Thank you for selecting us.

To help us meet all your healthcare needs, please fill out this form completely in ink. If you have any questions or need assistance, please ask us and we will be happy to help.

elcome

Patient Information (Confidential)

Name	Date
SS#/SINBirthda	te Home Phone
AddressCity	State/ Zip/ Prov P.C
Email	Cell Phone
Check Appropriate Box: Minor Single Married	Separated Divorced Widowed
If Student, Name of School/College City	State/ Prov Full Time Part Time
Patient or Parent/Guardian's Employer	Work Phone
Business Address City	State/ Zip/ Prov. P.C.
Spouse or Parent/Guardian's Name Employer _	Work Phone
How did you hear about us? \Box Internet \Box Flyer	Friend Other
Person to Contact in Case of Emergency	Phone
Responsible Party	
	Relationship
Name of Person Responsible for this Account	
Address	
Email	
	Financial Institution
Employer Work Phone Work Phone Work Phone Is this Person Currently a Patient in our Office? Yes \[\subseteq \text{No} \]	SS#/SIN
Insurance Information	Relationship
Name of Insured	
Birthdate SS#/SIN	
	r Local # Work Phone State/ Zip/ Prov. P.C
	F Policy/ID# State/ Zip/ Prov. P.C
How Much is Your Deductible? How Much Have You Use	nd? Max. Annual Benefit
Pharmacy	
Name	
Location	
Phone	

Patient Medical History Date of Last Exam Office Phone Physician_ No Yes Yes No g. Are you allergic to or have you had any reactions to the following: П 1. Are you under medical treatment now? Local Anesthetics (e.g. Novocain) Pencillin or any other Antibotiotics 2. Have you ever been hospitalized for any surgical operation or serious illness within the last 5 years? **Sulfa Drugs Barbiturates** If yes, please explain_ **Sedatives lodine** 3. Are you taking any medication(s) including **Aspirin** non-prescription medicine? Any Metals (E.G. Nickel, Mercury, etc.) If yes, what medication(s) are you taking? _ **Latex Rubber** Other 4. Have you ever taken Fen-Phen/Redux? 10. Do you have a persistent cough or throat clearing not \Box associated with a known illness (lasting more than 3 weeks)? Do you use tobacco? 11. Women Only: 6. Do you use controlled substances? \Box Are you pregnant or think you may be pregnant? \Box 7. Are you wearing contact lenses? Are you nursing? Are you taking oral contraceptives? 8. Do you have or have you had any of the following? Nο Yes Nο Yes No **AIDS or HIV Infection Frequently Tired Radiation Therapy** \Box Anemia Glaucoma **Recent Weight Loss** \Box Angina **Hay Fever/Allergies Respiratory Problems Arthritis Heart Attack Rheumatic Fever Asthma Heart Condition** \Box **Sexually Transmitted Disease** \Box Stomach Troubles/Ulcers Cancer Hepatitis/Jaundice Cardiac Pacemaker **High Blood Pressure Stroke Swollen Ankles** Chest Pains **Joint Replacement or Implant** \Box **Kidney Diseases Thyroid Problem Diabetes Easily Winded** \Box \Box Leukemia **Tuberculosis** \Box \Box **Emphysema Liver Disease** Other Epilepsy/Convulsions **Low Blood Pressure** Fainting/Seizures **Mitral Valve Prolapse Patient Dental History** Name of Previous Dentist and Location Date of Last Exam Yes No Yes No \Box 1. Do your gums bleed while brushing or flossing? 8. Do you have frequent headaches? \Box 2. Are your teeth sensitive to hot or cold liquids/foods? 9. Do you clench or grind your teeth? \Box 3. Are your teeth sensitive to sweet or sour liquids/foods? 10. Do you bite your lips or cheeks frequently? 4. Do you feel pain to any of your teeth? 11. Have you ever had any difficult extractions in the past? 5. Do you have any sores or lumps in or near your mouth? 12. Have you ever had any prolonged bleeding \Box 6. Have you had any head, neck or jaw injuries? following extractions? 5. Have you ever experienced any of the following 13. Have you had any orthodontic treatment? problems in your jaw? 14. Do you wear dentures or partials? Clicking If yes, date of placement_ \Box Pain (joint, ear, side of face) 15. Have you ever received oral hygiene instructions Difficulty in opening or closing regarding the care of your teeth and gums? Difficulty in chewing 16. Do you like your smile? **Consent for Service and Authorization and Release** The undersigned hereby authorizes the doctor or dental assistant to take X-rays, study models, photographs, or any other diagnostic aids deemed appropriate by Doctor to make a thorough diagnosis of the patient's dental needs. I also authorize the doctor to perform any and all forms of treatment, medication, and therapy that is needed and appropriate for the patient named below. I understand that the use of anesthetic agents contain a certain risk and authorize Doctor to use anesthetic agents when deemed necessary. I certify that I understand the information above and have answered the health questionnaire to the best of my knowledge. I also understand that providing incorrect information can be dangerous to my health. I hereby authorize Lafayette Dental Excellence to provide any insurance company(s), claims administrator(s), and consulting health care professional(s) information concerning health care, advice, treatment, or supplies provided. The information provided will be used exclusively for the purpose of evaluation and administering claims for benefits. Date: Signature of patient (or parent/quardian of minor)

Lafayette Dental Excellence Notice of Privacy Practices

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

I. Dental Practice Covered by this Notice

This Notice describes the privacy practices of Lafayette Dental Excellence ("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 contact Lafayette Dental Excellence's Privacy Official at:

Dr. Leonid Polinkovsky, DDS. 511 Crossing Drive Suite 200, Lafayette, CO 80026. Phone 303-664-1001, Fax 303-664-1116, smile@lafayettedentalexcellence.com.

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:

- Maintain the privacy of your protected health information;
- Give you this Notice of our legal duties and privacy practices with respect to that information; and
- Abide by the terms of our Notice that is currently in effect.

IV. Last Revision Date

This Notice was last revised on January 01, 2019.

V. How We May Use or Disclose 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 may 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 postcard, letter, phone call, voice message, text or email.
- **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 or 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 your health information to a law enforcement official for a 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 your 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 your 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 your 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 your 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 your 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 your health information to comply with workers' compensation laws or similar programs that provide benefits for work-related injuries or illness.

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

Uses and disclosures of your protected health information that involve the release of psychotherapy notes (if any), 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 this 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.

VII. Your Rights with Respect to Your Health Information

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 appeal it. We will provide a copy of your health information in a format you request if it is readily producible. If not readily producible, we will provide it in a hard copy format or other format that is mutually agreeable. If your health information is included in an Electronic Health Record, you have the right to obtain a copy of it in an electronic format and to direct us to send it to the person or entity you designate in an electronic format. We may charge a reasonable fee to cover our cost to provide you with copies of your health information.

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 (6) 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 may 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 sixty (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.

VIII. Special Protections 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. If your treatment involves this information, you may contact our office for more information about these protections.

IX. 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 is January 1, 2019.

X. 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.

511 Crossing Drive, Suite 200 • Lafayette, CO 80026 • (303) 664-1001 tel • (303) 664-1116 fax

ACKNOWLEDGEMENT OF RECEIPT OF NOTICE OF PRIVACY PRACTICES

You may refuse to sign this acknowledgement.

I,	, have received a copy of this office's Notice
	vacy Practices.
Signat	ure:
Date:	
	For Office Use Only
	For Office Ose Omy
	tempted to obtain written acknowledgement of receipt of our Notice of Privacy Practices from, but acknowledgment could not be obtained because:
	☐ Individual refused to sign
	☐ Communication barriers
	☐ An emergency situation
	□ Other:
•	Please list the name and relationship to anyone you allow us to discuss treatment, finances, or scheduling with.
Name:	Relationship
Name:	Relationship
	www.LafayetteDentalExcellence.com • Smile@LafayetteDentalExcellence.com

Lafayette Dental Excellence

511 Crossing Drive
Suite 200
Lafayette, CO 80026
303-664-1001

Office Policies

The undersigned patient has sought and/or obtained professional treatment and services from Lafayette Dental Excellence (LDE), which practices out of 511 Crossing Drive, Suite 200, Lafayette, CO 80026.

The patient understands and, by signing below, agrees that the charges for professional services provided by Dr. Leonid Polinkovsky, DDS or any employee are due and payable in full upon those services being rendered.

Although the patient is responsible for the entire balance at the time of service, it is LDE's policy to bill the patient's insurance carrier as a courtesy. Please note that secondary insurance will not be billed to, though LDE will provide the patient with the ADA claim form to submit to the secondary carrier for direct reimbursement. LDE does require that the patient's estimated share and/or co-payment be made at the time of service. If the patient's insurance does not render payment within 45 days, the entire balance will be due in full from the patient.

The patient understands that a 48 hour notification to cancel an appointment is required; otherwise a \$90.00 fee (per scheduled hour) may be charged to the patient's account. Monday appointments must be cancelled no later than 1:00pm the Friday before.

LDE's fees are registered as usual and customary with the Denver area. Some insurance carriers set their own usual and customary fees, which may not be the same as LDE's fees. The patient understands that any difference not paid by insurance will be the responsibility of the patient. It is the patient's responsibility to be aware of their dental benefits.

The patient understands and agrees that if the balance is not paid in full within 60 days from the date of service, there will be a billing charge of \$5.00 per month, as well as a 1.75% per month late payment charge until the outstanding balance is paid in full. There will be a \$45.00 service charge for all returned checks.

Accounts over 120 days may be assigned to a collection agency. If so, the patient will be responsible for the entire account balance owed, plus any collection and legal fees accrued.

Any children under the age of 18 must be accompanied by an adult for the duration of the appointment, or LDE will be forced to reschedule at the responsible party's expense.

Patient (or Guardian) Signature	Date
Witness Signature	

Leo Polinkovsky, DDS, FAGD

511 Crossing Drive, Suite 200 • Lafayette, CO 80026 • (303) 664-1001 tel • (303) 664-1116 fax • smile@lafayettedentalexcellence.com Email •

AUTHORIZATION TO RELEASE DENTAL INFORMATION

I hereby authorize and request the office of
to release my dental records to Lafayette Dental Excellence.
I understand that the information to be release includes information regarding the following conditions (if history of condition is noted: sickle cell anemia, alcoholism or drug abuse, psychological or psychiatric condition).
I certify that this request has been made voluntarily and that the information given is accurate to the
best of my knowledge. I understand that I may revoke this authorization at any time, except to the
extent that an action has already been taken to comply with it.
Record Release For: Date:
Patient Signature:
Information Requested:
☐ Dental X-rays: FMX/Pano (5 years old or newer) and BW/PA (1 year old or newer)
☐ Specifically: