkbox"/> Radiation | <input type="checkbox"/> | <input type="checkbox"/> Excessive urination |
| <input type="checkbox"/> | <input type="checkbox"/> Glaucoma | <input type="checkbox"/> | <input type="checkbox"/> Eating disorder | <input type="checkbox"/> | <input type="checkbox"/> Ulcer | <input type="checkbox"/> | <input type="checkbox"/> Gastrointestinal issues |
| <input type="checkbox"/> | <input type="checkbox"/> Stomach Problems | <input type="checkbox"/> | <input type="checkbox"/> Hepatitis/Liver Disease | <input type="checkbox"/> | <input type="checkbox"/> Kidney problems | <input type="checkbox"/> | <input type="checkbox"/> Thyroid Problem |
| <input type="checkbox"/> | <input type="checkbox"/> Stroke | <input type="checkbox"/> | <input type="checkbox"/> Seizure | <input type="checkbox"/> | <input type="checkbox"/> Epilepsy | <input type="checkbox"/> | <input type="checkbox"/> Osteoporosis |
| <input type="checkbox"/> | <input type="checkbox"/> Sleep disorder | <input type="checkbox"/> | <input type="checkbox"/> Snoring/Sleep apnea | <input type="checkbox"/> | <input type="checkbox"/> Swollen neck glands | <input type="checkbox"/> | <input type="checkbox"/> Headaches/Migraines |
| <input type="checkbox"/> | <input type="checkbox"/> Recurrent infections | <input type="checkbox"/> | <input type="checkbox"/> Neurological Disorder | <input type="checkbox"/> | <input type="checkbox"/> Mental disorder | <input type="checkbox"/> | <input type="checkbox"/> Night sweats |
| <input type="checkbox"/> | <input type="checkbox"/> Weight loss/gain | | | | | | |

Do you have any disease, condition, or problem not listed above that you think your dentist should know about?
Please explain: _____

Reviewed by doctor: _____

Note: Both doctor and patient(s) are encouraged to discuss any and all relevant patient health issues prior to treatment.
I certify that I have read and understand the above and that the information given on this form is accurate. I understand the importance of a truthful health history and that my dentist and his/her staff will rely on this information for treating me. I acknowledge that my questions, if any, about inquires set forth above have been answered to my satisfaction. I will not hold my dentist, or any other member of his/her staff, responsible for any action they take or do not take because of errors or omissions that I may have made in the completion of this form.

Signature of Patient/Legal Guardian _____ Print Name _____ Date _____



Patient Financial Policy

Thank you for choosing Oasis Dental. We value your confidence in our team, and we are committed to providing high-quality, compassionate dental care in a professional and transparent manner. To ensure mutual understanding and to help us continue delivering excellent service, we have established the following financial policy. This policy outlines our procedures regarding payment, insurance, account management, and appointment attendance so that every patient is fully informed and comfortable with the financial aspects of their care.

Payment for Services

- Patients are ultimately responsible for all treatment fees, regardless of insurance coverage or benefit estimate.
- Payments for all services are due at the time treatment is provided, unless prior arrangements are made with the office.
- We accept cash, debit, most major credit cards and (Care Credit/Financing options).
- Any estimated portion that is not covered by insurance will be due on the date of service. After insurance has paid, the remaining balance is the patient's responsibility.
- If the insurance payment is being sent to the patient, the full cost of treatment will be collected day of service.

Insurance

- An insurance/benefit plan is a contract between the patient and their insurance company.
- It is in the patient's best interest to understand their insurance benefits and limitations.
- As a courtesy, we will perform an initial verification of benefits, but this does not guarantee claim coverage or payment.
- We will file a claim, appeal denials, send pre-determinations when required or requested, as well as follow up on unpaid claims, etc.
- The patient may choose to or be asked to follow up with their dental benefit plan on any questions that they have regarding their estimated benefit, payment for services or denial.

Account Management

- Balances are the responsibility of the patient and due within 30 days of receipt of explanation of benefits.
- 1.5 % interest/service fee is charged on any patient balance over 60 days.



- The patient will receive statements via mail when they have a balance on their account. Phone calls and emails may be used while attempting to collect an outstanding balance. To opt out of a specific form of communication, please make a request in writing.
- If a balance remains unpaid after 120 days, the account may be referred to a collection agency. Additional fees associated with the collections process may be added to the outstanding balance.

Appointment Attendance and Deposit Policy

- To provide the treatment needed, we are setting aside a room, doctor, and team. Making a treatment appointment confirms your availability for the time scheduled. We will provide a reminder to your preferred contact method but want to work with you to schedule at a time you are confident you can keep. A \$50 fee is charged for appointments missed or rescheduled within 48 hours of scheduled time.
- A deposit of \$100 will be due at the time of scheduling an appointment that is scheduled for over 60 minutes and/ or estimated to have treatment costs at or exceeding \$500. This deposit will hold my appointment time and will go toward treatment costs. (initial below)
 - _____ I will forfeit my deposit if I cancel or reschedule within 48 hours or do not show up for my appointment.
 - _____ I will be entitled to a refund of my deposit or transfer of my deposit to a new time/day if I have given 48 hours or more notice to cancel or reschedule my appointment.

Patient/Guardian (print): _____

Patient/ Guardian (signature): _____

Coordinator (signature): _____

Date: _____



Informed Consent For Notice of Privacy Practices

I understand that under the Health Insurance Portability & Accountability Act (HIPAA), I have certain rights to privacy regarding my protected health information. I understand that this information may be used to:

- Conduct, plan, direct my treatment, and follow-up among the multiple healthcare providers who may be involved in that treatment directly and indirectly. My signature will also serve as a release should I request treatment or radiographs be sent to other attending Doctors in the future.
- Obtain payment from third-party payers in your behalf, ie... dental insurance.
- Conduct normal healthcare operations such as quality assessments and required local/federal certifications.

I have been informed by you of your Notice of Privacy Practices containing a more complete description of the uses and disclosures of my health information. I have been given the right to review such Notice of Privacy Practices prior to signing this consent. I understand that this organization has the right to change its Notice of Privacy Practices from time to time and I may contact this organization at any time to obtain a current copy of the Notice of Privacy Practices.

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

I authorize Oasis Dental and its employees to contact me with information regarding my dental appointments, treatment, billing, health, and services.

I understand that I may revoke this consent in writing at any time, except to the extent that you have taken action relying on this consent.

Please list any other parties who can have access to your dental information:

Name: _____ Relationship: _____

Name: _____ Relationship: _____

I have been informed and consent to these notices & release information to the above person(s)

Patient Name

Patient/Guardian Signature

Date

HIPAA Act

How the Health Insurance Portability and Accountability Act (HIPAA) Will Affect Your Next Dental Visit

The US Department of Health and Human Services has recently issued national health information privacy standards. The Health Insurance Portability and Accountability Act, a federally mandated law known as HIPAA, is designed to:

- provide protection for the privacy of certain identifiable health data (called protected health information [PHI]),
- ensure health insurance coverage when changing employers, and
- provide standards for facilitating electronic transfers of health care-related information.

While the privacy of your personal PHI will remain confidential, certain aspects of this law will permit disclosures of PHI to facilitate public health activities. The following charts review the types of health dated disclosure allowed under HIPAA.

PHI can be disclosed with your authorization in the following categories.

You may request a limitation or restriction on the disclosure of this information. You have the right to:

- request a restriction or limit of any of the above disclosures used for treatment, payment, or office operations.
- inspect and copy information that may be used to make decisions about your care.
- request an amendment of this information if you feel it is incorrect or incomplete.
- an accounting of disclosures we have made that were not related to treatment, payment, or operations of this office.

These requests must be submitted in writing to the office manager and you will be informed of the specifics that are required.

Treatment - PHI will be used to provide appropriate treatment either by this office or other healthcare providers, diagnostic or fabrication laboratories.

Payment - PHI will be used to facilitate payment for treatment rendered. Your health plan requires this information in order to bill, collect payments, or obtain approval prior to treatment.

Healthcare Operations - In order to ensure all patients receive timely and quality care, PHI will be used to facilitate the daily operations of our practice. These include, but are not limited to:

- clinical/research studies to improve our practice
- appointment reminders by phone calls or mailings
- sign-in sheets used to notify us of your arrival
- posted appointment schedules
- information regarding your treatment options or related benefits and services
- communications with family or friends that are involved in your care or payment for your care

PHI can be disclosed without your authorization in the following categories.

As Required by Law	Judicial & Administrative Proceedings	Oversight PHI can be disclosed to a health oversight agency as authorized by law for audits, investigations, inspections, and licensure.
Public Health	Lawsuits & Disputes	Workers' Compensation PHI may be released to workers' compensation or similar programs that provide benefits for work-related injuries or illness.
Public Health Risks	Law Enforcement	Military & Veterans
Health Research PHI disclosures are permitted when required by federal, state, tribal, or local laws.	Coroners & Medical Examiners Release of PHI to officials will occur: in response to a court order, subpoena, discovery request or summons; to identify a suspected fugitive, witness, or missing person; about a victim of crime if unable to obtain permission from the person; to identify a deceased person, determine cause of death, about a death that is believed to be the result of criminal conduct; criminal conduct occurring at the practice; in emergency situations.	National Security and Intelligence Activities
Abuse, Neglect, or Domestic Violence PHI can be disclosed to prevent a threat to your health and safety or the health and safety of others.	Cadaver Organ, Eye, or Tissue Donations PHI disclosure can be made to organ banks as necessary to facilitate organ or tissue donation and transplantation.	Protective Services for the President & Others PHI may be released as authorized by law when requested by military command authorities, federal officials for national security, and protection of the president and other heads of state.