



Adult Patient Registration Form

529 Palace Road, Unit 1, Kingston ON K7L 4T6

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Welcome to our office. Please assist us by completing the following information regarding the patient and their medical and dental history. It is important that you answer all the questions as accurately as possible. Your answers to these questions are for our records only and will be kept strictly confidential, in compliance with privacy legislation, standards of our regulatory body, the Royal College of Dentists of Ontario, and the law.

Patient's name: Mr. /Mrs. / Ms. / Dr. _____
Last First

Date of Birth: _____ Age: _____ Sex: ☐ Male ☐ Female
Month Day Year

Address: _____ City: _____ Postal Code: _____

Home Phone: _____ Cell: _____

Email(s): _____

Name of other family members treated by our office: _____

How did you hear about our office? _____

Dentist's name: _____ Physician's name: _____

Medical History

1. Is the patient in good general health? ☐ Yes ☐ No
2. Is the patient under the care of a physician for any medical concern? ☐ Yes ☐ No
3. Is the patient taking any medications or drugs at the present time? ☐ Yes ☐ No
4. Has the patient ever had any serious illness, operation, or been hospitalized? ☐ Yes ☐ No
5. Does the patient have or ever had any of the following?

- | | | | | | |
|---|--|--|--|--|--|
| <input type="checkbox"/> asthma | <input type="checkbox"/> blood disorders | <input type="checkbox"/> joint replacement | <input type="checkbox"/> liver disease | <input type="checkbox"/> ulcers/stomach problems | <input type="checkbox"/> steroid therapy |
| <input type="checkbox"/> lung disease | <input type="checkbox"/> anemia | <input type="checkbox"/> heart attack | <input type="checkbox"/> hepatitis | <input type="checkbox"/> epilepsy or seizures | <input type="checkbox"/> AIDS or HIV |
| <input type="checkbox"/> allergies | <input type="checkbox"/> rheumatic fever | <input type="checkbox"/> stroke | <input type="checkbox"/> jaundice | <input type="checkbox"/> cancer | <input type="checkbox"/> diabetes |
| <input type="checkbox"/> hay fever | <input type="checkbox"/> heart murmur | <input type="checkbox"/> high/low blood pressure | <input type="checkbox"/> kidney disease | <input type="checkbox"/> arthritis/rheumatism | <input type="checkbox"/> thyroid disease |
| <input type="checkbox"/> sinus problems | <input type="checkbox"/> congenital heart defect | | <input type="checkbox"/> gastrointestinal problems | <input type="checkbox"/> immune disorders | |

6. Has the patient ever experienced any unusual reactions to any of the following?

- | | | |
|-------------------------------------|--|---------------------------------------|
| <input type="checkbox"/> aspirin | <input type="checkbox"/> local anesthetics | <input type="checkbox"/> sulfonamides |
| <input type="checkbox"/> codeine | <input type="checkbox"/> other antibiotics | <input type="checkbox"/> latex |
| <input type="checkbox"/> penicillin | <input type="checkbox"/> nickel or other metal | <input type="checkbox"/> other: _____ |

7. For female patients: Is there a chance you may be pregnant? ☐ Yes ☐ No
8. Has the patient ever had any medical radiation therapy? ☐ Yes ☐ No
9. Is there anything that the orthodontist should know regarding the medical history of the patient that has not been mentioned? ☐ Yes ☐ No
10. Has the patient had their tonsils or adenoids removed? ☐ Yes ☐ No
11. Has the patient ever had a severe accident involving their teeth or jaws? ☐ Yes ☐ No

Dental and Orthodontic History

- | | | |
|---|------------------------------|-----------------------------|
| 1. Is the patient concerned about the appearance of their teeth?..... | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. Is the patient aware or concerned about their orthodontic problem?..... | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. Is the patient interested in having their orthodontic problem treated?..... | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4. Has the patient ever been teased about the appearance of their teeth? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 5. Does the patient have any difficulty chewing or swallowing? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 6. Does the patient suffer from any jaw joint problems? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 7. Is there a history in your family of irregular teeth? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 8. Is there a history in your family of protruding teeth?..... | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 9. Is there a history in your family of congenitally missing teeth? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 10. Is there a history of trauma to the teeth or jaws? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 11. Does any other family member have similar appearance of their jaws? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 12. Does any other family member have a similar arrangement of teeth?..... | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 13. Does the patient breath through their mouth? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 14. Does the patient play any wind instruments? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 15. Does the patient have or ever had habits like thumbsucking, lipsucking, lip biting, or other habits?..... | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 16. Has the patient had a sudden increase in height? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 17. Has the patient seen an orthodontist previously? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 18. Has the patient had any previous orthodontic treatment?..... | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 19. Has any other member of the family had orthodontic treatment?..... | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 20. Briefly describe the main concerns the patient has with their teeth and/or jaws? | | |

Note: In order to avoid complications as a result of changes in the patient's medical condition it is important to notify our office of these changes during the course of orthodontic treatment.

For completion by the orthodontist

Medical History Update

[illegible]

Smith Family Orthodontics Patient Consent Form

CONSENT FOR COLLECTION, USE AND DISCLOSURE OF PERSONAL INFORMATION

Privacy of your personal information is an important part of our office providing you with quality dental care. We understand the importance of protecting your personal information. We are committed to collecting, using and disclosing your personal information responsibly. We also try to be as open and transparent as possible about the way we handle your personal information. It is important to us to provide this service to our patients.

In this office, Dr. Darryl V. Smith acts as the Privacy Information Officer.

All staff members who come in contact with your personal information are aware of the sensitive nature of the information that you have disclosed to us. They are all trained in the appropriate uses and protection of your information.

Attached to this consent form, we have outlined what our office is doing to ensure that:

- only necessary information is collected about you
- we only share your information with your consent
- storage, retention and destruction of your personal information complies with existing legislation, and privacy protection protocols
- our privacy protocols comply with privacy legislation, standards of our regulator body, the Royal College of Dental Surgeons of Ontario, and the law

Do not hesitate to discuss our policies with me or any member of our staff.

Please be assured that every staff person in our office is committed to ensuring that you receive the best quality dental care.

How Our Office Collects, Uses and Discloses Patients' Personal Information

Our office understands the importance of protecting your personal information. To help you understand how we are doing that, we have outlined here how our office is using and disclosing information.

This office will collect, use and disclose information about you for the following purposes:

- to deliver safe and efficient patient care
- to identify and to ensure continuous high quality service
- to assess your health needs
- to provide health care
- to advise you of treatment options
- to enable us to contact you
- to establish and maintain communications with you
- to offer and provide treatment, care and services in relationship to the oral and maxillofacial complex and dental care generally
- to communicate with other treating health-care providers, including specialists and general dentists who are referring dentists and/or peripheral dentists
- to allow us to maintain communication and contact with you to distribute health-care information and to book and confirm appointments
- to allow us to efficiently follow-up for treatment, care and billing
- for teaching and demonstrating purposes on an anonymous basis
- to complete and submit dental claims for third party adjudication and payment
- to comply with legal and regulatory requirements, including the delivery of patients' charts and records to the Royal College of Dental Surgeons of Ontario in a timely fashion, when required, according to the provisions of the Regulated Health Professional Act

- to comply with agreements/undertakings entered into voluntarily by the member with the Royal College of Dental Surgeons of Ontario, including the delivery and/or review of patients' charts and records to the College in a timely fashion for regulatory and monitoring purposes
- to permit potential purchasers, practice brokers or advisors to evaluate the dental practice
- to allow potential purchasers, practice brokers or advisors to conduct an audit in preparation for a practice sale
- to deliver your chart and records to the dentist's insurance carrier to enable the insurance company to assess liability and quantify damages, if any
- to prepare materials of the Health Professions Appeal and Review Board (HPARB)
- to invoice for goods and services
- to process credit card payments
- to collect unpaid accounts
- to assist this office to comply with all regulatory requirements
- to comply generally with the law

By signing the consent section of this Patient Consent Form, you have agreed that you have given your informed consent to the collection, use and/or disclosure of your personal information for the purposes that are listed. If a new purpose arises for the use and/or disclosure of your personal information, we will seek your approval in advance.

Your information may be accessed by regulatory authorities under the terms of the Regulated Health Profession Act (RHPA) for the purpose of the Royal College of Dental Surgeons of Ontario fulfilling its mandate under the RHPA, and for the defense of a legal issue.

Our office will not under any conditions supply your insurer with your confidential medical history. In the event this kind of a request is made, we will forward the information directly to you for review, and for your specific consent.

When unusual requests are received, we will contact you for permission to release such information. We may also advise you if such a release is inappropriate.

You may withdraw your consent for use or disclosure of your personal information, and we will explain the ramifications of that decision, and the process.

Patient Consent

I have reviewed the above information that explains how your office will use my personal information, and the steps your office is taking to protect my information.

I know that your office has a Privacy Code, and I can ask to see the Code at any time.

I agree that Smith Family Orthodontics can collect, use and disclose personal information about _____ as set out above in the information about the office's privacy policies.

signature _____ print name _____

date _____ signature of witness _____

Harassment Policy

Smith Family Orthodontics is committed to providing a safe and healthy workplace environment, in which all employees, patients and visitors are treated with respect and dignity.

Harassment will not be tolerated from any person in the workplace, including customers, patients, clients, other employees, supervisors, or members of the public, as applicable.

Harassing behaviour includes, but is not limited to, any inappropriate conduct, comment, display, action, or gesture that the person responsible for the conduct, comment, display, action, or gesture knows, or ought reasonably to know, could have a harmful effect on another's psychological or physical health or safety.

I have read Smith Family Orthodontics' Harassment Policy and acknowledge that violation of this policy will have consequences, and could lead to termination of the patient/practice relationship, and/or dismissal from the office.

signature _____ print name _____

date _____ witness _____