



Patient Information

Date _____

Name: _____ I Prefer to be called: _____
Address: _____ City: _____ State: _____ Zip: _____
Phone (_____) _____ Work Phone (_____) _____ Cell Phone (_____) _____
The best time to contact me is: _____ A.M. P.M. on my Home phone Work phone Cell phone
Date of Birth: _____ Social Security Number: _____ Occupation: _____
Check Appropriate Box: Minor Single Married Widowed Separated Divorced
If Student, Name of School: _____ City/State: _____ FT PT
Spouse's Name: _____ Physicians Name: _____ Phone _____
Whom may we thank for referring you? _____
Person to contact in case of emergency: _____ Phone: _____
Email Address: _____
Would you like to receive text message appointment confirmations from our office? Yes No

Responsible Party

Relationship to Patient: Self Spouse Parent Other
Name: _____ Social Security #: _____
Address: _____
City: _____ State: _____ Zip: _____ Phone: (_____) _____
Employer: _____ Work Phone: (_____) _____ Address: _____

Insurance Information

Name of Insured: _____ DOB: _____ Relationship to Patient: _____
SSN#: _____ Name of Employer: _____ Work Phone: (_____) _____
Address of Employer: _____ City: _____ State: _____ Zip: _____
Insurance Company: _____ Grp # _____ ID# _____
Ins Co Address: _____ Ins Co. Phone: _____

----- DO YOU HAVE ANY ADDITIONAL INSURANCE? Yes No IF YES, COMPLETE THE FOLLOWING -----

Name of Insured: _____ DOB: _____ Relationship to Patient: _____
SSN#: _____ Name of Employer: _____ Work Phone: (_____) _____
Address of Employer: _____ City: _____ State: _____ Zip: _____
Insurance Company: _____ Grp # _____ ID# _____
Ins Co Address: _____ Ins Co. Phone: _____

Signature: _____ Date: _____



PATIENT NAME _____ DATE _____

MEDICAL HISTORY

Although dental personnel primarily treat the area in and around your mouth, your mouth is a part of your entire body. Health problems that you may have or medication that you may be taking, could have an important interrelationship with the dentistry you will receive. Thank you for answering the following questions.

- Are you under a physician's care now?
Have you ever been hospitalized or had a major operation?
Have you ever had a serious head or neck injury?
Are you taking any medications, pills, or drugs?
Do you take, or have you taken, Phen-Fen or Redux?
Have you ever taken Fosamax, Boniva, Actonel or any other medications containing bisphosphonates?
Are you on a special diet?
Do you use tobacco?
Do you use controlled substances?

WOMEN Are You

Pregnant/Trying to get pregnant? Taking oral contraceptives? Nursing?

ARE YOU ALLERGIC TO ANY OF THE FOLLOWING?

Aspirin Penicillin Codeine Acrylic Metal Latex Local Anesthetics Sulfa Drugs Other If Yes, please explain

DO YOU HAVE, OR HAVE YOU HAD ANY OF THE FOLLOWING?

Table with 4 columns of medical conditions and Yes/No options. Includes conditions like AIDS/HIV Positive, Diabetes, Asthma, etc.

Have you ever had any serious illness not listed above? If yes, please explain:

DENTAL HISTORY

- Are you aware of any particular dental problems currently?
Have you had any serious trouble associated with any previous dental treatment?
Do you ever have bleeding gums?
Have you ever been treated for periodontal disease (Pyorrhea)?
Have you ever had any adult teeth extracted in the past?
Do you clench or grind your teeth, as far as you know?
Do you have any pain in or near your ears?
Do you hear clicking, popping or snapping noises when you chew?
Do you have sensitive or sore teeth?
Do you have any unhealed injuries or inflamed areas in or around your mouth?
Have you experienced any growth or sore spots in your mouth?
Approximate date of last dental appointment?
Have you ever had instructions on the correct method of brushing and flossing your teeth?
How would you rate your level of dental anxiety?
If there was one thing you could do to improve your smile, would you?
Would you like to straighten your teeth?
Are you interested in having whiter teeth?
Are you involved in any sports activity?

Staff Signature: _____ Date: _____



FINANCIAL AGREEMENT

"Our commitment is to provide the highest level of dental care for the entire family through exceptional service"

METHODS OF PAYMENT

1. Cash, Check, Debit, or Credit Card (Visa, MasterCard, Discover and American Express)
2. Dental Insurance
3. Outside Financing (Approved prior to treatment)

FINANCIAL POLICY

1. Payment for services rendered is due at time of treatment.
2. As a courtesy, we will file your insurance and accept assignment as authorized. Your deductible and estimated co-payment will be collected at time of service. For patients with multiple insurance plans, we ask a credit card number be kept securely on file to cover any balances left after 60 days. A statement will be sent showing any credit card activity.
3. We would be pleased to assist you in interpreting your dental benefits. Due to plan limitations, as determined by your employer or yourself, please understand that our interpretation is not guarantee of coverage.

RELATED INFORMATION

1. Failing to comply with the financial policies will result in applicable service charges and possible delays in your treatment.
2. In the event that the account is not paid and we refer the account to a Credit Bureau, you will be responsible for all fees incurred for collection of you bill (i.e. attorney fees, court costs, and credit bureau fees).

CANCELLATION POLICY

1. Your appointment time has been reserved exclusively for you. Any short notice changes to your appointment block affects many patients.
2. Absolutely no fee will apply to changes in schedule made 24 hours in advance.
3. **A \$100 fee will be charged for scheduling changes made with less 24 hour notice.**

I have read and understand the above information. I understand I am responsible (regardless of my insurance) for any charges incurred for services rendered.

Patient Name _____

Name of Responsible Party if under 18 _____

Relationship to patient _____

Signature: _____ Today's Date: _____



WARRANTY

Our practice is proud of the dentistry that we provide for you and your family. Our goal is not only to correct any dental problems you may have, but also to show you how to prevent dental disease in the future to save you time and unnecessary expense. The long-term success of the dental treatment we provide for you depends upon the continuing home care of your teeth and gums, regular professional exams, cleanings and fluoride treatments. The products recommended by us for you, and the frequency of your oral health care visits depend on your individual condition. These visits may be every 2, 3, 4 or even 6 months apart depending on your oral health. With that in mind, we offer the following limited dental warranties:

Composite Fillings (Tooth Colored)

If a composite restoration is the recommended treatment of choice, we will replace or repair it in the event of material failure for a period of 2 years. If the tooth breaks and requires a crown or onlay during this time period, we will credit the cost of the filling toward the crown or onlay. **You must keep the prescribed regular oral health care visits or this warranty is null and void. (Minimum every 6 months)**

Dental Sealants

Sealants are plastic coatings placed on the chewing surfaces of the teeth to prevent decay in the pits and grooves of the teeth. These are the most common areas to get cavities. Floss and the use of fluoride will help prevent decay between teeth. We will repair or replace sealants for a period of 3 years after placement. **You must keep the prescribed regular oral health care visits or this warranty is null and void. (Minimum every 6 months)**

Crowns, Bridges, Inlays, Onlays and Veneers

We provide a 5 year warranty on these procedures. We will replace or repair them at no charge during this five year period if the materials fail. (This does not include accidents that could break normal healthy teeth). **You must keep the prescribed regular oral health care visits or this warranty is null and void. (Minimum every 6 months)**

Note: As you can see, we are confident in the durability of our treatment as prescribed for you. The primary key to your long term success is spending a few minutes a day on your home care: brushing, flossing, using fluoride and prescribed products. The second key to success is regular professional exams, cleanings, x-rays and fluoride treatments (2,3,4 or 6 month intervals depending on your condition). This warranty does not cover accidents that cause damage to the teeth or dental prostheses. Failure to have these regular visits with our office voids all warranties. Allow us to help you maintain your teeth for a lifetime.

Patient name: _____

Name of Responsible Party if under 18: _____

Signature: _____ Date: _____



Acknowledgement of Receipt of Statement of Privacy Practices

I acknowledge that I have received a copy of the Statement of Privacy Practices for the offices of Michelle Metcalf, DMD. The Statement of Privacy Practices describes the types of uses and disclosures of my protected health information that might occur in my treatment, payment for services, or in the performance of office health care operations. The Statement of Privacy Practices also describes my rights and the responsibilities and duties of this office with respect to my protected health information. The Statement of Privacy Practices is also posted in the facility.

Michelle Metcalf, DMD reserves the right to change the privacy practices that are described in the Statement of Privacy Practices. If privacy practices change, I will be offered a copy of the revised Statement of Privacy Practices at the time of my first visit after the revisions become effective. I may also obtain a revised Statement of Privacy Practices by requesting that one be mailed to me.

Additional Disclosure Authority

In addition to the allowable disclosures described in the Statement of Privacy Practices, I hereby specifically authorize disclosure of my protected health care information to the persons indicated below.

Any member of my immediate family YES NO

Spouse only YES NO

Other (Please Specify): YES NO

PRINT Name of Patient or Personal Representative

Date

SIGN Name of Patient or Personal Representative

Description of Personal Representative's Authority

Office Use Only Below This Line

Provided prior to treatment? YES NO

Date provided:

Reason for denial: Needed more time to review statement of privacy practices.

Wanted to consult with another person, before signing.

Unable to sign. Reason not given.

Other (Explain):

Effective date: 2-16-26



MICHELLE METCALF
CONTEMPORARY DENTISTRY

Record Release Agreement

I authorize Dr. Michelle Metcalf to release diagnosis & treatment information to physicians, other dentists, and to my insurance company. I also authorize Dr. Michelle Metcalf to request diagnosis & treatment information from physicians, other dentists, and my insurance company. I understand that I may revoke this authorization in writing; however, doing so would not affect any actions already taken by Dr. Metcalf's office based on this authorization.

Patient name: _____

Name of Responsible Party if under 18 _____

Relationship to patient _____

Signature : _____ Date: _____



SMILE ANALYSIS

Patient Name: _____ Date: _____

Rate your smile from 1-10. _____

What would make it a 10?

When I see a picture of myself, the first thing I notice about my smile is:

Something I often notice about other smiles I consider attractive is:

Aside from yourself, who is the most important person you would want to like your new smile?

Please check the boxes next to the statements below that you agree with:

- I am satisfied and happy with my smile as it is.
- I wish my teeth were whiter.
- I wish I had a broader smile.
- I think some of my teeth are too small.
- I think some of my teeth are too large.
- I wish my teeth were straighter.
- I think my gums show too much when I smile.
- I think my smile shows too much space between some of my teeth.
- Because I am not totally pleased with my smile, I sometimes hesitate to smile.
- I have often wished I could change some of the features of my smile.
- I feel as though I don't really know all of the options available for enhancing my smile.
- Concerns over fees have prevented me from taking advantage of some of the available options to enhance my smile.
- I feel as though I could do a better job protecting the health of my teeth and gums and therefore, the longevity of my own smile.