



# ESSENTIAL ENDODONTICS

Office Use Only
ID # _____

**As a new patient, please take the time to fill out the information below to the best of your knowledge.  
If you are unsure about a question, please let the front desk know.**

Name: \_\_\_\_\_ DOB: \_\_\_\_\_ SSN: \_\_\_\_\_

Phone: Primary: \_\_\_\_\_ Secondary: \_\_\_\_\_ E-mail: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street City State Zip

Employer: \_\_\_\_\_ Occupation: \_\_\_\_\_ How long? \_\_\_\_\_

Employer's Address: \_\_\_\_\_  
City State Zip

### Dental Insurance Information

Ins. Company Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Insured's ID # or SSN: \_\_\_\_\_ Date of birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Group#: \_\_\_\_\_

Insured's Name: \_\_\_\_\_ Relation: \_\_\_\_\_

Insured's Employer: \_\_\_\_\_

### Dental History

Have we seen you before?      Yes      No

How did you hear about our office? \_\_\_\_\_

Are there any special dental considerations that we should be aware of?      Yes      No

Please Explain: \_\_\_\_\_

### Family Physician Information

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Last checkup: \_\_\_\_\_

### General Dentist Information

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Last checkup: \_\_\_\_\_

### Emergency Contacts

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

### Allergies

Please circle Y for yes or N for no

- |                      |                        |
|----------------------|------------------------|
| Y N Penicillin       | Y N Antibiotics: _____ |
| Y N Nitrous          | Y N Food: _____        |
| Y N Aspirin          | Y N Bleach             |
| Y N Tylenol          | Y N Iodine/Seafood     |
| Y N Codeine          | Y N Nitrile            |
| Y N Narcotics        | Y N EDTA               |
| Y N Local Anesthetic | Y N Ethanol            |
| Y N Latex            | Y N Gutta-percha       |
| Y N Ibuprofen        | Y N Valium/Tranquil.   |
| Y N Sulfa/Sulfides   | Other: _____           |





## ESSENTIAL ENDODONTICS

We accept Cash, Check, All Major Credit Cards and Care Credit.

### Financial Agreement

1. I, \_\_\_\_\_, understand that my insurance coverage is an agreement between myself or the primary policy holder and the insurance company.
  2. Essential Endodontics, P.A., Chris Yelton, D.D.S./Obadah Attar, B.D.S. DScD/Jae Ha Jung, D.D.S./Alex Fitzhugh, D.D.S./Jeffrey L. Saunders, D.D.S./Basil Shaikhly, D.D.S./Alvaro Rodriguez, D.D.S./Deborah Loth D.D.S., M.S., Cory Malagise, D.M.D./Dr. Kendra Clark, D.M.D., Ph.D., are third parties to this agreement. Essential Endodontics, P.A. may accept co-assignment of my benefits where applicable.
  3. The amount of insurance coverage **estimated** for treatment at Essential Endodontics, P.A., is based on information I have provided and other information obtained directly from the insurance company, which may result to be inaccurate in part or entirely.
  4. By signing this agreement, I represent that I will be financially responsible for any and all portions of my balance not received from my insurance company.
  5. I agree to **pay my portion of today's treatment fees in full.**
  6. I agree that if I become **delinquent in a payment plan** established with Essential Endodontics, P.A. that I will be billed for the entire remaining balance and will be expected to pay in full immediately.
  7. I agree to pay a finance charge of 1.5% per month for any balance not received in full within 60 days of this signed agreement. The full APR is 18%. This is effective as of February 1, 2010.
  8. I agree to pay a **\$35 charge** for any checks returned from my bank for any reason.
  9. I understand that if I do not contact the office ahead of missing an appointment (i.e., 24 hours advance notice unless it's an emergency), I will be responsible for a **\$100 missed appointment charge.**
  10. I understand that if my account remains unresolved after 60 days that Essential Endodontics, P.A., Chris Yelton, D.D. S./ Obadah Attar, B.D.S. DScD/ Jae Ha Jung, D.D.S./Alex Fitzhugh, D.D.S./Jeffrey L. Saunders, D.D.S./Basil Shaikhly, D.D.S./ Alvaro Rodriguez D.D.S./Deborah Loth, D.D.S., M.S., Cory Malagise, D.M.D./Kendra Clark, D.M.D., Ph.D., will send me to **small claims court.** I will then be responsible for all court fees that Essential Endodontics, P.A. will incur.
  11. I understand that a **collections agency** may also be used instead of small claims court. This is dependent on the amount due to Essential Endodontics, P.A.
  12. Essential Endodontics, P.A. files and processes insurance claims for our patients as a courtesy and is a third party in the contractual agreement between the patient and their insurance company. After 60 days post-treatment all unpaid balances including pending insurance claims and potential payments will become due immediately and the patient will be responsible for paying the unpaid balance in full.
- Any bank charges associated with stop payments, insufficient funds, etc., will be added to your account.

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Signature of Patient or Responsible Party

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Date

I AUTHORIZE CONTACT FROM THIS OFFICE TO CONFIRM MY DENTAL APPOINTMENTS VIA:

- Cell Phone
- Home Phone
- Work Phone
- Text Message to my Cell Phone
- Email

I AUTHORIZE INFORMATION ABOUT MY DENTAL HEALTH TO BE CONVEYED VIA:

- Message on Cell Phone
- Message on Home Phone
- Message on Work Phone
- Text Message
- Email
- In-Person
- Any of the above

**(Initial one)**

\_\_\_\_\_ I agree that the dental practice may communicate with me electronically at the email address I provide and I am responsible for providing the dental practice any updates to my email address.

**I am aware that there is some level of risk that third parties might be able to read unencrypted emails.**

\_\_\_\_\_ I do NOT give consent for the dental practice to communicate with me electronically.

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**Initial Here:**

\_\_\_\_\_ *To respect the privacy of our patients it is Essential Endodontics's policy that there is no photography permitted in the office. Thank you for your cooperation and understanding.*

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**Office Use Only**

As Privacy Officer, I attempted to obtain the patient's (or guardian's) signature on this Acknowledgement but did not because:

- It was an emergency treatment
- I could not communicate with the patient
- The patient refused to sign
- Other (Please describe): \_\_\_\_\_

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Signature of Privacy Officer Only



ESSENTIAL  
ENDODONTICS



**Acknowledgement of Receipt  
Consent to Use and Disclosure of Protected Health Information**

**Notice of Privacy Practices**

Review our Notice of Privacy Practices for a more complete description of how your Protected Health Information may be used or disclosed. It describes your rights as they concern the limited use of health information, including your demographic information, collected from you and created or received by this office. You may choose to review the Notice prior to signing this consent. By signing below, you acknowledge that we have given you a copy of our Notice of Privacy Practices.

**Use and Disclosure of your Protected Health Information**

Your Protected Health Information will be used by our practice or may be disclosed to others for the purposes of treatment, obtaining payment, or supporting the day-to-day health care operations of this office.

**Requesting a Restriction on the Use or Disclosure of Your Information**

You may request a restriction on the use or disclosure of your Protected Health Information. Our office may or may not agree to restrict the use or disclosure of your Protected Health Information. If we agree to your request, the restriction will be binding with our office. Use or disclosure of protected information in violation of an agreed upon restriction will be a violation of Federal privacy standards.

**Revocation of Consent**

You may revoke this consent to the use and disclosure of your Protected Health Information. However, you must revoke this consent in writing. Any use or disclosure that has already occurred prior to the date on which your revocation of consent is received will not be affected.

**By my signature below I give permission to use and disclose my health information.**

Patient or Legally Authorized Individual Signature

Date

Time

Print Patient's Full Name

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**Witness Signature**

Date

Time

**COVID-19**  
**WAIVER OF LIABILITY AND RELEASE AGREEMENT**  
**(Patient)**

**THIS IS AN IMPORTANT DOCUMENT. YOU MUST READ IT BEFORE SIGNING.  
IN SIGNING THIS DOCUMENT, YOU ARE WAIVING IMPORTANT LEGAL RIGHTS.**

In consideration for the opportunity to receive dental treatment from Essential Endodontics (the "Practice") and the professionals retained thereby, at the Practice's office located at \_\_\_\_\_ (the "Practice's Office"), and for other good and valuable consideration, I, \_\_\_\_\_ (the "Patient"), hereby state and agree as follows:

1. I recognize that my obtaining dental treatment at the Practice's Office presents risks to me, including the risk of coming in contact with the Severe Acute Respiratory Syndrome Coronavirus 2 (SARS-CoV-2) or my contracting coronavirus disease (COVID-19), including my risk of severe illness and/or death.

2. I hereby release, acquit, waive all claims against, and forever discharge the Practice and its owners, successors, assigns, affiliates, officers, directors, administrators, representatives, principals, agents, servants, employees, independent contractors, insurers, and attorneys (collectively with the Practice, the "Indemnified Persons"), of and from any and all claims, charges, demands, promises, acts, agreements, costs, damages, debts, obligations, actions, causes of action (including but not limited to all avoidance actions of any type), suits in equity, expenses, executions, judgments, levies, liabilities, losses, and attorneys' fees, of whatever kind or nature, whether legal or equitable, liquidated or unliquidated, fixed or contingent, direct or indirect, suspected or unsuspected, accrued or unaccrued, known or unknown, present or future, asserted or unasserted, based upon, arising out of, appertaining to, or in connection with my exposure to the Severe Acute Respiratory Syndrome Coronavirus 2 (SARS-CoV-2) or my contracting coronavirus disease (COVID-19) as a result of or in connection with my entry into the Practice's Office, receiving dental treatment at the Practice's Office, or coming in contact with any Indemnified Person at or near the Practice's Office, and all related costs, expenses, illness, or death I may suffer as a result.

3. The releases set forth and otherwise referenced herein shall be interpreted as broadly as possible and shall be completely binding and enforceable at law. I acknowledge that the releases and waivers provided for herein include all claims and/or costs, including but not limited to those they do not know or suspect to exist, and hereby waive all rights which may exist with regard to such claims and/or costs. I expressly waive the provisions of any federal, state, and local statute or regulation limiting release of unknown claims, including any statutory language stating as following: "A GENERAL RELEASE DOES NOT EXTEND TO CLAIMS THAT THE CREDITOR OR RELEASING PARTY DOES NOT KNOW OR SUSPECT TO EXIST IN HIS OR HER FAVOR AT THE TIME OF EXECUTING THE RELEASE AND THAT, IF KNOWN BY HIM OR HER, WOULD HAVE MATERIALLY AFFECTED HIS OR HER SETTLEMENT WITH THE DEBTOR OR RELEASED PARTY, AND ANY SIMILAR LAW."

4. For Parents/Guardians: In addition to the foregoing, we/I further waive all claims against (to the same extent described in Paragraph 2), and agree to hold harmless and indemnify, the Indemnified Persons and each of them, for any illness, death, costs, expenses, or other loss sustained by the Patient which results in any way from the Patient's entry into the Practice's Office, receiving dental treatment at the Practice's Office, or coming in contact with any Indemnified Person at or near the Practice's Office.

5. I agree that I have had the opportunity to consult with an attorney prior to executing this Waiver of Liability and Release Agreement, that I voluntarily have signed the same and that I have read and understand this Waiver of Liability and Release Agreement. **I FULLY UNDERSTAND THAT, BY SIGNING THIS WAIVER OF LIABILITY AND RELEASE AGREEMENT, I AM WAIVING IMPORTANT LEGAL RIGHTS.**

IN WITNESS WHEREOF, I have signed this Waiver of Liability and Release Agreement this \_\_\_\_ day of \_\_\_\_\_, 2020.

**Witness:**

**Patient:**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

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

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

**Parent's/Guardian's Signature (if Patient is under 18):** The undersigned is a parent(s) or legal guardian(s) of the Patient and hereby consents to the foregoing Waiver of Liability and agrees (1) on behalf of the Patient for Patient to be bound by the provisions hereof and (2) on behalf of himself or herself and each other parent or guardian of the Patient, that all of the terms hereof, including all liability waived hereby, equally apply to and they are subject to each of them.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

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