

Time to Care Patient Information Form



*First Name *Last Name Dr. Mr. Mrs. Ms. Miss

Prefers to be called:

If Child, Parent/Guardian Name(s)

First Name Last Name First Name Last Name

*Sex: Male Female Marital Status:

*Date of Birth: Day Month Year

*Address: *City/Town:

*Province: *Postal Code:

*Home Phone: *Work Phone

Cell Phone: *May We Call You At Work? Yes No

*Occupation: If Student, Where Attending:

*Employer: ID #:

*Alberta Health Care: *Email:

*Are other family members patients here? No

Yes if yes, names?

*Who may we thank for referring you?

In case of emergency, who should we contact?

*Name:

*Phone Number:

Person Responsible for Account (if different than above)

Spouse

Parent

Other

*Primary Dental Insurance

Subscriber/Card Holder:

Insurance Co./Carrier:

Group/Policy #:

ID/Certificate #:

D.O.B:

Secondary Dental Insurance

Subscriber/Card Holder:

Insurance Co./Carrier:

Group/Policy #:

ID/Certificate #:

D.O.B:

**Indicates Required Field*

Policies of the Office

Appointments

Once you have made an appointment, this time is reserved exclusively for you; therefore we require at least 48 hours notice to be given if cancellation is absolutely necessary. We will do our utmost to stay on schedule and would request the same courtesy with your attendance at appointments.

As a COURTESY to you, Time to Care Dental Group will file your claim with your insurance company. Your "patient portion" and payment for services not covered by the plan are expected to be paid in full at the time the service is rendered. Treatment plans decided between you and the dentist are based on your dental needs, it cannot be assumed that the insurance company will pay for all recommended treatment charges.

Due to the Privacy Act we cannot be held responsible to know the details (maximums, frequencies) of your insurance coverage. We will however, gladly interpret policy booklets that you provide and handle any written pre-determinations.

Non-insured patients are expected to make payment in full on the day the service is rendered, unless definite arrangements have been made with the office in advance.