

PATIENT INFORMATION

CONFIDENTIAL

PATIENT # _____

(PLEASE PRINT)

DATE _____

NAME _____ BIRTHDATE _____ HOME PHONE _____
FIRST MI LAST

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

INSURANCE COMPANY _____ GROUP # _____ UNION OR LOCAL # _____

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

INSURANCE COMPANY _____ GROUP # _____ UNION OR LOCAL # _____

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

NOTICE OF PRIVACY PRACTICES ACKNOWLEDGEMENT

**PRIVACY ARRANGEMENTS FOR THE OFFICE OF
KEVIN P. RYAN, D.D.S., P.C.**

I understand that, under the Health Insurance Portability & Accountability Act of 1996 ("HIPAA"), I have certain rights to privacy regarding my protected health information. I understand that this information can and will be used to:

- Conduct, plan and direct my treatment and follow-up among the multiple healthcare providers who may be involved in that treatment directly and indirectly.
- Obtain payment from third-party payers.
- Conduct normal healthcare operations such as quality assessments and physician certifications.

I have received, read and understand your *Notice of Privacy Practices* containing a more complete description of the uses and disclosures of my health information. I understand that this organization has the right to change its *Notice of Privacy Practices* from time to time and that I may contact this organization at any time at the address above to obtain a current copy of the *Notice of Private Practices*.

I understand that I may request in writing that you restrict how my private information is used or disclosed to carry out treatment, payment 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.

Patient Name _____

Relationship to Patient: _____

Signature: _____

Date _____

OFFICE USE ONLY

I attempted to obtain the patient's signature in acknowledgement on this Notice of Privacy Practices Acknowledgement, but was unable to do so as documented below:

Date:	Initials:	Reason:
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- | | | | |
|---|-----|-----|----|
| 1. Can we confirm your next visit on the telephone?
What telephone number should we use _____ | YES | NO | |
| 2. Can we leave a message on your machine or voice mail?
Can we identify ourselves as a dental office? | YES | NO | |
| 3. Can we confirm to a family member and ask them to let you know about your appointment? | YES | NO | |
| 4. Can we contact you at work?
Can we identify ourselves as a dental office? | NA | YES | NO |
| 5. Can we leave information (time, date) regarding your appointment with a person at work? | NA | YES | NO |
| 6. If Dr. Ryan needs to contact you regarding your treatment, can he leave a message identifying himself on your home telephone message machine or voice mail? | YES | NO | |
| 7. Can he identify himself to a family member to ask to have you return the call? | YES | NO | |
| 8. When we have to call you regarding a prescription that has been called into the pharmacy, may we leave a message on your machine or voice mail identifying ourselves and telling you that the prescription has been called in? | YES | NO | |

Name: _____ Date: _____

KEVIN P. RYAN, D.D.S., P.C.

1852 BAY SCOTT CIRCLE
SUITE 108
NAPERVILLE, ILLINOIS 60540
PHONE (630) 355-1940
FAX (630) 355-2091

Authorization for Transfer of
Patient Information

Please let this notice serve as my request for transfer of my dental record.

I hereby authorize Dr. Name _____
Address _____
City/State _____
Phone/Fax _____

to release my dental record/radiographs to:

Kevin P. Ryan, D.D.S.
1852 Bay Scott Circle
Suite 108
Naperville, IL 60540
Phone: 630-355-1940

Patient: _____

Date of birth: _____
(If family members are included, please list all names)

Patient signature authorizing
release: _____