POLYVIOU
FAMILY DENTISTRY

Date_____How were you referred to our office?_____

Patient Information Sheet

Name:_____ Male/Female Date of Birth:_____Age_____

Address:_____City:_____State:_____Zip Code:_____

Home #:_____ Cell #:_____ Work #:_____

Primary Phone #:_____

Social Security #:_____

Email Address:_____

Guardian Information/Spouse Information

Guardian/Spouse Name:_____Date of Birth:_____

Address:_____City:_____State:_____Zip Code:_____

Home #:_____ Cell #:_____ Work #:_____

Insurance Information

Insurance is billed as a courtesy to our patients. Patient copayment serves as estimate only. You will be responsible for all treatment fees not paid by your insurance company.

Please initial_____

Primary Subscriber Name:_____Date of Birth:_____

ID #:_____ SS #:_____

Insurance company name:_____ Phone #:_____

Group Number:_____

Secondary Subscriber Name:_____Date of Birth:_____

ID #:_____ SS #:_____

Insurance company name:_____ Phone #:_____

Group Number:_____

Patient/Guardian Signature:_____Date:_____

Assistant_____ Doctor_____ Hygienist_____

Are your teeth sensitive to:

Heat? Yes No
Cold? Yes No
Sweets? Yes No
Biting Pressure? Yes No

Does food get caught between your teeth? Yes No

Do your gums bleed when brushing? Yes No

Do you have swelling? Yes No

Do you notice bad mouth odor? Yes No

Problems with your jaw: Yes No

Difficulty opening or closing? Yes No

Difficulty chewing? Yes No

Do you avoid any part of your mouth while brushing? Yes No

Have you had a reaction to a local anesthetic? Yes No

Are you dissatisfied with the appearance of your teeth? Yes No

Do you smoke? Yes No

Do you have missing teeth? Yes No

Do you want to lose any teeth? Yes No

Do you have any fears of having Dental Work? Yes No

If so, explain:_____

_____

Are you concerned about the finances required to return your teeth to excellent health? Yes No

Will you need a payment plan to cover your expenses? Yes No

Do you have frequent headaches? Yes No

Do you snore? Yes No

Have you been diagnosed with sleep apnea? Yes No

Do you have crowding or spacing? Yes No

Have you been diagnosed with HPV? Yes No

Do you have a latex allergy or sensitivity? Yes No

When was your last dental appointment?_____

_____

Do you have any general health problems? Yes No

If so, please specify:_____

_____

Have you had surgery? Yes No

If so, explain:_____

_____

Are you currently under a physician's care? Yes No

If so, explain:_____

_____

Any Medications? Yes No

If so, please list:_____

_____

To the best of your knowledge, do you or your family members have the following medical conditions?

Heart Ailment	Yes No	me / family
Diabetes	Yes No	me / family
Rheumatic Fever	Yes No	me / family
Epilepsy	Yes No	me / family
High Blood Pressure	Yes No	me / family
Respiratory Disease	Yes No	me / family
Hepatitis	Yes No	me / family
HIV Positive	Yes No	me / family
Prolonged Bleeding	Yes No	me / family

Allergy to any Medications? Yes No

If so, please list:_____

_____

Are you pregnant? Yes No

Patient/Guardian Signature:_____Date:_____

Assistant_____ Doctor_____ Hygienist_____

NOTICE OF PRIVACY PRACTICES

THIS NOTICE DESCRIBES HOW HEALTH INFORMATION ABOUT YOU MAY BE USED AND DISCOLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION.

PLEASE REVIEW IT CAREFULLY.
THE PRIVACY OF YOUR HEALTH INFORMATION IS IMPORTANT TO US.

OUR LEGAL DUTY

We are required by applicable federal and state law to maintain the privacy of your health information. We are also required to give you this Notice about our privacy practices, our legal duties, and your rights concerning your health information. We must follow the privacy practices that are described in this Notice while it is in effect. This Notice takes effect _____ and will remain in effect until we replace it.

We reserve the right to change our privacy practices and applicable law permits the terms of this Notice at any time, provided such changes. We reserve the right to make the changes in our privacy practices and the new terms of our notice, effective for all health information that we maintain including health information we created or received before we made the changes. Before we make a significant change in our privacy practices. We will change this Notice and make the new Notice available upon request.

You may request a copy of our Notice at any time. For more information about our privacy practices or for additional copies of this Notice, please contact us using the information listed at the end of this Notice.

USES AND DISCLOSURES OF HEALTH INFOMRATION

We use and disclose health information about you for treatment, payment, and healthcare operations. For example:

Treatment: We may use or disclose your health information to a physician or other healthcare provider providing treatment to you.

Payment: We may use and disclose your health information to obtain payment for services we provide to you.

Healthcare Operations: We may use and disclose your health information in connection with our healthcare operations. Healthcare operations include quality assessment and improvement activities, reviewing the competence or qualifications of healthcare professionals, evaluating practitioner and provide performance, conducting training programs, accreditation, and certification, licensing or credentialing activities.

Your Authorization: In addition to our use of your health information for treatment, payment or healthcare operations, you may give us written authorization to use your health information or to disclose it to anyone for any purpose. If you give us an authorization, you may revoke it in writing at any time. Your revocation will not affect any use or disclosures permitted by your authorization while it was in effect. Unless you give us a written authorization we cannot use or disclose your health information for any reason except those described in this Notice.

To Your Family and Friends: We must disclose your health information to you, as described in the Patient Rights section of this Notice. We may disclose your health information to a family member, friend or other person to the extent necessary to help with your healthcare or with payment for your healthcare, but only if you agree that we may do so.

Persons Involved In Care: We may use or disclose health information to notify, or assist in the notification of (including identifying or locating) a family member, your personal representative or another person responsible for your care, of your location, your general condition, or death. If you are present, then prior to use or disclosure of your health information, we will provide you with an opportunity to object to such uses or disclosures of your health information. We will provide you with an opportunity to object to such uses or disclosures. In the event of your incapacity or emergency circumstances, we will disclose health information based on a determination using our professional judgment and our experience with common practice to make reasonable inferences of your best interest in allowing a person to pick up filled prescriptions, medical supplies, x-rays, or other similar forms of health information.

Marketing Health-Related Services: We will not use your health information for marketing communications without your written authorization.

Required by Law: We may use or disclose your health information when we are required to do so by law.

Abuse or Neglect: We may disclose your health information to appropriate authorities if we reasonably believe that you are a possible victim of abuse, neglect, or domestic violence or the possible victim of other crimes. We may disclose your health information to the extent necessary to avert a serious threat to your health or safety or the health of safety of others.

National Security: We may disclose to military authorities the health information of Armed Forces personnel under certain circumstances. We may disclose to authorized federal officials health information required for lawful intelligence, counterintelligence, and other national security activities. We may disclose to correctional institution or law enforcement official having lawful custody of protected health information of inmate or patient under certain circumstances.

Appointment Reminders: We may use or disclose your health information to provide you with appointment reminders (such as voicemail, messages, postcards, or letters)

PATIENT RIGHTS

Access: You have the right to look at or get copies of your health information with limited exceptions. You may request that we provide copies in a format other than photocopies. We will use the format your re quest unless we cannot practicably do so. (You must make a request in writing to obtain access to your health information. You may obtain a form to request access by using the contact information listed at the end of this Notice. We will charge you a reasonable cost based fee for expenses such as copies and staff time. You may also request access by sending us a letter to the address at the end of this Notice. If you request copies, we will charge you $0-50 for each page. $25.00 per hour for staff time to locate and copy your health information, and postage if you want the copies mailed to you. If you request an alternative format we will charge a cost-based fee for providing your health information in that format if you prefer we will prepare a summary or an explanation of your health information for a fee. Contact us using the information sheet at the end of this Notice for a full explanation of our fee structure.)

Disclosure Accounting: You have the right to receive a list of instances in which we or our business associates disclosed your health information for purposes, other than treatment, payment, healthcare operations and certain other activities for the last 6 years, but not before April 14, 2003. If you request this accounting more than once in a 12 month period, we may charge you a reasonable, cost based fee for responding to these additional requests.

Restriction: you have the right to request that we place additional restrictions on our use or disclosure of your health information. We are not required to agree to these additional restrictions, but if we do, we will abide by our agreement (except in an emergency).

Alternative Communication: You have the right to request that we communicate with you about your health information by alternative means or to alternative locations. (You must make your request in writing.) Your request must specify the alternative means or location, and provide satisfactory explanation on how payments will be handled under the alternative means or location you request.

Amendment: You have the right to request that we amend your health information. (Your request must be in writing and it must explain why the information should be amended.) We may deny your request under certain circumstances.

Electronic Notice: If you receive this Notice on our website or by electronic mail (email), you are entitled to receive this Notice in written form.

QUESTIONS AND COMPLAINTS

If you want more information about our privacy practices or have questions or concerns, please contact us.

If you are concerned that we may have violated your privacy rights, or you disagree with a decision we made about access to your health information or in response to a request you made to amend or restrict the use or disclosure of your health information or t have use communicate with you by alternative means or at alternative locations, you may complain to us using the contact information listed at the end of this Notice. You also may submit a written complaint to the U.S. Department of Health and Human Services. We will provide you with the address to file your complaint with the U.S. Department of Health and Human Services upon request.

We support your right to the privacy of your health information. We will not retaliate in any way if you choose to file a complaint with us or the U.S. Department of Health and Human Services.

Contact Officer_____

Telephone_____ Fax_____

E-mail_____

Address_____

ACKNOLWEDGMENT OF RECEIPT OF PRIVACY PRACTICES NOTICE

Paul Polyviou, DDS, P.C & Associates

PLEASE SIGN THE FORM BELOW UNDER THE HEADING CONSENT OT CONSENT TO OUR DISCLOSURES OF YOUR INFOMRATION THAT WE DEEM NECESSARY IN ORDER TO PROVIDE YOU WITH PROPER TREATMENT.

PART ONE: **Acknowledgement of Receipt of Privacy Notices**

I, _____, acknowledge that I have received a Notice of Privacy Practices from the above named practice.

Signature:_____ **Date:**_____

If a personal representative signs this authorization on behalf or the individual please complete the following.

Personal Representative's Name:_____

Relationship to Individual: _____

FOR OFFICE USE ONLY:

PART TWO: Good faith effort to obtain acknowledgement of Receipt

Patient refused to sign:

Describe your good faith effort to obtain the individual's signature on the form: _____
_____

Describe the reason why the individual would not sign the form: _____
_____

PATIEINT CONSENT

I attest that the above information is correct.

Patient Signature:_____Date:_____

FINANCIAL ARRANGEMENTS AND DENTAL INSURANCE

Dr. Paul Polyviou, D.D.S., P.C. & Associates
3784 Dix Toledo Rd.
Lincoln Park, MI 48146

We are committed to providing you with the best possible care. If you have dental insurance, we are happy to help you receive your maximum allowable benefits. However, due to many changes in insurance policies, it is no longer an easy task to interpret each individual's policy. Although we try to stay aware of these changes, it is not always possible. Therefore, we urge you, as the patient, to please check with your insurance company prior to any office procedures. We charge what is reasonable and customary for our area. You are responsible for payment regardless of any insurance company's determination of usual and customary rates. Also, understand that not all service areas covered benefit in all contracts. Some insurance companies arbitrarily select certain services they will cover. While the filing of insurance claims is a courtesy we extend to our patients, all charges are your responsibility from the date services are rendered. It is your responsibility to know your individual coverage. Failure to comply with this suggestion could result in you, the patient, being responsible for all costs incurred during your office visit. Please remember that your insurance policy is between you and your insurance company and your insurance company and your doctor.

Payments for services are due at the time services are rendered unless our staff has approved payment arrangements. We accept cash, check, Discover, MasterCard or Visa and offer financing through credit companies.

We realize that temporary financial problems my affect timely payment of your account. If such problems arise, we encourage your to contact us promptly for assistance in the management of your account.

We will gladly discuss your proposed treatment and answer any questions relating to your insurance. If you have any questions about the above information or any uncertainty regarding insurance coverage, please do not hesitate to ask us. We are here to help you.

I understand and agree that (regardless of my insurance status) I am ultimately responsible for the balance on my account for any professional services rendered.

Initial_____

I consent to treatment by Dr. Polyviou D.D.S., P.C. & Associates for myself and/or minor child. I have been provided the practice's statement regarding use and disclosure of my protected health information. I understand I may have a copy of this statement if I request if from the practice's privacy officer.

I authorize the release of any information necessary to process my claims and authorize payment to Dr. Paul Polyviou, D.D.S., P.C.

Your signature below verifies that you have read and understand this statement, and that all your questions have been answered.

Signature_____ Date_____

POLYVIOU FAMILY DENTISTRY

POLYVIOU/ARBAB PERIODONTICS AND IMPLANTOLOGY

Cancellation and Broken Appointment Policy

We understand that illness, emergencies, auto issues, and bad weather do occur. We ask our patients to give us 24 hours' notice whenever possible if they cannot keep an appointment. This allows us to offer appointments to patients that are in pain or on a wait list.

Policy:

What is a Broken Appointment?

Cancellation or rescheduling of an appointment with less than a 24 hour's notice will be considered a broken appointment and chargeable.

If you do not show up for an appointment, this is a chargeable broken appointment.

If you have 3 or more NO SHOW, NO CALL appointments, you will be scheduled to speak with our management team so we can work together to ensure you are able to make all future scheduled appointments.

FEES:

Broken appointment with the Hygienist – $25.00 per every 1 hour scheduled

Broken Appointment with the General Dentist -$50.00 per every 1 hour scheduled

Broken Appointment with the Specialist - $100.00 per every 1 hour scheduled

Our number one concern is our patient's dental health. Providing services in a timely manner is critical in accomplishing that goal. Another goal is to keep the cost of dental treatment as economical as possible. The appointment you schedule for treatment is reserved for YOU! When you fail your appointment without providing us with adequate notice, this adds to the overall cost of care.

We understand emergencies come up and therefore charges for broken appointments will be at the discretion of the Management Team. We appreciate your understanding and consideration regarding our Broken Appointment Policy. If you have any questions or concerns do not hesitate to contact us @ 313-388-2400.

I have read, understand and agree to the above policy.

_____ _____

Patient Signature Date

Polyviou Family Dentistry Consent for Treatment of a minor

In providing dental care, we will treat your child as we would our own. Dentistry is an important health service for your child, and it is our goal to provide him/her with a pain free and pleasant experience. Please read this consent form carefully. Should you have any questions, our staff will be happy to help.

Patient Name _____ Date_____

Parent/Guardian _____ Phone #_____

Allergies _____Latex allergy _____

Medical Concerns_____

Medications _____

1. **I hereby authorize and direct Dr. Polyviou, Associates and staff of Polyviou Family Dentistry to perform dental treatment with the use of any necessary or advisable radiographs (x-rays) and/or any other diagnostic aids in order to complete a thorough diagnosis and treatment plan.**
2. **I understand certain parts of his/her treatment will be done by Dental Assistants or Dental Hygienists, other than the Dentist.**
3. **I authorize the use of accepted behavior management techniques including NITROUS OXIDE analgesia in order to complete your child's treatment.**
4. **I understand that Dr. Polyviou, Associates and staff are not responsible for previous dental treatment. I understand that, in the course of treatment, this previously existing dentistry may need to be retreated or replaced.**
5. **I have answered all questions about my dependent's medical history and present health condition fully and truthfully. I will not hold Dr. Polyviou, Associate and staff responsible for any errors or omissions I may have made.**
6. **I authorize _____ to make dental decisions, sign consents on my behalf, should they bring this minor child to an appointment.**
7. **I consent to _____, a minor child, to have dental treatment and all the necessary techniques, such as NITROUS OXIDE, Local anesthetic and sedation, with NO parent or guardian in attendance. I will not hold Dr. Polyviou, Polyviou Family Dentistry, Associates and staff liable for any issues, treatment problems and medical emergencies either during or after care. I give consent to Dr. Polyviou, Associates and staff to perform the needed treatment for my minor child in my absence.**
8. **I understand all estimated patient balances are due prior to booking an appointment. I do understand sometimes in the course of treatment additional procedures may be needed. I authorize Dr Polyviou to complete all treatment needed and agree to additional treatment and charges. I agree for the additional charges to be charged to _____credit card or payment plan account #_____exp date_____sec ( ).**

I hereby acknowledge that I have read and understand this consent form. All questions have been answered in a satisfactory manner and I believe I have sufficient information to give informed consent for treatment for this minor child.

_____ Date_____

Parent or Guardian