

# GoodSmiles

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## **APPOINTMENT POLICY**

Our office makes every effort to stay on schedule. This saves your time as well as ours. Please try to be on time for your appointment. If you are more than 10 minutes late for your appointment we may ask that you reschedule so we may remain on time for patients scheduled after you. We do ask that you notify our office **24 hours** in advance of your appointment if you need to cancel. If you do not cancel 24 hours in advance or simply fail to show up for your appointment this will be considered a broken appointment. Multiple broken appointments will lead to dismissal from the practice and you will be asked to seek treatment at another office. (If you are covered by Medicaid for dental treatment please see appointment policy under "Medicaid Coverage").

## **FINANCIAL POLICY**

Payment for dental services should be made at the time services are rendered. No further appointments will be made until your account is paid unless alternate financial arrangements are made in advance. We accept Cash, Checks, Debit Cards, Visa, American Express, MasterCard, and Discover. A \$35 fee will be charged for returned checks.

## DENTAL INSURANCE

You will be responsible for payment of your yearly deductible and any copayment at each visit. Copayments are estimated at about 20% of routine services and 50% of major restorative such as crown, bridges, and dentures. As a service to our patients, our office will file your insurance claim with your primary insurance company. You will be responsible for filing your claim with any secondary insurance you may have. After 60 days, any disputed claims will be billed to the patient or responsible party and subsequently paid. Any disputed claims should be discussed between the insured person and the insurance company.

## MEDICAID COVERAGE

Patients covered for dental care under the Medicaid program and over the age of 21 years must pay a \$3.00 copayment for each visit. We do not accept credit card charges less than \$10.00, please have cash or check to pay copays. Children under the age of 21 do not pay this fee. You will not be allowed to make advance appointments if you fail to cancel your appointment 24 hours in advance. Please bring your Medicaid card to each appointment and show this to the receptionist.

## MONTHLY PAYMENTS

Financing for dental services is provided through Care Credit. After the initial exam you must fill out a finance application which upon approval will provide a 6 month interest free loan to cover dental treatment. Payments will be made to Care Credit.

I fully understand and agree to the above appointment and financial policies and agree to maintain my account in good standing. I further understand and agree to pay a 1.5% finance charge added to any balance over 30 days old. I also agree to pay a 20% collection fee and/or legal fees incurred to collect any balances 120 days overdue. I accept full financial responsibility for all charges not covered by insurance.

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Signature

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Date

## INFORMATION FOR PATIENT'S RECORD

Patient \_\_\_\_\_ Preferred Name \_\_\_\_\_  
First Middle Last

Age \_\_\_\_\_ Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_  
Street City or County State

Father \_\_\_\_\_ Mother \_\_\_\_\_  
Full Name Full Name

Father's Occupation \_\_\_\_\_ Business Address \_\_\_\_\_  
if self, please state business here.

Mother's Occupation \_\_\_\_\_ Business Address \_\_\_\_\_

Person responsible for payment of account \_\_\_\_\_

Child's Physician \_\_\_\_\_

Family Dentist \_\_\_\_\_

Who may we thank for referring you to us? \_\_\_\_\_

Do you desire complete regular dental treatment, including regular follow-up examination: Yes  No

Do you desire only a specific or emergency treatment at this time: Yes  No

NOTE: Parents are requested to remain in waiting room when children are being treated. We have found that they respond much better when parents are not present.

### PLEASE ANSWER EACH QUESTION

	Check YES	One NO
Does your child have regular medical examinations? .....	<input type="checkbox"/>	<input type="checkbox"/>
Has your child had any history of heart trouble, allergies, diabetes, asthma, kidney or liver trouble, epilepsy, rheumatic fever? (If answer yes, please underline the condition(s) .....	<input type="checkbox"/>	<input type="checkbox"/>
Has your child had a cerebral or spastic condition? .....	<input type="checkbox"/>	<input type="checkbox"/>
Has your child experienced any unfavorable reaction to medicine? .....	<input type="checkbox"/>	<input type="checkbox"/>
Is your child undergoing medical treatment at present? .....	<input type="checkbox"/>	<input type="checkbox"/>
Is your child presently taking any medicine? .....	<input type="checkbox"/>	<input type="checkbox"/>
Is this your child's first trip to the dentist? .....	<input type="checkbox"/>	<input type="checkbox"/>
Has your child had fluoride treatments? .....	<input type="checkbox"/>	<input type="checkbox"/>

Please use the reverse side for any additional helpful information.

Date \_\_\_\_\_ Please Sign: \_\_\_\_\_



## PATIENT REGISTRATION AND MEDICAL HISTORY

Date: \_\_\_\_\_

Patient Name: \_\_\_\_\_ Preferred Name: \_\_\_\_\_  
First Middle Last

Date of Birth: \_\_\_\_\_ SS# \_\_\_\_\_ Gender:  M  F Status:  Single  Married  Other

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Circle Preferred #: Home / Mobile / Work  
Home Mobile Work

Email address: \_\_\_\_\_

Would you like to receive appointment reminders by e-mail, text or phone? \_\_\_\_\_

Spouse's Name \_\_\_\_\_ Spouse's Phone: \_\_\_\_\_

In case of emergency, who should be notified? Please provide name and phone number below:

### EMPLOYER INFORMATION

Employer Name \_\_\_\_\_ Occupation \_\_\_\_\_

Business Address \_\_\_\_\_ Business Phone \_\_\_\_\_

### RESPONSIBLE PARTY INFORMATION

Who is responsible for this account? \_\_\_\_\_ Relationship to Patient \_\_\_\_\_

Responsible Party SSN: \_\_\_\_\_

### PRIMARY DENTAL INSURANCE INFORMATION

Name of Insurance Company \_\_\_\_\_ Group Number \_\_\_\_\_

### MEDICAL HISTORY INFORMATION

Do you have any CURRENT HEALTH PROBLEMS?  Yes  No \_\_\_\_\_

Are you under a PHYSICIANS care now?  Yes  No For what? \_\_\_\_\_

Are you currently taking any medication?  Yes  No List additional medication on back.

Are you pregnant?  Yes Due Date \_\_\_\_\_  No Do you smoke?  Yes  No

Family Physician's Name \_\_\_\_\_ Phone # \_\_\_\_\_

Date of Most Recent Physical: \_\_\_\_\_

#### Check mark any of the following which you have had or have at present

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Heart Attack   | <input type="checkbox"/> Stroke                         | <input type="checkbox"/> Venereal Disease (Syphilis, Gonorrhea, etc.) |
| <input type="checkbox"/> High Blood Pressure  | <input type="checkbox"/> Liver Disease                  | <input type="checkbox"/> Arthritis                                    |
| <input type="checkbox"/> Congenital Heart Lesions   | <input type="checkbox"/> Nervousness                    | <input type="checkbox"/> Pain in Jaw Joints                           |
| <input type="checkbox"/> Heart Pacemaker  | <input type="checkbox"/> Drug Addiction                 | <input type="checkbox"/> Pneumonia                                    |
| <input type="checkbox"/> Heart Disease  | <input type="checkbox"/> Alcoholism                     | <input type="checkbox"/> HIV Positive                                 |
| <input type="checkbox"/> Heart Murmur   | <input type="checkbox"/> Psychiatric Treatment          |   |
| <input type="checkbox"/> Heart Surgery  | <input type="checkbox"/> Epilepsy or Seizures           |   |
| <input type="checkbox"/> Heart Problems   | <input type="checkbox"/> Allergies or Hives             |   |
| <input type="checkbox"/> Angina Pectoris  | <input type="checkbox"/> Cortisone Medication           |   |
| <input type="checkbox"/> Rheumatic Fever  | <input type="checkbox"/> Bleeding Problems              |   |
| <input type="checkbox"/> Artificial Heart Valve   | <input type="checkbox"/> Emphysema                      |   |
| <input type="checkbox"/> Anemia   | <input type="checkbox"/> Chemotherapy (Cancer/Leukemia) |   |
| <input type="checkbox"/> Ulcers   | <input type="checkbox"/> Asthma                         |   |
| <input type="checkbox"/> Hepatitis <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C | <input type="checkbox"/> Kaposi's Sarcoma               |   |
| <input type="checkbox"/> Blood Transfusion  | <input type="checkbox"/> Kidney Trouble                 |   |
| <input type="checkbox"/> Fever Blisters   | <input type="checkbox"/> Yellow Jaundice                |   |
| <input type="checkbox"/> Glaucoma   | <input type="checkbox"/> Hemophilia                     |   |
| <input type="checkbox"/> Tuberculosis (TB)  | <input type="checkbox"/> Fainting or Dizzy Spells       |   |
| <input type="checkbox"/> Thyroid Disease  | <input type="checkbox"/> Sickle Cell Disease            |   |
| <input type="checkbox"/> Scarlet Fever  | <input type="checkbox"/> Diabetes                       |   |

#### Medical Alerts

- Allergic to Aspirin
- Allergic to Codeine
- Allergic to Lidocaine
- Allergic to Penicillin
- Allergic to Latex
- Artificial Joint/Hip/Knee
- Pre-medication Required
- Other (list below)

The above information is accurate and complete to the best of my knowledge and is only for use in my treatment, billing and processing of insurance for the benefits for which I am entitled. I will not hold my dentist or any member of his/her staff responsible for any errors or omissions that I may have made in the completion of this form.

Date \_\_\_\_\_ Signature \_\_\_\_\_

