

Financial Policy

Daniel Leske, D.D.S., P.C.
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Troy, MI 48085
(248) 828-3091

This is an agreement between Daniel Leske, D.D.S., P.C. as creditor, and the Patient/Debtor named on this form.

In this agreement the words "you," "your," and "yours" mean the Patient/Debtor. The word "account" means the account that has been established in your name to which charges are made and payments are credited. The words "we," "us," and "our" refer to Daniel Leske, D.D.S., P.C.

By executing this agreement, you are agreeing to pay for all services that are received.

Treatment Recommendations: Treatment recommendations are based on your individual needs. Fees are not typically explained prior to rendering treatment. When you accept treatment in our office, you are accepting responsibility for the cost of all services rendered on your behalf or that of your dependents. If you would like to review the fees prior to accepting treatment, please ask to speak to our Financial Coordinator. She will be happy to give you a breakdown of the fees involved.

Payment Policy: Payment for services is due at the time the service is rendered. On treatment requiring multiple appointments, you may choose to pay a minimum of 50% at the initial appointment. The balance may be divided over the remaining appointments and is due in full upon completion. If treatment is suspended or terminated, the remaining balance will become due immediately. We accept cash, checks, and major credit cards.

Credit Policy: In order to extend credit in our office, you give us permission to run a credit report and make other credit inquiries that we determine necessary. With approved credit, we offer a wide variety of both in-office payment arrangements, and third-party interest-free financing. Please ask to speak to our Financial Coordinator with any question regarding your dental investment or to apply for credit.

Insurance: Dental Insurance is a contract between you and your insurance company. We are not party to this contract in most cases. We are happy to file the forms necessary to assure you receive the full benefit of your dental insurance, and we gladly accept direct payment from most insurance companies. However, you are ultimately responsible for all charges that your insurance company does not cover. We will estimate what your insurance company may pay, but we cannot guarantee this coverage. It is the insurance company that makes the final determination of your eligibility and coverage. Therefore, the amount due our office is subject to change once the insurance payment is received. It is important that you understand the full extent of your insurance coverage. If your insurance company does not respond within 60 days, the remaining balance will become your responsibility.

Pre-payment courtesy: For charges exceeding \$200.00, a 5% courtesy will be extended for full cash or check payment made prior to the start of treatment.

Senior Citizen Discount: Patients 65 or older are eligible for a 10% discount if payment is received in full on the date of service.

General Discounts: Discounts cannot be combined with any promotional or other courtesy discounts. Discounts will apply only when payment in full is received on the date of service. Discounts may no longer be offered on accounts with a history of poor credit or missed appointments.

The Financial Policy continues on the back side of this page.

Patients Name: _____

Signature of Responsible Party: _____ Date: _____

Monthly Statements: Monthly statements will be sent for any patient balance remaining on your account. The balance on your statement is due by the date shown on the statement. Finance charges will apply if payment is not received by the due date.

Finance Charge: Unless other arrangements have been established in writing, a finance charge will be imposed on each item of your account which has not been paid within 30 days of the time the item was added to the account. The **FINANCE CHARGE** will be computed at the rate of one and a quarter percent (1.25%) per month or an **ANNUAL PERCENTAGE RATE** of fifteen percent (15%). The finance charge on your account is computed by applying the periodic rate (1.25%) to the "overdue balance" of your account. The "overdue balance" of your account is calculated by taking the balance owed thirty (30) days ago, and then subtracting any payments or credits applied to the account during that time. The minimum Finance Charge is \$.50.

Returned Checks: There is a fee (currently \$35.00) for any check returned by the bank. Upon receiving the returned check, our office will attempt to contact the financial institution to verify funds. If funds have become available, we will redeposit the check and bill you for the returned check fee. If funds are still not available, our office will notify you by phone or in writing via certified mail. If the amount due is not paid with cash within seven business days of receipt of notice, it will be considered as intent to defraud and may be reported to the Troy Police Department.

Missed Appointment Fee: The second time a patient does not show up for an appointment, or cancels with less than 24 hour notice, a fee (currently \$30.00) may be charged. This fee must be paid before a new appointment is scheduled. Patients with three missed appointments may be asked to transfer their records to another doctor.

Past Due Accounts: We will make several attempts to contact you if your account becomes past due. If we are unable to reach you, if you have expressed an unwillingness to pay, or if your balance becomes 120 days overdue, your account will become delinquent. If your account becomes delinquent, we will take necessary steps to collect this debt. We have the option to report your account status to any credit reporting agency such as a credit bureau. If collection efforts are required, you shall be liable for all cost of collection, including reasonable attorney's fees. If your account is referred to an outside collection agency, a collection fee will be added to your account. In case of suit, you agree the venue shall be in Oakland County, Michigan.

Waiver of Confidentiality: You understand that if this account is submitted to an attorney, collection agency, if we have to litigate in court, or if your past due status is reported to a credit reporting agency, the fact that you received treatment in our office may become a matter of public record.

Divorce: In case of divorce or separation, the party responsible for the account prior to the divorce or separation remains responsible for the account. After a divorce or separation, the parent authorizing treatment for a child will be the parent responsible for those subsequent charges. If the divorce decree requires the other parent to pay all or part of the treatment costs, it is the authorizing parent's responsibility to collect from the other parent.

Transferring of Records: You will need to request in writing, and pay a reasonable copying fee if you want to have copies of your records sent to another doctor or organization. You authorize us to include all relevant information, which may include your payment history. If you are requesting your records to be transferred from another doctor or organization to us, you authorize us to receive all relevant information, which may include your payment history.

Worker's Compensation, Auto Insurance and Personal Injury Claims: We will gladly process your insurance or lawsuit claim and forward any necessary records as you request, however, payment of the bill remains the patient's responsibility. Payment is expected at the time of service, we will request the insurance carrier send their payment directly to you.

Effective Date: Once you have signed this agreement, you agree to all of the terms and conditions contained herein and the agreement will be in full force and effect.

MEDICAL/DENTAL HISTORY

Medical Alert:

Patient Name _____

1. Have you been under the care of a medical doctor or been hospitalized during the past five years? yes no

If yes, when and for what reason? _____

Physician's Name _____ Phone _____

Address _____ Date of last check-up _____

2. Are you taking any medications, drugs or pills at this time? yes no

If yes, please list _____

3. Are you aware of an allergic or adverse reaction to any medication or substance? yes no

If yes, please list _____

4. Indicate which of the following you have had, or have at present.

Heart (Surgery, Disease, Attack) <input type="checkbox"/> yes <input type="checkbox"/> no	Ulcers <input type="checkbox"/> yes <input type="checkbox"/> no	Hepatitis B (Serum) <input type="checkbox"/> yes <input type="checkbox"/> no
Chest Pain <input type="checkbox"/> yes <input type="checkbox"/> no	Diabetes <input type="checkbox"/> yes <input type="checkbox"/> no	Venereal Disease <input type="checkbox"/> yes <input type="checkbox"/> no
Congenital Heart Disease <input type="checkbox"/> yes <input type="checkbox"/> no	Thyroid Problems <input type="checkbox"/> yes <input type="checkbox"/> no	A.I.D.S. <input type="checkbox"/> yes <input type="checkbox"/> no
Heart Murmur <input type="checkbox"/> yes <input type="checkbox"/> no	Glaucoma <input type="checkbox"/> yes <input type="checkbox"/> no	H.I.V. Positive <input type="checkbox"/> yes <input type="checkbox"/> no
High Blood Pressure <input type="checkbox"/> yes <input type="checkbox"/> no	Contact Lenses <input type="checkbox"/> yes <input type="checkbox"/> no	Canker Sores/Fever Blisters <input type="checkbox"/> yes <input type="checkbox"/> no
Mitral Valve Prolapse <input type="checkbox"/> yes <input type="checkbox"/> no	Emphysema <input type="checkbox"/> yes <input type="checkbox"/> no	Blood Transfusion <input type="checkbox"/> yes <input type="checkbox"/> no
Artificial Heart Valve <input type="checkbox"/> yes <input type="checkbox"/> no	Chronic Cough <input type="checkbox"/> yes <input type="checkbox"/> no	Hemophilia <input type="checkbox"/> yes <input type="checkbox"/> no
Heart Pacemaker <input type="checkbox"/> yes <input type="checkbox"/> no	Tuberculosis <input type="checkbox"/> yes <input type="checkbox"/> no	Sickle Cell Disease <input type="checkbox"/> yes <input type="checkbox"/> no
Rheumatic Fever <input type="checkbox"/> yes <input type="checkbox"/> no	Asthma <input type="checkbox"/> yes <input type="checkbox"/> no	Bruise Easily <input type="checkbox"/> yes <input type="checkbox"/> no
Arthritis/Rheumatism <input type="checkbox"/> yes <input type="checkbox"/> no	Hay Fever <input type="checkbox"/> yes <input type="checkbox"/> no	Liver Disease <input type="checkbox"/> yes <input type="checkbox"/> no
Cortisone Medicine <input type="checkbox"/> yes <input type="checkbox"/> no	Allergies or Hives <input type="checkbox"/> yes <input type="checkbox"/> no	Yellow Jaundice <input type="checkbox"/> yes <input type="checkbox"/> no
Swollen Ankles <input type="checkbox"/> yes <input type="checkbox"/> no	Sinus Trouble <input type="checkbox"/> yes <input type="checkbox"/> no	Neurological Disorders <input type="checkbox"/> yes <input type="checkbox"/> no
Stroke <input type="checkbox"/> yes <input type="checkbox"/> no	Radiation Therapy <input type="checkbox"/> yes <input type="checkbox"/> no	Epilepsy or Seizures <input type="checkbox"/> yes <input type="checkbox"/> no
Diet (Special/Restricted) <input type="checkbox"/> yes <input type="checkbox"/> no	Chemotherapy <input type="checkbox"/> yes <input type="checkbox"/> no	Fainting or Dizzy Spells <input type="checkbox"/> yes <input type="checkbox"/> no
Artificial Joints (hip, knee, etc.) <input type="checkbox"/> yes <input type="checkbox"/> no	Tumors <input type="checkbox"/> yes <input type="checkbox"/> no	Nervous/Anxious <input type="checkbox"/> yes <input type="checkbox"/> no
Kidney Trouble <input type="checkbox"/> yes <input type="checkbox"/> no	Hepatitis A (infectious) <input type="checkbox"/> yes <input type="checkbox"/> no	Psychiatric/Psychological Care <input type="checkbox"/> yes <input type="checkbox"/> no

5. Do you have or have you had any disease, condition, or problem not listed? yes no

If yes, please list: _____

6. Women. Are you: Pregnant? yes, _____ Months no Nursing? yes no Taking birth control pills? yes no

7. What is the reason for your visit today? _____

8. Date of last Dental visit _____ Date of Last Dental cleaning _____

Previous Dentist's name _____ Address _____

9. Are your teeth sensitive to:

Hot/cold <input type="checkbox"/> yes <input type="checkbox"/> no	11. Do your gums bleed or hurt? <input type="checkbox"/> yes <input type="checkbox"/> no
Sweets <input type="checkbox"/> yes <input type="checkbox"/> no	12. Are you satisfied with the appearance of your teeth? <input type="checkbox"/> yes <input type="checkbox"/> no
Chewing <input type="checkbox"/> yes <input type="checkbox"/> no	13. Would you like to keep all your teeth all your life? <input type="checkbox"/> yes <input type="checkbox"/> no

10. Have you experienced:

Clicking or popping of the jaw <input type="checkbox"/> yes <input type="checkbox"/> no	14. Do you feel nervous about having dental treatment? <input type="checkbox"/> yes <input type="checkbox"/> no
Difficulty opening or closing mouth <input type="checkbox"/> yes <input type="checkbox"/> no	If so what is your biggest concern? _____
Pain (joint, ear, side of face) <input type="checkbox"/> yes <input type="checkbox"/> no	

I understand the above information is necessary to provide me with dental care in a safe and efficient manner. I have answered all questions to the best of my knowledge. Should further information be needed, you have my permission to ask the respective health care provider or agency, who may release such information to you. I will notify the doctor of any change in my health or medication.

Patient/Guardian Signature _____ Date _____

Doctors Comments: _____

PLEASE COMPLETE THE FOLLOWING CONFIDENTIAL INFORMATION

PATIENT REGISTRATION

START HERE
IF THIS
APPOINTMENT
IS FOR YOU

DATE				1
NAME				
SPOUSE				
ADDRESS				
CITY		STATE	ZIP	
HOME PHONE NO.				
BIRTHDATE	AGE	MALE	FEMALE	
MARRIED	SINGLE	DIVORCED	WIDOWED	
SOCIAL SECURITY NO.				
DATE				
NAME				
ADDRESS				
CITY		STATE	ZIP	
HOME PHONE NO.				
BIRTHDATE	AGE	MALE	FEMALE	
SCHOOL			GRADE	
IF YOUR CHILD'S NAME AND /OR ADDRESS ARE NOT THE SAME AS YOURS, FILL IN THE TOP BOX ALSO.				

START HERE
IF THIS
APPOINTMENT
IS FOR
YOUR CHILD

DENTAL INSURANCE		2
PRIMARY CARRIER		
INSURANCE COMPANY		
EMPLOYER		
EMPLOYEE		
DATE OF BIRTH		
GROUP NO.		
DATE EMPLOYED		
EMP. SOCIAL SECURITY NO.		
SECONDARY CARRIER		
INSURANCE COMPANY		
EMPLOYER		
EMPLOYEE		
DATE OF BIRTH		
GROUP NO.		
DATE EMPLOYED		
EMP. SOCIAL SECURITY NO.		

ACCOUNT INFORMATION		4
PERSON FINANCIALLY RESPONSIBLE FOR ACCOUNT		
NAME		
RELATIONSHIP TO PATIENT	DRIVERS LICENSE NO.	
ADDRESS		
CITY		STATE ZIP
PHONE NO.	SOCIAL SECURITY NO.	
YOU		
NAME		
OCCUPATION		
EMPLOYER		
BUSINESS ADDRESS	CITY	
BUSINESS PHONE NO.	EXT.	
YOUR SPOUSE		
NAME		
OCCUPATION		
EMPLOYER		
BUSINESS ADDRESS	CITY	
BUSINESS PHONE NO.	EXT.	

GETTING TO KNOW YOU		3
IS ANOTHER MEMBER OF YOUR FAMILY, OR RELATIVE A PATIENT AT OUR OFFICE?		
THEIR NAME:	RELATIONSHIP:	
REFERRED TO US BY		
YOUR FORMER ADDRESS		
CITY		STATE ZIP
PERSON TO CONTACT FOR EMERGENCY		
PHONE NUMBER		
ADDRESS		
CITY		STATE ZIP
CLOSEST RELATIVE NOT LIVING WITH YOU		
PHONE NUMBER		
ADDRESS		
CITY		STATE ZIP

CONSENT

1. I hereby authorize doctor or designated staff to take x-rays, study models, photographs, and any other diagnostic aids deemed appropriate by doctor-to make a thorough diagnosis of

(name of patient) _____'s dental needs.

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

3. I consent to the use of appropriate medication and therapy as deemed necessary. I fully understand that using anesthetic agents embodies a certain risk.

4. Lastly, I agree to be responsible for payment of all services rendered on my behalf or my dependents. I understand that payment is due at the time of service unless other arrangements have been made. In the event payments are not received by agreed upon dates, I understand that a 1-1/2% finance charge (15% APR) may be added to my account.

Please be advised that even though there may be Dental Insurance coverage, the ultimate financial responsibility is that of the patient or parent in situation regarding dependents. Dental Insurance is a benefit to you from your employer. There are contractual limitations between your employer and most Dental Insurance carriers, of which we are not liable. Please inform yourself of the full extent of your insurance coverage. We will be happy to explain but will not guarantee this coverage.

Patient _____ Date _____ Witness _____

Parent or Responsible Party _____ Relationship to Patient _____

Symptoms of Temporomandibular Dysfunction

The jaw joints, called the temporomandibular joints or "TMJ", are among the most complex joints in the body. They are the only joints which must be in complete harmony with each other in order to work properly. When this complex system of muscles, ligaments, discs and bones do not work properly together, it could result in a condition known as TMD, for Temporomandibular Dysfunction. Following is a list of symptoms which could be related to the jaw muscles and joints. Experiencing any of these symptoms could be a sign of TMD. Many patients experience symptoms, yet have no apparent loss of function. However, sometimes the symptoms slowly get worse and require treatment. Awareness of these symptoms in early stages is also important in diagnosing the cause of other dental conditions such as fractured teeth or bone loss. Monitoring symptoms is the only way to properly diagnose TMD. Please indicate if you have experienced any of the following symptoms. We will continue to monitor at future appointments.

Patient Symptoms:

Date: _____

Date: _____

- Pain in the jaw muscles _____
- Facial muscles feel tight constantly
(face feels tired) _____
- Frequent headaches _____
- Pain in one or both jaw joints _____
- Clicking, grating or cracking sound
in one or both jaw joints _____
- Limited opening with or without
pain _____
- Inability to find a consistent bite _____
- Lower jaw locks closed or open _____
- Difficulty chewing _____
- Inability to open or close smoothly _____
- Teeth tender to pressure/chewing _____
- Sensitivity to temperature _____
- Teeth grinding _____
- Numbness in any area of the
face/neck _____
- Unexplained tooth pain _____
- Clenching _____

- Sensitivity to sound _____
- Recent loss of hearing _____
- Pain behind the eye _____
- Light sensitivity _____
- Excessive tearing _____
- Blurred vision _____
- Difficulty swallowing _____
- Pain in tongue, cheek, or lip _____
- Chronic mouth breathing _____
- Snoring _____
- Sleep apnea _____
- Crowded upper and/or lower teeth _____
- Scalloped tongue _____
- Tongue chewing _____
- Fullness in one or both ears _____
- Ear pain _____
- Dizziness _____
- Ringing in ear _____
- Buzzing of ears _____

Doctor Findings:

- Abfractions, bone loss, gum
recession _____
- Open contacts with no
periodontal rational _____
- Anterior and/or posterior wear
facets _____
- Tilted teeth (mostly lingual
inclination) _____
- Premature occlusal or incisal
tooth contact _____

- Cervical erosion _____
- Opening/closing lateral deviation
of lower jaw _____
- Depressed curve of Spee _____
- Bicuspid drop off _____
- Fractured teeth or restorations _____
- Lack of posterior support _____
- Torus mandibularis _____
- Decrease in opening measurement _____

OPENING MEASUREMENT _____

Notes:

Patient Name (printed)

Patient Signature

Date

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 HIPAA's 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 acknowledgment, 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 Acknowledgement

Please sign this form below under the heading "acknowledgement" 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 Signature

Patient Name (please print)

Date: _____

For office use only

Patient Refused to Sign

The following circumstances prohibited the patient from signing the Acknowledgment:

An emergency situation prevented the patient from signing the Acknowledgement.

Office Personnel (signature)

Office Personnel (print name)

Date: _____

Patient Consent

Please sign this form below under the heading "Consent" to consent to our disclosures of your information that we deem necessary in order to provide you with proper treatment.

I consent to your disclosures of my information, which you deem are necessary in connection with my treatment. I understand that such disclosures may not be of the type listed above.

Patient Signature

Patient Name (please print)

Date: _____