



Dr. Bobby Grossi, DDS

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Welcome to our Practice

Patient name: \_\_\_\_\_  
Last, First, Middle

Gender: Male\_\_ Female\_\_

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

Family Status: Married \_\_ Single \_\_ Child\_\_ Other\_\_

SS# \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone: Home \_\_\_\_\_ Cell \_\_\_\_\_ Work \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Whom may we thank for referring you? \_\_\_\_\_

Emergency Contact: Name \_\_\_\_\_ Phone \_\_\_\_\_

Responsible Party Information

SAME AS ABOVE \_\_\_\_\_

Patient name: \_\_\_\_\_ Gender: Male\_\_ Female\_\_ Birth Date: \_\_\_\_\_  
Last, First, Middle

SS# \_\_\_\_\_ Email Address: \_\_\_\_\_

Phone: Home \_\_\_\_\_ Cell \_\_\_\_\_ Work \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Employment Information

EmployerName \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

## Medical and Dental History

Patient name: \_\_\_\_\_  
Last, First, Middle

Would you consider yourself to be in fairly good health? Yes \_\_\_ No \_\_\_

Date of your last medical exam \_\_\_\_\_

What is the name, address, and phone number of your primary care physician?

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Have you ever had complications following dental treatment? Yes \_\_\_ No \_\_\_

If yes please explain

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Are you currently under the care of a physician due to a specific condition? Yes \_\_\_ No \_\_\_

If yes please explain

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Do you use tobacco (smoking or chewing)? Yes \_\_\_ No \_\_\_

Are you pregnant? No \_\_\_  
Yes \_\_\_ Due date \_\_\_\_\_

Are you taking birth control pills? Yes \_\_\_ No \_\_\_

Do you take any vitamins or nutritional supplements? Yes \_\_\_ No \_\_\_

If yes please list \_\_\_\_\_

Please indicate if you have any allergies:

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Please X if you have or had any of the following:

- |   |  |  |   |                                      |
|---|--|--|---|--------------------------------------|
| <input type="checkbox"/> Acid Reflex/GERD                 | <input type="checkbox"/> Arthritis           | <input type="checkbox"/> Asthma                    | <input type="checkbox"/> Cancer             | <input type="checkbox"/> Dizziness   |
| <input type="checkbox"/> Blood Disease                    | <input type="checkbox"/> Diabetes            | <input type="checkbox"/> Emphysema                 | <input type="checkbox"/> Epilepsy           | <input type="checkbox"/> Head Injury |
| <input type="checkbox"/> Heart Murmur                     | <input type="checkbox"/> HIV/AIDS            | <input type="checkbox"/> Artificial Joint or Valve | <input type="checkbox"/> Herpes/ Cold Sores |                                      |
| <input type="checkbox"/> Hepatitis or other Liver Disease | <input type="checkbox"/> High Blood Pressure | <input type="checkbox"/> Excessive Bleeding        |   |                                      |
| <input type="checkbox"/> Respiratory Problems             | <input type="checkbox"/> Ulcers              | <input type="checkbox"/> Kidney Disease            | <input type="checkbox"/> Glaucoma           |                                      |
| <input type="checkbox"/> Mitral Valve Prolapse            | <input type="checkbox"/> Anemia              | <input type="checkbox"/> Radiation Treatment       | <input type="checkbox"/> Rheumatic Fever    |                                      |
| <input type="checkbox"/> Stomach Problems                 | <input type="checkbox"/> Tuberculosis        | <input type="checkbox"/> Heart Disease             | <input type="checkbox"/> Jaundice           |                                      |
| <input type="checkbox"/> Mental Disorders                 | <input type="checkbox"/> Pacemaker           | <input type="checkbox"/> Sinus Problems            | <input type="checkbox"/> Stroke             |                                      |

Are you taking any of the following?

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Antibiotics or sulfur drugs | <input type="checkbox"/> Cortisone / Steroids    | <input type="checkbox"/> Aspirin                        |
| <input type="checkbox"/> Insulin/ diabetes drugs     | <input type="checkbox"/> Osteoporosis medication | <input type="checkbox"/> Antidepressants/ tranquilizers |
| <input type="checkbox"/> High blood pressure meds    |  |   |

If you checked any of the above medications, please explain (dosage, frequency, etc.)

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When was your last visit to the dentist? \_\_\_\_\_

What was done at last dental visit? \_\_\_\_\_

Previous Dentist's name/phone \_\_\_\_\_

- |   |  |
|---|--|
| Have you had any reactions to local anesthetic? Yes__ No__  | Have you had braces? Yes__ No__  |
| Have you whitened/ bleached your teeth? Yes__ No__  | Are any teeth currently in pain? Yes__ No__                                  |
| Are teeth sensitive to hot/ cold? Yes__ No__  | Do you grind your teeth? Yes__ No__  |
| Do your gums bleed when you brush/floss? Yes__ No__   | Are any teeth loose? Yes__ No__  |
| Does food get caught between your teeth? Yes__ No__   | Do you have pain with jaw joint? Yes__ No__                                  |
| Do you have problems chewing? Yes__ No__  | Do you currently have any dental Implants, dentures, or partials? Yes__ No__ |
| Do you or have you worn a bite appliance? Yes__ No__  |  |
| Have you ever felt uncomfortable or self conscious about the appearance of your teeth? Yes__ No__ |  |

I acknowledge that I have reviewed ALL questions/ alerts on my health history and have responded accordingly. There are not other medical conditions, medications, or allergies that have not been listed. I am aware that I must notify the practice of any further changes. Initials\_\_\_\_\_

Primary Dental Insurance

Name of Insured: \_\_\_\_\_ SS# \_\_\_\_\_  
Last, First, Middle

Insured's Birth Date: \_\_\_\_\_ ID# \_\_\_\_\_ Group # \_\_\_\_\_

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

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

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

Patient's relationship to insured: Self\_\_ Spouse\_\_ Child\_\_ Other\_\_

Insurance Plan Name: \_\_\_\_\_

Insurance Address: \_\_\_\_\_  
City State Zip

Secondary Dental Insurance

Name of Insured: \_\_\_\_\_  
Last, First, Middle

Insured's Birth Date: \_\_\_\_\_ ID# \_\_\_\_\_ Group # \_\_\_\_\_

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

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

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

Patient's relationship to insured: Self\_\_ Spouse\_\_ Child\_\_ Other\_\_

Insurance Plan Name: \_\_\_\_\_

Insurance Address: \_\_\_\_\_  
City State Zip

Insurance Authorization:

- I authorize my dental benefits provider to pay the dentist all benefits rendered.
- I authorize the use of this electronic signature in all insurance submissions.
- I authorize the dentist to release all information necessary to secure the payment of benefits.
- I understand that I am financially responsible for all charges whether or not paid by dental benefits provider.

\_\_\_\_\_ Initials

## Financial Policy

Gateway Dental is committed to providing you with the best possible care, and we are pleased to discuss our professional fees with you at any time. Your clear understanding of our Financial Policy is important to our professional relationship. Please ask if you have any questions about our fees, Financial Policy, or your responsibility.

- All patients must complete our Patient Information Form before seeing the dental professional.
- Full payment is due at time of service.
- We accept cash, checks, American Express®, VISA®, MasterCard®, Discover®, CareCredit®, Gateway Dental advantage discount plan, and Gateway Dental gift cards.
- Gateway Dental provides insurance company billing as a courtesy to our patients. The patient portion of particular dental service(s) is estimated and due at the time of service.

**Adult Patients:** Adult patients are responsible for full payment at time of service.

**Minors Accompanied by an Adult:** The adult accompanying a minor, his/her parents or guardians are responsible for full payment at time of service.

**Unaccompanied Minors:** The parents or guardians are responsible for full payment at time of service. Non-emergency treatment will be denied unless charges have been pre-authorized to an approved credit plan, or to American Express, VISA, MasterCard or Discover.

**Insurance:** Gateway Dental provides insurance company billing as a courtesy to our patients. The patient portion of particular dental service(s) is estimated and due at the time of service. This amount may be subject to adjustment when the dental service(s) claim(s) are adjudicated by the insurance company. In addition, certain insurance companies have annual limitation for the amount of dental services that can be reimbursed within each plan year. If you or your family exceed these annual limitations in any plan year, you will be responsible for the full amount of dental services that exceed the particular plan's limitations. The patient is responsible for monitoring the amount of his/her remaining benefits for any annual benefit period. The patient may not rely upon any information provided by Gateway Dental staff regarding his/her remaining benefit in any such benefit period. The claims we submit to insurance companies indicate that you have assigned those benefits to Gateway Dental. However, if you are paid by the insurance company instead of Gateway Dental, you then become responsible for the total account balance and payment would be expected immediately. If you or your family has more than one dental insurance program, we will assist you in obtaining the maximum benefits available. You, as a patient, are always responsible for any charges that are not covered by your insurance.

**Delinquent Payments:** It is our policy to charge finance fees at 1.5% for outstanding patient balances after the balance has been outstanding 30 days. In addition, all payments returned due to non-sufficient funds will be subject to a NSF fee of \$25.00.

**Missed Appointments:** Unless cancelled at least 48 hours in advance, our policy is to charge for missed appointments at the rate of \$35.00 per each 30 minutes of missed appointment time. Please help us service you better by keeping scheduled appointments.

I understand the above information and agree with its contents, and this will serve as my electronic signature for the administration form.

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

## Consent for Internet Communications

I grant my permission to Gateway Dental and/or such associates or assistants to upload and store confidential patient information (including account information, appointment information and clinical information) to the secured website for the dental practice. I understand that, for security purposes, the site requires a user ID and password for access and use. I also understand the dental practice and I are responsible for maintaining the strict confidentiality of any ID and password assigned to me; and that the dental practice is not liable for any charges, damages, or losses that may be incurred or suffered as a result of my failure to maintain confidentiality. I understand the dental practice is not liable for any harm related to the theft of my ID and password, my disclosure of my ID and password, or my authorization to allow another person or entity to access and use the dental practice web site with my ID and password. I also agree to immediately notify the dental practice of any unauthorized use of my ID or of any other need to deactivate my ID due to security concerns.

I also understand that State and Federal laws, as well as ethical and licensure requirements impose obligations with respect to patient confidentiality that limit the ability to make use of certain services or to transmit certain information to third parties. I understand the dental practice will represent and warrant that they will, at all times during the terms of this Agreement and thereafter, comply with all laws directly or indirectly applicable that may now or hereafter govern the gathering, use, transmission, processing, receipt, reporting, disclosure, maintenance, and storage of my information, and use their best efforts to cause all persons or entities under their direction or control to comply with such laws. I agree that the dental practice has the right to monitor, retrieve, store, upload and use my information in connection with the operation of such services, and is acting on my behalf in uploading my patient information. I understand the dental practice will use commercially reasonable efforts to maintain the confidentiality of all patient information that is uploaded to the web site on my behalf. I understand the dental practice CANNOT AND DOES NOT ASSUME ANY RESPONSIBILITY FOR MY USE OR MISUSE OF PATIENT INFORMATION OR OTHER INFORMATION TRANSMITTED, MONITORED, STORED, UPLOADED OR RECEIVED USING THE SITE OR THE SERVICES.

I have read the information above regarding the secured uploading of patient information to the web site for the dental practice, and grant the dental practice permission to securely upload my patient information to the web site.

Name of patient, parent, or guardian completing this form: \_\_\_\_\_

Relationship to Patient: \_\_\_\_\_

Signature: \_\_\_\_\_  
(Patient, legal guardian or authorized agent of patient)

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

## Consent for treatment

I hereby authorize the doctors(s) and/or designated staff to take x-rays, study models, photographs and other diagnostic aids that deemed necessary and appropriate to make a through diagnosis of my dental needs.

Upon such diagnosis, I authorize the doctor(s) to perform all recommended treatment mutually agreed upon by me and to employ such assistance as required to provide proper care.

I agree to the use of local anesthetics and other medications as necessary. I fully understand that using anesthetic agents embodies certain risks. I understand that I can ask for a full recital of any possible complications.

Name of Patient, Parent, or Guardian completing this form: \_\_\_\_\_

Relationship to patient: \_\_\_\_\_ Date: \_\_\_\_\_

## HIPAA Patient Acknowledgement and Consent Form

Effective April 14, 2003, the new federal law known as the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") requires that this office comply with certain rules regarding the maintenance of the privacy of your information that we have collected and will collect in the future.

To comply with one of the HIPAA requirements, we are giving you a copy of our Notice of Privacy Practices.

This Notice of Privacy Practices contains the information that HIPAA requires us to disclose regarding our privacy practices. Existing Michigan Law requires (in addition to our attempt to obtain your written acknowledgement, discussed above) us to first obtain your written consent prior to disclosing any of your information except for our disclosures in connection with: a defense to a claim challenging our professional competence; a review entity's functions; a claim for payment of fees; a third party payer's examination of our records; a court order as part of a criminal investigation; an identification of a dead body; a licensure investigation; or a child abuse / neglect investigation.

From time to time it may be necessary for us to make disclosures of your information in connection with your treatment. For example, we may make a referral to or consult with another dentist or other health care professional, provide a specimen to a laboratory for testing or otherwise make disclosures of your information in connection with providing or coordinating your treatment.

## Patient Acknowledgment

Please sign this form below under the heading "acknowledgment" to acknowledge that you have today received a copy of our notice of privacy practices.

I acknowledge that I have today received a copy of the Notice of Privacy Practices.

\_\_\_\_\_  
Patient or Parent/Guardian Signature

\_\_\_\_\_  
Patient Name (Please Print)

\_\_\_\_\_  
Date

