

PATIENT'S MEDICAL HISTORY

PATIENT'S NAME _____

DATE OF BIRTH _____

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 THAT YOU WILL BE RECEIVING. THANK YOU FOR ANSWERING THE FOLLOWING QUESTIONS.

| | YES | NO | | YES | NO |
|--|--------------------------|--------------------------|---|--------------------------|--------------------------|
| 1. ARE YOU IN GOOD HEALTH. | <input type="checkbox"/> | <input type="checkbox"/> | 12. HAVE YOU EVER TAKEN FEN-PHEN/REDUX. | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. HAVE THERE BEEN ANY CHANGES IN YOUR GENERAL HEALTH WITHIN THE PAST YEAR. | <input type="checkbox"/> | <input type="checkbox"/> | 13. HAVE YOU EVER TAKEN FOSAMAX, BONIVA, ACTONEL OR ANY CANCER MEDICATIONS CONTAINING BISPHOSPHONATES? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. DATE OF YOUR LAST PHYSICAL EXAM: _____ | | | 14. HAVE YOU TAKEN VIAGRA, REVATIO, CIALIS OR LAVITRA IN THE LAST 24 HOURS? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. PHYSICIAN'S NAME _____ | | | 15. DO YOU USE TOBACCO. | <input type="checkbox"/> | <input type="checkbox"/> |
| ADDRESS _____ | | | 16. DO YOU OR HAVE YOU USED CONTROLLED SUBSTANCES. | <input type="checkbox"/> | <input type="checkbox"/> |
| PHONE NO. _____ | | | 17. ARE YOU WEARING CONTACT LENSES. | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. ARE YOU NOW UNDER THE CARE OF A PHYSICIAN. | <input type="checkbox"/> | <input type="checkbox"/> | 18. DO YOU HAVE A PERSISTENT COUGH OR THROAT CLEARING NOT ASSOCIATED WITH A KNOWN ILLNESS (LASTING MORE THAN 3 WEEKS). | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. HAVE YOU EVER BEEN HOSPITALIZED FOR ANY SURGICAL OPERATION OR SERIOUS ILLNESS PLEASE EXPLAIN. _____ | | | 19. DO YOU HAVE ANY DISEASE, CONDITION OR PROBLEM NOT LISTED ABOVE THAT YOU THINK I SHOULD KNOW ABOUT. | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. ARE YOU TAKING ANY MEDICINE(S) INCLUDING NON-PRESCRIPTION MEDICINE. | <input type="checkbox"/> | <input type="checkbox"/> | WOMEN ONLY: | | |
| IF YES, WHAT MEDICINE(S) ARE YOU TAKING _____ | | | ARE YOU PREGNANT OR THINK YOU MAY BE PREGNANT. | | |
| 8. HAVE YOU HAD ANY ABNORMAL BLEEDING. | <input type="checkbox"/> | <input type="checkbox"/> | ARE YOU NURSING. | | |
| 9. DO YOU BRUISE EASILY. | <input type="checkbox"/> | <input type="checkbox"/> | ARE YOU TAKING BIRTH CONTROL PILLS. | | |
| 10. HAVE YOU EVER REQUIRED A BLOOD TRANSFUSION. | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| 11. HAVE YOU HAD A RECENT WEIGHT LOSS. | <input type="checkbox"/> | <input type="checkbox"/> | | | |

| | YES | NO | | YES | NO |
|--|--------------------------|--------------------------|--|-----|----|
| ARE YOU ALLERGIC TO OR HAVE YOU HAD REACTIONS TO: | | | HIVES OR SKIN RASH. | | |
| LOCAL ANESTHETICS LIKE NOVOCAINE. | <input type="checkbox"/> | <input type="checkbox"/> | FADING OR DIZZY SPELLS. | | |
| PENICILLIN OR OTHER ANTIBIOTICS. | <input type="checkbox"/> | <input type="checkbox"/> | DIABETES. | | |
| SULFA DRUGS. | <input type="checkbox"/> | <input type="checkbox"/> | AIDS OR HIV INFECTION. | | |
| BARBITURATES, SEDATIVES OR SLEEPING PILLS. | <input type="checkbox"/> | <input type="checkbox"/> | THYROID PROBLEMS. | | |
| ASPIRIN. | <input type="checkbox"/> | <input type="checkbox"/> | ALLERGIES. | | |
| IODINE. | <input type="checkbox"/> | <input type="checkbox"/> | ARTHRITIS OR RHEUMATISM. | | |
| ANY METALS (E.G., NICKEL, MERCURY, ETC.). | <input type="checkbox"/> | <input type="checkbox"/> | JOINT REPLACEMENT OR IMPLANT. | | |
| LATEX / RUBBER. | <input type="checkbox"/> | <input type="checkbox"/> | STOMACH ULCER. | | |
| OTHER (PLEASE LIST) _____ | | | KIDNEY TROUBLE. | | |
| DO YOU HAVE OR HAVE YOU EVER HAD THE FOLLOWING: | | | TUBERCULOSIS. | | |
| RHEUMATIC HEART DISEASE OR RHEUMATIC FEVER. | <input type="checkbox"/> | <input type="checkbox"/> | PERSISTENT COUGH. | | |
| SCARLET FEVER. | <input type="checkbox"/> | <input type="checkbox"/> | COUGH THAT PRODUCES BLOOD. | | |
| HEART DEFECT OR HEART MURMUR. | <input type="checkbox"/> | <input type="checkbox"/> | CHEMOTHERAPY (CANCER, LEUKEMIA). | | |
| HEART TROUBLE, HEART ATTACK, OR ANGINA. | <input type="checkbox"/> | <input type="checkbox"/> | SEXUALLY TRANSMITTED DISEASE. | | |
| CHEST PAIN. | <input type="checkbox"/> | <input type="checkbox"/> | EPILEPSY OR SEIZURES. | | |
| SHORTNESS OF BREATH. | <input type="checkbox"/> | <input type="checkbox"/> | ANEMIA. | | |
| PACEMAKER. | <input type="checkbox"/> | <input type="checkbox"/> | GLAUCOMA. | | |
| HEART SURGERY. | <input type="checkbox"/> | <input type="checkbox"/> | NERVOUSNESS. | | |
| HIGH/LOW BLOOD PRESSURE. | <input type="checkbox"/> | <input type="checkbox"/> | TONSILLITIS. | | |
| CONGENITAL HEART PROBLEM. | <input type="checkbox"/> | <input type="checkbox"/> | TUMORS. | | |
| SWELLING OF FEET, ANKLES, HANDS. | <input type="checkbox"/> | <input type="checkbox"/> | MENTAL HEALTH CARE. | | |
| HEPATITIS, JAUNDICE OR LIVER DISEASE. | <input type="checkbox"/> | <input type="checkbox"/> | BACK PROBLEMS. | | |
| STROKE. | <input type="checkbox"/> | <input type="checkbox"/> | CHEMICAL DEPENDENCY. | | |
| SINUS TROUBLE. | <input type="checkbox"/> | <input type="checkbox"/> | MITRAL VALVE PROLAPSE. | | |
| LUNG OR BREATHING PROBLEMS. | <input type="checkbox"/> | <input type="checkbox"/> | CORTISONE TREATMENT. | | |
| ASTHMA OR HAY FEVER. | <input type="checkbox"/> | <input type="checkbox"/> | COLD SORES/FEVER BLISTERS. | | |
| | | | HYPOGLYCEMIA. | | |
| | | | EATING DISORDERS. | | |

ITEM 27011

PATIENT'S NUMBER _____

HEALTH HISTORY

PATIENT'S DENTAL HISTORY

PATIENT'S NAME _____ DATE OF BIRTH _____

REASON FOR THIS VISIT _____

WHEN WAS YOUR LAST DENTAL VISIT _____ WHAT WAS DONE THEN _____

HOW OFTEN DID YOU VISIT THE DENTIST BEFORE THEN _____

PREVIOUS DENTIST (NAME AND LOCATION) _____

HAVE YOU HAD A COMPLETE SERIES OF DENTAL FILMS (X-RAYS) TAKEN WHEN/WHERE _____

HOW OFTEN DO YOU BRUSH YOUR TEETH _____ HOW OFTEN DO YOU FLOSS YOUR TEETH _____

IS YOUR DRINKING WATER FLUORIDATED _____

| | YES | NO | | YES | NO |
|--|--------------------------|--------------------------|--|--------------------------|--------------------------|
| DO YOUR GUMS BLEED WHILE BRUSHING OR FLOSSING | <input type="checkbox"/> | <input type="checkbox"/> | DO YOU BITE YOUR LIPS OR CHEEKS FREQUENTLY | <input type="checkbox"/> | <input type="checkbox"/> |
| ARE YOUR TEETH SENSITIVE TO HOT OR COLD LIQUIDS/FOODS | <input type="checkbox"/> | <input type="checkbox"/> | HAVE YOU NOTICED ANY LOOSENING OF YOUR TEETH | <input type="checkbox"/> | <input type="checkbox"/> |
| ARE YOUR TEETH SENSITIVE TO SWEET OR SOUR LIQUIDS/FOODS | <input type="checkbox"/> | <input type="checkbox"/> | DOES FOOD TEND TO BECOME CAUGHT BETWEEN YOUR TEETH | <input type="checkbox"/> | <input type="checkbox"/> |
| DO YOU FEEL PAIN TO ANY OF YOUR TEETH | <input type="checkbox"/> | <input type="checkbox"/> | HAVE YOU EVER HAD PERIODONTAL TREATMENT (GUMS) | <input type="checkbox"/> | <input type="checkbox"/> |
| DO YOU HAVE ANY SORES OR LUMPS IN OR NEAR YOUR MOUTH | <input type="checkbox"/> | <input type="checkbox"/> | EVER WORN A BITE PLATE OR OTHER APPLIANCE | <input type="checkbox"/> | <input type="checkbox"/> |
| HAVE YOU HAD ANY HEAD, NECK OR JAW INJURIES | <input type="checkbox"/> | <input type="checkbox"/> | HAVE YOU EVER HAD ANY DIFFICULT EXTRACTIONS IN THE PAST | <input type="checkbox"/> | <input type="checkbox"/> |
| HAVE YOU EVER EXPERIENCED ANY OF THE FOLLOWING PROBLEMS IN YOUR JAW? | | | HAVE YOU EVER HAD ANY PROLONGED BLEEDING FOLLOWING EXTRACTIONS | <input type="checkbox"/> | <input type="checkbox"/> |
| CLICKING | <input type="checkbox"/> | <input type="checkbox"/> | DO YOU WEAR DENTURES OR PARTIALS | <input type="checkbox"/> | <input type="checkbox"/> |
| PAIN (JOINT, EAR, SIDE OF FACE) | <input type="checkbox"/> | <input type="checkbox"/> | IF YES, DATE OF PLACEMENT _____ | | |
| DIFFICULTY IN OPENING OR CLOSING | <input type="checkbox"/> | <input type="checkbox"/> | HAVE YOU EVER RECEIVED ORAL HYGIENE INSTRUCTIONS REGARDING THE CARE OF YOUR TEETH AND GUMS | <input type="checkbox"/> | <input type="checkbox"/> |
| DO YOU HAVE FREQUENT HEADACHES | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| DO YOU CLENCH OR GRIND YOUR TEETH | <input type="checkbox"/> | <input type="checkbox"/> | | | |

IF YOU COULD CHANGE ANYTHING ABOUT YOUR SMILE, WHAT WOULD YOU CHANGE? _____

AUTHORIZATION AND RELEASE

I CERTIFY THAT I HAVE READ AND UNDERSTAND THE ABOVE INFORMATION TO THE BEST OF MY KNOWLEDGE. THE ABOVE QUESTIONS HAVE BEEN ACCURATELY ANSWERED. I UNDERSTAND THAT PROVIDING INCORRECT INFORMATION CAN BE DANGEROUS TO MY HEALTH. I AUTHORIZE THE DENTIST TO RELEASE ANY INFORMATION INCLUDING THE DIAGNOSIS AND THE RECORDS OF ANY TREATMENT OR EXAMINATION RENDERED TO ME OR MY CHILD DURING THE PERIOD OF SUCH DENTAL CARE TO THIRD PARTY PAYORS AND/OR HEALTH PRACTITIONERS. I AUTHORIZE AND REQUEST MY

INSURANCE COMPANY TO PAY DIRECTLY TO THE DENTIST OR DENTAL GROUP INSURANCE BENEFITS OTHERWISE PAYABLE TO ME. I UNDERSTAND THAT MY DENTAL INSURANCE CARRIER MAY PAY LESS THAN THE ACTUAL BILL FOR SERVICES. I AGREE TO BE RESPONSIBLE FOR PAYMENT OF ALL SERVICES RENDERED ON MY BEHALF OR MY DEPENDENTS.

X _____ DATE _____
SIGNATURE OF PATIENT OR PARENT/GUARDIAN IF MINOR

DOCTOR'S COMMENTS _____

SIGNATURE DATE

PATIENT'S NUMBER _____

PATIENT INFORMATION (CONFIDENTIAL)

NAME _____ DATE _____
FIRST MI LAST
ADDRESS _____ CITY _____ STATE/PROV. _____ ZIP/P.C. _____
E-MAIL _____ CELL PHONE _____ HOME PHONE _____
SS#/SIN _____ BIRTHDATE _____
CHECK APPROPRIATE BOX: ☐ MINOR ☐ SINGLE ☐ MARRIED ☐ DIVORCED ☐ WIDOWED ☐ SEPARATED
IF COLLEGE STUDENT, F.T. / P.T., NAME OF SCHOOL _____ CITY _____ STATE/PROV. _____
PATIENT'S OR PARENT'S/GUARDIAN'S EMPLOYER _____ WORK PHONE _____
BUSINESS ADDRESS _____ CITY _____ STATE/PROV. _____ ZIP/P.C. _____
SPOUSE OR PARENT'S/GUARDIAN'S NAME _____ EMPLOYER _____ WORK PHONE _____
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 _____
DRIVER'S LICENSE # _____ BIRTHDATE _____ SS#/SIN _____
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 _____ UNION OR LOCAL # _____ WORK PHONE _____
EMPLOYER ADDRESS _____ CITY _____ STATE/PROV. _____ ZIP/P.C. _____
INSURANCE CO. _____ TEL. # _____ GRP # _____ POLICY / I.D. # _____
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 _____ UNION OR LOCAL # _____ WORK PHONE _____
EMPLOYER ADDRESS _____ CITY _____ STATE/PROV. _____ ZIP/P.C. _____
INSURANCE CO. _____ TEL. # _____ GRP # _____ POLICY / I.D. # _____
INS. CO. ADDRESS _____ CITY _____ STATE/PROV. _____ ZIP/P.C. _____
HOW MUCH IS YOUR DEDUCTIBLE? _____ HOW MUCH HAVE YOU USED? _____ MAX ANNUAL BENEFIT? _____

ITEM 07-0515/07/21000

X

SIGNATURE OF PATIENT OR PARENT/GUARDIAN IF MINOR

PATIENT NUMBER

REGISTRATION

Pittman Family Dental, LLC

Written Financial Policy

Thank you for choosing Pittman Family Dental, LLC. Our primary mission is to deliver the best and most comprehensive dental care available. An important part of the mission is making the cost of optimal care as easy and manageable for our patients as possible by offering several payment options.

Payment Options:

You may choose from the following:

- Cash, Check, Visa, MasterCard or Discover Card
 - o We offer a 5% courtesy accounting adjustment to patients who pay for their treatment with cash; **ONLY** on the same day service is rendered. This does not include dental insurance co-insurance.
- Convenient Monthly Payment Options from CareCredit Healthcare Credit Card¹
 - o Allow you to pay overtime on a monthly payment plan
 - o No annual fees or pre-payment penalties

Refund Policy:

An aging report will be run monthly to determine if there are any patient credit balances in the system over 30 days. Any patient with a credit amount of \$50 or more will be contacted via phone and lesser balances via mail to determine how they would like to use this money. It may be left on the patient account to go towards payment of future procedures or the patient may request a refund. At times the credit balance is a result of an overpayment by a secondary insurance carrier. If that is the case, any refund will be addressed with the insurance carrier.

Please note: IN-HOUSE FINANCING IS NOT AVAILABLE!

Pittman Family Dental, LLC requires payment at time of service. This policy includes insurance co-pays.

For patients with dental insurance we are happy to work with your carrier to maximize your benefit and directly bill them for reimbursement for your treatment². Dental insurance is a contract between the patient and their insurance carrier. Treatment plan estimates are based on information provided by the insurance carrier, but are not a guarantee of benefits or payment.

A fee of \$75 is charged for patients who miss or cancel more than 2 times in a calendar year without 24-hour notice. In some cases, if a patient fails to make scheduled appointments they may be placed in a probationary period where they will only be able to schedule same day appointments. Repeated missed appointments may result in dismissal from the practice.

Pittman Family Dental, LLC charges \$35 for returned checks.

If you have any questions, please do not hesitate to ask. We are here to help you get the dentistry you want and need.

AUTHORIZATION AND RELEASE

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

Patient Name (Please Print)

Patient, Parent or Guardian Signature

Date

¹Subject to credit approval

²However, if we do not receive payment from your insurance carrier within 120 days, you will be responsible for payment of your treatment fees and collection of your benefits directly from your insurance carrier.

Pittman Family Dental, LLC
904 East Snyder Avenue, Montpelier, OH 43543
Phone: (419) 485-4605 Fax: (419) 485-8463
Email: pittmanfamilydental2@gmail.com

Health Insurance Portability and Accountability Act of 1996
HIPAA OMNIBUS
NOTICE OF PRIVACY PRACTICES
Effective April 14, 2003
Revised: 2013

By signing the Acknowledgement form you are only acknowledging that you received, or have been given the opportunity to receive, a copy of our Notice of Privacy Practices.

HIPAA Omnibus
Notice of Privacy Practices

This Notice of Privacy Practices is NOT an authorization. This Notice of Privacy Practices describes how we, our Business Associates and their subcontractors, may use and disclose your Protected Health Information (PHI) to carry out Treatment, Payment or Health Care Operations (TPO) and for other purposes that are permitted or required by law. It also describes your rights to access and control your Protected Health Information. Please review it carefully.

We reserve the right to change this notice at any time and to make the revised or changed notice effective in the future. A copy of our current notice will always be posted in the waiting room area. You may also obtain your own copy by accessing our website at www.PittmanFamilyDental.com or calling the Privacy Officer at (419) 485-4605.

Some examples of Protected Health Information include information about your past, present or future physical or mental health condition, genetic information, or information about your health care benefits under an insurance plan, each when combined with identifying information such as your name, address, social security number or phone number.

USES AND DISCLOSURES OF PROTECTED HEALTH INFORMATION

There are some situations when we do not need your written authorization before using your health information or sharing it with others, including:

Treatment: We may use and disclose your Protected Health Information to provide, coordinate, or manage your health care and any related services. For example, your Protected Health Information may be provided to a physician to whom you have been referred to ensure that the physician has the necessary information to diagnose or treat you.

Payment: Your Protected Health Information may be used, as needed, to obtain payment for your health care services after we have treated you. In some cases, we may share information about you with your health insurance company to determine whether it will cover your treatment.

Healthcare Operations: We may use or disclose, as-needed, your Protected Health Information in order to support the business activities of our practice, for example: quality assessment, employee review, training of medical students, licensing, fundraising, and conducting or arranging for other business activities.

Appointment Reminders and Health-related Benefits and Services: We may use or disclose your Protected Health Information, as necessary, to contact you to remind you of your appointment, and inform you about treatment alternatives or other health-related benefits and services that may be of interest to you. If we use or disclose your Protected Health Information for fundraising activities, we will provide you the choice to opt out of those activities. You may also choose to opt back in.

Friends and Family Involved in Your Care: If you have not voiced an objection, we may share your health information with a family member, relative, or close personal friend who is involved in your care or payment for your care, including following your death.

Business Associate: We may disclose your health information to contractors, agents and other "business associates" who need the information in order to assist us with obtaining payment or carrying out our business operations. For example, a billing company, an accounting firm, or a law firm that provides professional advice to us. Business associates are required by law to abide by the HIPAA regulations.

Proof of Immunization: We may disclose proof of immunization to a school about a student or prospective student of the school, as required by State or other law. Authorization (which may be oral) may be obtained from a parent, guardian, or other person acting in loco parentis, or by the adult or emancipated minor.

Incidental Disclosures: While we will take reasonable steps to safeguard the privacy of your health information, certain disclosures of your health information may occur during or as an unavoidable result of our otherwise permissible uses or disclosures of your health information. For example, during the course of a treatment session, other patients in the treatment area may see, or overhear discussion of, your health information.

Emergencies or Public Need:

We may use or disclose your health information if you need emergency treatment or if we are required by law to treat you.

We may use or disclose your Protected Health Information in the following situations without your authorization: as required by law, public health issues, communicable diseases, abuse, neglect or domestic violence, health oversight, lawsuits and disputes, law enforcement, to avert a serious and imminent threat to health or safety, national security and intelligence activities or protective services, military and veterans, inmates and correctional institutions, workers' compensation, coroners, medical examiners and funeral directors, organ and tissue donation, and other required uses and disclosures. We may release some health information about you to your employer if your employer hires us to provide you with a physical exam and we discover that you have a work related injury or disease that your employer must know about in order to comply with employment laws. Under the law, we must also disclose your Protected Health Information when required by the Secretary of the Department of Health and Human Services to investigate or determine our compliance with the requirements under Section 164.500.

REQUIREMENT FOR WRITTEN AUTHORIZATION

There are certain situations where we must obtain your written authorization before using your health information or sharing it, including:

Most Uses of Psychotherapy Notes, when appropriate.

Marketing: We may not disclose any of your health information for marketing purposes if our practice will receive direct or indirect financial payment not reasonably related to our practice's cost of making the communication.

Sale of Protected Health Information: We will not sell your Protected Health Information to third parties.

You may revoke the written authorization, at any time, except when we have already relied upon it. To revoke a written authorization, please write to the Privacy Officer at our practice. You may also initiate the transfer of your records to another person by completing a written authorization form.

PATIENT RIGHTS

Right to Inspect and Copy Records. You have the right to inspect and obtain a copy of your health information, including medical and billing records. To inspect or obtain a copy of your health information, please submit your request in writing to the practice. We may charge a fee for the costs of copying, mailing or other supplies. If you would like an electronic copy of your health information, we will provide one to you as long as we can readily produce such information in the form requested. In some limited circumstances, we may deny the request. Under federal law, you may not inspect or copy the following records: Psychotherapy notes, information compiled in reasonable anticipation of, or used in, a civil, criminal, or administrative action or proceeding, protected health information restricted by law, information related to medical research where you have agreed to participate, information whose disclosure may result in harm or injury to you or to another person, or information that was obtained under a promise of confidentiality.

Right to Amend Records. If you believe that the health information we have about you is incorrect or incomplete, you may request an amendment in writing. If we deny your request, we will provide a written notice that explains our reasons. You will have the right to have certain information related to your request included in your records.

Right to an Accounting of Disclosures. You have a right to request an "accounting of disclosures" every 12 months, except for disclosures made with the patient's or personal representatives written authorization; for purposes of treatment, payment, healthcare operations; required by law, or six (6) years prior to the date of the request. To obtain a request form for an accounting of disclosures, please write to the Privacy Officer.

Right to Receive Notification of a Breach. You have the right to be notified within sixty (60) days of the discovery of a breach of your unsecured protected health information if there is more than a low probability the information has been compromised.

Right to Request Restrictions. You have the right to request that we further restrict the way we use and disclose your health information to treat your condition, collect payment for that treatment, run our normal business operations or disclose information about you to family or friends involved in your care. Your request must state the specific restrictions requested and to whom you want the restriction to apply. Your physician is not required to agree to your request except if you request that the physician not disclose Protected Health Information to your health plan when you have paid in full out of pocket.

Right to Request Confidential Communications. You have the right to request that we contact you about your medical matters in a more confidential way, such as calling you at work instead of at home. We will not ask you the reason for your request, and we will try to accommodate all reasonable requests.

Right to Have Someone Act on Your Behalf. You have the right to name a personal representative who may act on your behalf to control the privacy of your health information. Parents and guardians will generally have the right to control the privacy of health information about minors unless the minors are permitted by law to act on their own behalf.

Right to Obtain a Copy of Notices. If you are receiving this Notice electronically, you have the right to a paper copy of this Notice.

Right to File a Complaint. If you believe your privacy rights have been violated by us, you may file a complaint with us by calling the Privacy Officer at (419) 485-8463 or with the Secretary of the Department of Health and Human Services. We will not withhold treatment or take action against you for filing a complaint.

Use and Disclosures Where Special Protections May Apply. Some kinds of information, such as alcohol and substance abuse treatment, HIV-related, mental health, psychotherapy, and genetic information, are considered so sensitive that state or federal laws provide special protections for them. Therefore, some parts of this general Notice of Privacy Practices may not apply to these types of information. If you have questions or concerns about the ways these types of information may be used or disclosed, please speak with your health care provider.

**STANDARD AUTHORIZATION OF USE AND DISCLOSURE OF PHI &
CONFIDENTIAL COMMUNICATION**

Pittman Family Dental, LLC

Information to be Used or Disclosed

I hereby acknowledge that I have received or have been given the opportunity to receive a copy of Pittman Family Dental, LLC Notice of Privacy Practices. By signing below I am "only" giving acknowledgment that I have received or have had the opportunity to receive the Notice of our Privacy Practices.

This Information Will Not Be Used For Marketing Purposes.

Persons Authorized to Use or Disclose the Above Information: Pittman Family Dental, LLC

Persons to Whom Information May Be Disclosed: _____ / _____

(Name of person or organization/relationship)

I Authorize Contact From This Office to Confirm My Appointments, Treatment, Billing & Health Information Via:

- | | |
|-------------------------------------|--|
| <input type="checkbox"/> Cell Phone | <input type="checkbox"/> Text Message to my Cell Phone |
| <input type="checkbox"/> Home Phone | <input type="checkbox"/> Email |
| <input type="checkbox"/> Work Phone | <input type="checkbox"/> Any of the Above |

Expiration Date of Authorization

This authorization is effective through (check one) ☐ ____/____/____ or ☐ NO Expiration, unless revoked or terminated by the patient or the patient's personal representative.

Right to Terminate or Revoke Authorization

You may revoke or terminate this authorization by submitting a written revocation to our office. You should contact the HIPAA Compliance Officer to terminate this authorization.

Potential for Re-disclosure

Information that is disclosed under this authorization may be re-disclosed by the person or organization to which it is sent. The privacy of this information may not be protected under the Federal Privacy Rule depending on whom the information is disclosed to.

Our practice will not condition treatment, payment, enrollment or eligibility for benefits on whether the individual signs this authorization.

Name of patient (Type/Print)

Signature of Patient

Date

Signature of Patient Representative (if applicable)

Relationship of Patient Representative to Patient (if applicable)

Provided By HCP