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Todd M. Bennett DDS, MDS, PC

# ACKNOWLEDGEMENT OF RECEIPT OF NOTICE OF PRIVACY PRACTICES

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\* You May Refuse to Sign This Acknowledgement \*

I, \_\_\_\_\_, have received a copy of this office's Notice of Privacy Practices.

\_\_\_\_\_  
Please Print Name

\_\_\_\_\_  
Print Responsible Party Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

By checking this box, I agree that my electronic signature is equivalent to my legal and binding handwritten signature.

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## FOR OFFICE USE ONLY

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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)
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**Todd M. Bennett DDS, MDS, PC**

# CONSENT FOR USE AND DISCLOSURE OF HEALTH INFORMATION

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**SECTION A: PATIENT GIVING CONSENT**

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

Patient Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

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

**SECTION B: TO THE PATIENT—PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY.**

**Purpose of Consent:** By signing this form, you will consent to our use and disclosure of your protected health information to carry out treatment, payment activities, and healthcare operations.

**Assignment of Benefits:** I hereby authorize and direct payment of insurance benefits otherwise payable to me, directly to Todd M. Bennett DDS, MDS, PC. I understand that I am financially responsible for any charges not covered. I understand that by signing this form I am accepting financial responsibility for services rendered.

**Notice of Privacy Practices:** You have the right to read our Notice of Privacy Practices before you decide whether to sign this Consent. Our Notice provides a description of our treatment, payment activities, and healthcare operations, of the uses and disclosures we may make of your protected health information, and of other important matters about your protected health information. A copy of our Notice accompanies this Consent. We encourage you to read it carefully and completely before signing this Consent.

We reserve the right to change our privacy practices as described in our Notice of Privacy Practices. If we change our privacy practices, we will issue a revised Notice of Privacy Practices, which will contain the changes. Those changes may apply to any of your protected health information that we maintain.

You may obtain a copy of our Notice of Privacy Practices, including any revisions of our Notice, at any time by contacting:

Contact Person: Office Manager  
Telephone: 251.471.8008  
Fax: 251.471.0018  
Email: info@bennettortho.com  
Address: 3210 Old Shell Road  
Mobile, AL 36607

**Right to Revoke:** You will have the right to revoke this Consent at any time by giving us written notice of your revocation submitted to the Contact Person listed above. Please understand that revocation of this Consent will *not* affect any action we took in reliance on this Consent before we received your revocation, and that we may decline to treat you or to continue treating you if you revoke this Consent.

**SIGNATURE**

I, \_\_\_\_\_, have had full opportunity to read and consider the contents of this Consent form and your Notice of Privacy Practices. I understand that, by signing this Consent form, I am giving my consent to your use and disclosure of my protected health information to carry out treatment, payment activities and health care operations.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If this Consent is signed by a personal representative on behalf of the patient, complete the following:

Responsible Party's Name: \_\_\_\_\_

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

**By checking this box, I agree that my electronic signature is equivalent to my legal and binding handwritten signature.**

**YOU ARE ENTITLED TO A COPY OF THIS CONSENT AFTER YOU SIGN IT.  
Include completed Consent in the patient's chart.**



3210 OLD SHELL ROAD. MOBILE, AL 36607 PHONE 251.471.8008 FAX 251.471.0018

**PATIENT INFORMATION**

DATE: \_\_\_\_\_  
PATIENT'S NAME: \_\_\_\_\_ PREFERS TO BE CALLED: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_ CITY/STATE/ZIP \_\_\_\_\_  
HOME PHONE: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_ SEX: MALE / FEMALE SSN: \_\_\_\_\_  
SCHOOL: \_\_\_\_\_ GRADE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_  
WHOM MAY WE THANK FOR REFERRING YOU TO OUR OFFICE? \_\_\_\_\_  
NAME AND AGE OF OTHER SIBLINGS: \_\_\_\_\_

**RESPONSIBLE PARTY INFORMATION**  
**(Adult patients, please complete this section)**

NAME: \_\_\_\_\_ MARITAL STATUS: \_\_\_\_\_ RELATIONSHIP TO PATIENT: \_\_\_\_\_  
SSN: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_ E-MAIL: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ HOW LONG AT THIS ADDRESS: \_\_\_\_\_ OWN / RENT  
PREVIOUS ADDRESS (IF LESS THAN 3 YEARS): \_\_\_\_\_  
HOME PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_ CELL / PAGER: \_\_\_\_\_  
EMPLOYER: \_\_\_\_\_ OCCUPATION: \_\_\_\_\_ # YEARS EMPLOYED: \_\_\_\_\_  
SPOUSE'S NAME: \_\_\_\_\_ RELATIONSHIP TO PATIENT: \_\_\_\_\_  
SSN: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_ E-MAIL: \_\_\_\_\_  
WORK PHONE: \_\_\_\_\_ CELL / PAGER: \_\_\_\_\_  
EMPLOYER: \_\_\_\_\_ OCCUPATION: \_\_\_\_\_ # YEARS EMPLOYED: \_\_\_\_\_

**DENTAL INSURANCE INFORMATION**

INSURED'S FULL NAME: \_\_\_\_\_ SSN: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_  
INSURANCE COMPANY: \_\_\_\_\_ GROUP #: \_\_\_\_\_ CONTRACT/ ID #: \_\_\_\_\_  
INSURANCE COMPLETE ADDRESS AND PHONE #: \_\_\_\_\_  
INSURED'S EMPLOYER: \_\_\_\_\_  
EMPLOYER'S COMPLETE ADDRESS AND PHONE #: \_\_\_\_\_

DO YOU HAVE DUAL COVERAGE?  YES **IF YES PLEASE FILL IN BELOW**

INSURED'S FULL NAME: \_\_\_\_\_ SSN: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_  
INSURANCE COMPANY: \_\_\_\_\_ GROUP #: \_\_\_\_\_ CONTRACT/ ID #: \_\_\_\_\_  
INSURED'S EMPLOYER: \_\_\_\_\_  
INSURANCE COMPLETE ADDRESS AND PHONE #: \_\_\_\_\_

**EMERGENCY CONTACT INFORMATION**

EMERGENCY CONTACT: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

**MEDICAL AND DENTAL HEALTH INFORMATION**

PATIENT'S DENTIST: \_\_\_\_\_ DATE OF LAST DENTAL VISIT: \_\_\_\_\_

DO YOU NEED A REFERRAL TO A DENTIST?  YES

WHAT CONCERNS YOU THE MOST ABOUT YOUR TEETH? \_\_\_\_\_

HAS AN ORTHODONTIST PREVIOUSLY BEEN CONSULTED?  YES / NO

ARE ANTIBIOTICS NECESSARY FOR TEETH CLEANING?  YES / NO

IS THERE ANY DENTAL WORK THAT NEEDS TO BE COMPLETED PRIOR TO ORTHODONTIC TREATMENT?  YES / NO

PATIENT'S PHYSICIAN: \_\_\_\_\_ DATE OF LAST PHYSICAL EXAM: \_\_\_\_\_

IS THE PATIENT UNDER THE CARE OF A PHYSICIAN AT THIS TIME? YES / NO IF YES, PLEASE EXPLAIN: \_\_\_\_\_

LIST ANY MEDICATIONS BEING TAKEN AT THIS TIME: \_\_\_\_\_

LIST ALL ALLERGIES: \_\_\_\_\_

**HAS THE PATIENT EVER HAD ANY OF THE FOLLOWING MEDICAL OR DENTAL PROBLEMS?**

- |  |  |  |
|--|--|--|
| ABNORMAL BLEEDING <input type="checkbox"/>     | EPILEPSY / CONVULSIONS / SEIZURES <input type="checkbox"/> | KIDNEY DISEASE <input type="checkbox"/>          |
| BONE DISORDERS <input type="checkbox"/>        | AIDS / HIV POSITIVE <input type="checkbox"/>               | LIVER DISEASE <input type="checkbox"/>           |
| CANCER OR TUMOR <input type="checkbox"/>       | HEART PROBLEMS <input type="checkbox"/>                    | HIGH BLOOD PRESSURE <input type="checkbox"/>     |
| DIABETES <input type="checkbox"/>              | HEMOPHILIA / PROLONGED BLEEDING <input type="checkbox"/>   | BRUISE / BLEED EASILY <input type="checkbox"/>   |
| HEPATITIS <input type="checkbox"/>             | TUBERCULOSIS / POSITIVE PPD <input type="checkbox"/>       | PREGNANT NOW <input type="checkbox"/>            |
| SINUS PROBLEMS <input type="checkbox"/>        | ASTHMA OR HAYFEVER <input type="checkbox"/>                | HEART MURMUR OR MVP <input type="checkbox"/>     |
| LATEX ALLERGY <input type="checkbox"/>         | ANEMIA <input type="checkbox"/>                            | DISABILITIES <input type="checkbox"/>            |
| PLASTIC/METAL ALLERGY <input type="checkbox"/> | FINGER / THUMB SUCKING <input type="checkbox"/>            | MOUTH BREATHING <input type="checkbox"/>         |
| TOOTH/JAW TRAUMA <input type="checkbox"/>      | LIP / TONGUE BITING <input type="checkbox"/>               | TONGUE THRUST <input type="checkbox"/>           |
| CLENCHING/GRINDING <input type="checkbox"/>    | TONSILS / ADENOID PROBLEMS <input type="checkbox"/>        | SPEECH PROBLEMS <input type="checkbox"/>         |
| JAW CLICKING/POPPING <input type="checkbox"/>  | ARTHRITIS / OSTEOPOROSIS <input type="checkbox"/>          | SMOKE / CHEW TOBACCO <input type="checkbox"/>    |
| PAINFUL JOINTS <input type="checkbox"/>        | ALCOHOLISM / DRUG ADDICTION <input type="checkbox"/>       | EAR INFECTIONS <input type="checkbox"/>          |
| DENTAL PAIN <input type="checkbox"/>           | FREQUENT COLDS / SORE THROAT <input type="checkbox"/>      | HEADACHES <input type="checkbox"/>               |
| FAINTING OR DIZZINESS <input type="checkbox"/> | SEXUALLY TRANSMITTED DISEASE <input type="checkbox"/>      | CAVITIES NOW <input type="checkbox"/>            |
| COLD SORES / HERPES <input type="checkbox"/>   | BISPHOSPHONATES <input type="checkbox"/>                   | EXTRA TEETH <input type="checkbox"/>             |
| NERVOUS DISORDERS <input type="checkbox"/>     | THYROID PROBLEMS <input type="checkbox"/>                  | MISSING PERMANENT TEETH <input type="checkbox"/> |

PLEASE EXPLAIN ANY MEDICAL OR DENTAL PROBLEMS THAT YOU HAVE HAD: \_\_\_\_\_

**AFFIRMATION**

I AFFIRM THAT THE INFORMATION THAT I HAVE GIVEN IS CORRECT TO THE BEST OF MY KNOWLEDGE. IT WILL BE HELD IN THE STRICTEST OF CONFIDENCE AND IT IS MY RESPONSIBILITY TO INFORM THIS OFFICE IMMEDIATELY OF ANY CHANGES IN MEDICAL STATUS. I UNDERSTAND THAT WHERE APPROPRIATE, CREDIT REPORTS MAY BE OBTAINED.

\_\_\_\_\_  
PATIENT/PARENT/LEGAL GUARDIAN

\_\_\_\_\_  
DATE

I VERBALLY REVIEWED THE MEDICAL / DENTAL INFORMATION ABOVE WITH THE PATIENT / PARENT / LEGAL GUARDIAN.

\_\_\_\_\_  
SIGNED

\_\_\_\_\_  
DATE

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Todd M. Bennett DDS, MDS, PC

# NOTICE OF PRIVACY PRACTICES

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THIS NOTICE DESCRIBES HOW HEALTH INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION.

PLEASE REVIEW IT CAREFULLY.  
THE PRIVACY OF YOUR HEALTH INFORMATION IS IMPORTANT TO US.

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## OUR LEGAL DUTY

We are required by applicable federal and state law to maintain the privacy of your health information. We are also required to give you this Notice about our privacy practices, our legal duties, and your rights concerning your health information. We must follow the privacy practices that are described in this Notice while it is in effect. This Notice takes effect April 14, 2003, and will remain in effect until we replace it.

We reserve the right to change our privacy practices and the terms of this Notice at any time, provided such changes are permitted by applicable law. We reserve the right to make the changes in our privacy practices and the new terms of our Notice effective for all health information that we maintain, including health information we created or received before we made the changes. Before we make a significant change in our privacy practices, we will change this Notice and make the new Notice available upon request.

You may request a copy of our Notice at any time. For more information about our privacy practices, or for additional copies of this Notice, please contact our office.

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## USES AND DISCLOSURES OF HEALTH INFORMATION

We use and disclose health information about you for treatment, payment, and healthcare operations. For example:

**Treatment:** We may use or disclose your health information to a physician or other healthcare provider providing treatment to you.

**Payment:** We may use and disclose your health information to obtain payment for services we provide to you.

**Healthcare Operations:** We may use and disclose your health information in connection with our healthcare operations. Healthcare operations include quality assessment and improvement activities, reviewing the competence or qualifications of healthcare professionals, evaluating practitioner and provider performance, conducting training programs, accreditation, certification, licensing or credentialing activities.

**Your Authorization:** In addition to our use of your health information for treatment, payment or healthcare operations, you may give us written authorization to use your health information or to disclose it to anyone for any purpose. If you give us an authorization, you may revoke it in writing at any time. Your revocation will not affect any use or disclosures permitted by your authorization while it was in effect. Unless you give us a written authorization, we cannot use or disclose your health information for any reason except those described in this Notice.

**To Your Family and Friends:** We must disclose your health information to you, as described in the Patient Rights section of this Notice. We may disclose your health information to a family member, friend or other person to the extent necessary to help with your healthcare or with payment for your healthcare, but only if you agree that we may do so.

**Persons Involved In Care:** We may use or disclose health information to notify, or assist in the notification of (including identifying or locating) a family member, your personal representative or another person responsible for your care, of your location, your general condition, or death. If you are present, then prior to use or disclosure of your health information, we will provide you with an opportunity to object to such uses or disclosures. In the event of your incapacity or emergency circumstances, we will disclose health information based on a determination using our professional judgment disclosing only health information that is directly relevant to the person's involvement in your healthcare. We will also use our professional judgment and our experience with common practice to make reasonable inferences of your best interest in allowing a person to pick up filled prescriptions, medical supplies, x-rays, or other similar forms of health information.

**Marketing Health-Related Services:** We will not use your health information for marketing communications without your written authorization.

**Required by Law:** We may use or disclose your health information when we are required to do so by law.

**Abuse or Neglect:** We may disclose your health information to appropriate authorities if we reasonably believe that you are a possible victim of abuse, neglect, or domestic violence or the possible victim of other crimes. We may disclose your health information to the extent necessary to avert a serious threat to your health or safety or the health or safety of others.

**National Security:** We may disclose to military authorities the health information of Armed Forces personnel under certain circumstances. We may disclose to authorized federal officials health information required for lawful intelligence, counterintelligence, and other national security activities. We may disclose to correctional institution or law enforcement official having lawful custody of protected health information of inmate or patient under certain circumstances.

**Appointment Reminders:** We may use or disclose your health information to provide you with appointment reminders (such as voicemail messages, postcards, or letters).

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## **PATIENT RIGHTS**

**Access:** You have the right to look at or get copies of your health information, with limited exceptions. You may request that we provide copies in a format other than photocopies. We will use the format you request unless we cannot practicably do so. (You must make a request in writing to obtain access to your health information. You may obtain a form to request access by using our contact information. We will charge you a reasonable cost-based fee for expenses such as copies and staff time. You may also request access by sending us a letter. If you request copies, we will charge you \$0.75 for each page, \$15.00 per hour for staff time to locate and copy your health information, and postage if you want the copies mailed to you. If you request an alternative format, we will charge a cost-based fee for providing your health information in that format. If you prefer, we will prepare a summary or an explanation of your health information for a fee. You may contact us for a full explanation of our fee structure.)

**Disclosure Accounting:** You have the right to receive a list of instances in which we or our business associates disclosed your health information for purposes, other than treatment, payment, healthcare operations and certain other activities, for the last 6 years, but not before April 14, 2003. If you request this accounting more than once in a 12-month period, we may charge you a reasonable, cost-based fee for responding to these additional requests.

**Restriction:** You have the right to request that we place additional restrictions on our use or disclosure of your health information. We are not required to agree to these additional restrictions, but if we do, we will abide by our agreement (except in an emergency).

**Alternative Communication:** You have the right to request that we communicate with you about your health information by alternative means or to alternative locations. **{You must make your request in writing.}** Your request must specify the alternative means or location, and provide satisfactory explanation how payments will be handled under the alternative means or location you request.

**Amendment:** You have the right to request that we amend your health information. (Your request must be in writing, and it must explain why the information should be amended.) We may deny your request under certain circumstances.

**Electronic Notice:** If you receive this Notice on our Web site or by electronic mail (e-mail), you are entitled to receive this Notice in written form.

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## **QUESTIONS AND COMPLAINTS**

If you want more information about our privacy practices or have questions or concerns, please contact us.

If you are concerned that we may have violated your privacy rights, or you disagree with a decision we made about access to your health information or in response to a request you made to amend or restrict the use or disclosure of your health information or to have us communicate with you by alternative means or at alternative locations, you may complain to us using the contact information listed at the end of this Notice. You also may submit a written complaint to the U.S. Department of Health and Human Services. We will provide you with the address to file your complaint with the U.S. Department of Health and Human Services upon request.

We support your right to the privacy of your health information. We will not retaliate in any way if you choose to file a complaint with us or with the U.S. Department of Health and Human Services.



# Bennett Orthodontics

## PHOTO RELEASE PRIVACY AUTHORIZATION FORM

I hereby give **Todd M. Bennett DDS, MDS, PC** the absolute right and permission to publish or use photographic portraits or pictures of me, or in which I may be included in whole or in part, or composite or distorted in character or form, in conjunction with my own fictitious name, or reproduction thereof in color or otherwise, made through any media at their studios or elsewhere, for art, advertising, trade or any other lawful purpose whatsoever.

I hereby waive any right that I may have to inspect and/or approve the finished product or the advertising copy that may be used in connection therewith, or the use to which it may be applied.

I hereby release, discharge, and agree to save **Todd M. Bennett DDS, MDS, PC** from any liability by virtue of any blurring, distortion, alteration, optical illusion, or use in composite form, whether intentional or otherwise, that may occur or be produced in the taking of said pictures, or in any processing tending towards the completion of the finished product.

\_\_\_\_\_  
PATIENT NAME

\_\_\_\_\_  
PARENT OR GUARDIAN SIGNATURE

\_\_\_\_\_  
DATE

By checking this box, I agree that my electronic signature is equivalent to my legal and binding handwritten signature.