

OFFICE POLICY AND TREATMENT CONSENT

APPOINTMENTS: Each appointment represents a specific amount of time reserved for your child's dental care. If some problem arises so that you are unable to keep this time, we request a proper notification of cancellation (24 hours). **A broken appointment fee will be charged for all missed appointments.** _____ **Initial Here**

INSURANCE: To avoid misunderstanding regarding dental insurance, we wish the persons responsible to know that all professional services rendered are charged directly to them and that they are responsible for payment of fees. We will be happy to complete and assist in filing your insurance claim, upon receipt of full (or partial) payment. We do not render our services on the basis that insurance companies will pay all our fees. **You are responsible for knowing your own insurance coverage.** _____ **Initial Here**

CONSENT: I hereby certify that the foregoing information is correct. Because the child is a minor, it becomes necessary that signed permission be obtained from the parent (guardian) before any necessary dental treatment can be started. If the use of premedication and/or anesthesia is indicated, I consent to the administration of such premedication and/or anesthesia as the doctor may deem advisable and proper. Furthermore, I will be responsible for any financial obligations incurred on this child for dental treatment. **In the event that my account requires collections and/or attorney services, I understand that I will be held responsible for all fees.** _____ **Initial Here**
We will inform you of all services and their charges before any of the services are rendered for your child.

Signature of Parent/Guardian Date

I have read over my child's history and information. To the best of my knowledge, there are currently NO changes.

X _____ Date	X _____ Date	X _____ Date
X _____ Date	X _____ Date	X _____ Date
X _____ Date	X _____ Date	X _____ Date
X _____ Date	X _____ Date	X _____ Date
X _____ Date	X _____ Date	X _____ Date

Associated Pediatric Dentistry
Belleville, Edwardsville, O'Fallon, Mt. Vernon, IL

Patient Name: _____ **DOB:** _____

**ACKNOWLEDGEMENT OF RECEIPT OF
NOTICE OF PRIVACY PRACTICES AND CONSENT**

****You May Refuse to Sign This Consent Acknowledgement****

I, _____, have been informed of this practice's Notice of Privacy Practices written in plain language. The notice provides in detail the uses and disclosures of my protected health information that may be made by this practice. I fully understand that I can refuse to sign this consent acknowledgement or I may revoke my consent at any time in writing.

Please note that refusal to sign would affect our ability to submit insurance claims on your behalf. This action would require payment in full at the time of service.

{Please Print Name}

{Signature}

{Date}

For Office Use Only

We attempted to obtain written acknowledgement of receipt of our Notice of Privacy Practices, but acknowledgement could not be obtained because:

- Individual refused to sign
- Communications barriers prohibited obtaining the acknowledgement
- An emergency situation prevented us from obtaining acknowledgement
- Other (Please Specify)

Staff Signature _____ Date _____