



# Patient Registration

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Preferred Name: \_\_\_\_\_ Marital Status: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Gender: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Responsible Party's Name (if different from above): \_\_\_\_\_

Email Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Preferred Pharmacy: \_\_\_\_\_

I give permission to Sunfish Dental to leave a detailed voicemail message for me at the numbers listed above: Initial \_\_\_\_\_

Occupation: \_\_\_\_\_

How did you hear about us? \_\_\_\_\_

I give permission for Sunfish Dental to speak to the following people about treatment and financials on my account:

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**Dental Insurance Information: - (Please provide a copy of the card as well)**

Policy Holder's Name \_\_\_\_\_

DOB of Policy Holder: \_\_\_\_\_

Relationship to Patient: \_\_\_\_\_

Employer: \_\_\_\_\_

Group Number: \_\_\_\_\_ Member ID or SSN: \_\_\_\_\_

Claims Address: \_\_\_\_\_ Contact Phone #: \_\_\_\_\_

Patient/Parent or Guardian Signature \_\_\_\_\_ Date: \_\_\_\_\_

## MEDICAL HISTORY

Patient's Name: \_\_\_\_\_ DOB: \_\_\_\_\_

- Yes  No Do you see a physician on a regular basis?
- Yes  No Have you ever been hospitalized or had a major operation? If yes, please explain: \_\_\_\_\_
- Yes  No Have you ever had a serious head or neck injury? If yes, please explain: \_\_\_\_\_
- Yes  No Are you taking any medications, pills, or drugs? If yes, please list: \_\_\_\_\_
- Yes  No Are you allergic to any of the following? If yes, please check all that apply:  
 Aspirin  Penicillin  Codeine  Local Anesthetics  Acrylic  Metal  Latex  
 Sulfa Drugs  Other: \_\_\_\_\_
- Yes  No In the unlikely event that a member of our staff is exposed to my blood or body fluids through a needle stick, skin cut, or splash to the eyes/mouth area, I agree to have my blood tested (free of charge) for blood borne diseases.
- Yes  No Have you ever taken Fosamax, Boniva, Actonel, or any other medications containing bisphosphonates?
- Yes  No Do you take, or have you taken, Phen-Fen or Redux?
- Yes  No Are you on a special diet?
- Yes  No Do you use tobacco products?
- Yes  No Do you use controlled substances?

**Women:** Are you Pregnant?  Yes  No      Nursing?  Yes  No      Taking oral contraceptives?  Yes  No

**Do you have, or have you had, any of the following? (Check all that apply)**

AIDS/HIV Positive	<input type="checkbox"/>	Alzheimer's Disease	<input type="checkbox"/>	Anaphylaxis	<input type="checkbox"/>	Anemia	<input type="checkbox"/>
Angina	<input type="checkbox"/>	Arthritis/Gout/Rheumatism	<input type="checkbox"/>	Artificial Heart Valve	<input type="checkbox"/>	Artificial Joint	<input type="checkbox"/>
Asthma	<input type="checkbox"/>	Blood Disease	<input type="checkbox"/>	Blood Transfusion	<input type="checkbox"/>	Breathing Problems	<input type="checkbox"/>
Bruise Easily	<input type="checkbox"/>	Cancer	<input type="checkbox"/>	Chemotherapy	<input type="checkbox"/>	Chest Pains	<input type="checkbox"/>
Cold Sores/Fever Blisters	<input type="checkbox"/>	Congenital Heart Disorder	<input type="checkbox"/>	Convulsions	<input type="checkbox"/>	Diabetes/Hypoglycemia	<input type="checkbox"/>
Drug Addiction	<input type="checkbox"/>	Easily Winded	<input type="checkbox"/>	Emphysema/COPD	<input type="checkbox"/>	Epilepsy/Seizures	<input type="checkbox"/>
Excessive Bleeding	<input type="checkbox"/>	Excessive Thirst	<input type="checkbox"/>	Fainting	<input type="checkbox"/>	Frequent Cough	<input type="checkbox"/>
Frequent Diarrhea	<input type="checkbox"/>	Frequent Headaches	<input type="checkbox"/>	Spells/Dizziness/Vertigo	<input type="checkbox"/>	Heart Attack/Failure	<input type="checkbox"/>
Heart Murmur	<input type="checkbox"/>	Heart Pacemaker	<input type="checkbox"/>	Glaucoma	<input type="checkbox"/>	Hemophilia	<input type="checkbox"/>
Hepatitis A	<input type="checkbox"/>	Hepatitis B or C	<input type="checkbox"/>	Heart Trouble/Disease	<input type="checkbox"/>	High Blood Pressure	<input type="checkbox"/>
High Cholesterol	<input type="checkbox"/>	Hives or Rash	<input type="checkbox"/>	Herpes Simplex Virus	<input type="checkbox"/>	Kidney Problems	<input type="checkbox"/>
Leukemia/Lymphoma	<input type="checkbox"/>	Liver Disease	<input type="checkbox"/>	Irregular Heartbeat	<input type="checkbox"/>	Lung Disease	<input type="checkbox"/>
Mitral Valve Prolapse	<input type="checkbox"/>	Multiple Sclerosis	<input type="checkbox"/>	Low Blood Pressure	<input type="checkbox"/>	Pain in Jaw Joints	<input type="checkbox"/>
Parathyroid Disease	<input type="checkbox"/>	Psychiatric Care	<input type="checkbox"/>	Osteoporosis	<input type="checkbox"/>	Recent Weight Loss	<input type="checkbox"/>
Renal Dialysis	<input type="checkbox"/>	Rheumatic	<input type="checkbox"/>	Radiation Treatment	<input type="checkbox"/>	Shingles	<input type="checkbox"/>
Sickle Cell Disease	<input type="checkbox"/>	Fever/Rheumatic	<input type="checkbox"/>	Sexually Transmitted	<input type="checkbox"/>	Stroke	<input type="checkbox"/>
Swelling of Limbs	<input type="checkbox"/>	Heart Disease	<input type="checkbox"/>	Infection	<input type="checkbox"/>	Tuberculosis	<input type="checkbox"/>
Tumors or Growths	<input type="checkbox"/>	Sinus Trouble	<input type="checkbox"/>	Stomach/Intestinal Disease	<input type="checkbox"/>	Cortisone Medicine	<input type="checkbox"/>
Ulcers	<input type="checkbox"/>	Thyroid Disease	<input type="checkbox"/>	Tonsillitis	<input type="checkbox"/>		
				Yellow Jaundice	<input type="checkbox"/>		

Have you ever had any serious illness not listed above? Yes  No  If yes, please explain: \_\_\_\_\_

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 as health problems I may have, or medications I am taking, can have important interrelationships with the dentistry I will receive.

It is my responsibility to inform the dental office of any changes in medical status

**Signature of PATIENT, PARENT, or GUARDIAN:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## Records Release

Patient Name: \_\_\_\_\_ DOB \_\_\_\_\_

Please include the NAMES and BIRTHDATES of any family members you wish to include in this records release:

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➔ **TRANSFER RECORDS TO Sunfish Dental.** I authorize the following clinic to release my records, including all requested dental information, copies or photocopies of my dental record and radiographs, concerning treatment given to me at:

Dental Practice Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Reason for Leaving: Moving  
Insurance is out of network  
Hours of Operation  
Billing Problem  
Other (Please specify): \_\_\_\_\_

⬅ **TRANSFER RECORDS FROM Sunfish Dental.** I am requesting my records be sent to:

[NEW OFFICE] Dentist/Clinic Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
Signature of Patient or Parent/Guardian

\_\_\_\_\_  
Relationship to Patient

\_\_\_\_\_  
Date



## Office Policies

Thank you for choosing Sunfish Dental to be your dental provider! Dr. Tripp and her team are committed to providing the highest quality of care and best service possible. In order for our office to maintain efficiency for you, our patient, please take a moment to read through our office policies.

### Dental Benefits

Please be prepared to show a valid photo ID and your current dental benefit card at each visit to our office. Dental benefits are a contract between you, your employer (if applicable) and the insurance company. As a courtesy, we will file your dental benefits claim for you and assist you with determining benefit information. However, if you have any additional questions about coverage, please contact your insurance company or human resources department. Please

remember that dental benefits are not designed to cover 100% of the cost of all types of dental treatment. Generally, the goal of most policies is to provide only basic care for specific dental services. The benefits that you receive have nothing to do with your needs or achieving a high quality, complete result. Many needed services may not be covered. Treatment recommended by our dental professionals is never based on what your dental benefits will pay, but on what our team feels is best for your overall dental health. At the time of treatment, the patient/guarantor is responsible for the estimated portion that your benefit plan does not cover (also called “copay”). Please remember that you are ultimately responsible for all expenses incurred. We request that you read your policy so that you are fully aware of coverage and any limitations of the benefits provided. In the event that a credit occurs on your account, a refund will be issued in a timely manner.

(initial)

### Financial Considerations

Financial arrangements are required before beginning any treatment that is not covered 100% by dental benefits. Payment, including your copay, is due on **the date of service** unless another arrangement has been made. Due to the rising expense of operations, Sunfish Dental will be implementing a 4% fee on all credit card charges effective November 15, 2021. We are happy to accept check and cash payments without additional fees.

The payment options available to you are:

- **PAYMENT IN FULL:** Payment is due at the time of the appointment.
- **AUTO-PAY:** For treatment exceeding \$100.00, our office offers an auto-payment plan on your credit or debit card. 50% of the total cost of treatment is processed on the day that treatment begins, and a 25% monthly payment is processed until the account is paid in full.

**THIRD PARTY FINANCING:** CARE CREDIT offers deferred interest for larger treatment plans. A minimum purchase is required, and subject to credit approval. For more information, visit: [www.carecredit.com](http://www.carecredit.com).

(initial)

### Referrals

If the treatment required to address your dental needs cannot be provided in our office due to a degree of specialization of treatment, a referral will be given to a provider who can provide the necessary care. It is the patient’s responsibility to call and set up an appointment. Because the procedure will be carried out in another office, fees will vary from ours, and only the specialist’s office can give you an accurate estimate of the cost.

(initial)

### Scheduling

Due to the fact that we are reserving time on our schedule for your appointment, we ask that you contact us by phone with a minimum of two business days advanced notice for any appointments that you may need to cancel and/or change. We understand that conflicts arise; however, failing to attend your appointment or canceling

(Over)

without adequate notice more than 3 times will result in a \$75 charge per appointment. This courtesy on your part will make it possible for us to offer your appointment time to another patient who needs to see the dentist or clinical team. \_\_\_\_\_ (initial)

**Delinquent Accounts**

I agree to pay fees and expenses incurred by Sunfish Dental/Nicole Tripp, DDS, PLLC to collect on this account. After 90 days, all accounts that are not paid in full may be sent to a third party collection agency and are subject to interest at 1.5% monthly/18% annually. I agree to pay fees and expenses incurred by Sunfish Dental/Nicole Tripp, DDS, PLLC to collect on this account. It is agreed and understood that if this obligation should become delinquent that I, the patient or guarantor party, agree to pay the collection costs and costs associated with placing my obligation to a collection agency and/or attorney for litigation. \_\_\_\_\_ (initial)

**HIPAA Acknowledgement**

I understand that as part of my healthcare, this facility originates and maintains health records describing my health history, symptoms, examination and test results, diagnosis, treatment and any plans for future care or treatment. Your personal health information will not be shared. I acknowledge that I have been provided with and understand this facility's Notice of Privacy Practices which provides a complete description of the uses and disclosures of my health information. I understand that I have the right to review this facility's Notice of Privacy Practices prior to signing this acknowledgement; this facility reserves the right to change their Notice of Privacy Practices and prior to implementation of this will mail a copy of any revised notice to the address I've provided if requested. \_\_\_\_\_ (initial)

**Agreement to Arbitration**

By signing this agreement, the patient agrees with the office of Sunfish Dental/Nicole Tripp, DDS, PLLC that any dispute relating to dental care services rendered for any conditions, including any services rendered prior to the date this agreement was signed, and any dispute arising out of the diagnosis, treatment, or care of the patient, shall be resolved by binding arbitration. The patient understands that the result of this arbitration agreement is that claims, including malpractice claims he/she may have against the doctor, cannot be brought as the lawsuit in court before a judge or jury, and agrees that all such claims will be resolved as described in this section. \_\_\_\_\_ (initial)

**Authorization and Release**

I certify that I have read and understand the above information to the best of my knowledge. I authorize Sunfish Dental to release any information including the diagnosis and records of any treatment or examination rendered to me or my child during the period of such dental care to third party payers and/or health practitioners where applicable. I authorize and request my insurance company to pay directly to the dental practice insurance benefits otherwise payable directly to me. I understand that my insurance carrier may pay less than the usual bill for the services. I agree to be responsible for payment of all services rendered on my behalf or my dependents.

\_\_\_\_\_  
Signature of Patient/Responsible Party

\_\_\_\_\_  
Printed Name of Patient

\_\_\_\_\_  
Date