



## **Welcome to Keystone Dental Care!**

We are honored you have chosen us to provide your dental treatment. We pride ourselves in offering comprehensive dental care. Please have the items listed below prepared to bring with you for your first dental visit.

- **Medical history** - including lists of surgeries, medications and supplements (complete Medical History form provided in packet)
- **Dental x-rays** – Please contact your previous dental care provider and bring any recent x-rays with you including your last full mouth series and/or panorex x-ray. Please note that a full mouth series and/or panorex is typically taken every 5 years. To have your records transferred to our office, see attached form.

A forms checklist is included in your packet to explain each form that needs to be completed and presented upon arriving for your appointment.

Your first appointment will consist of information gathering to establish you as our patient and to diagnose your dental needs. Each patient's needs and appointment is unique. The circumstances surrounding this first encounter with us may factor into whether all preventative services will be completed in one visit, or if additional visits are required.

Your first appointment may require more than one visit depending on the following:

- The condition of your teeth and gums
- Your need for x-rays
- Other existing Medical Condition

An initial appointment normally takes longer than future exams as it includes a comprehensive health history, dental x-rays, periodontal evaluation, and charting existing dental work. We will also be working with you towards developing a treatment plan that best suits your dental needs and goals.

**We look forward to meeting you!**

**To be better prepared for your child's appointment, please refer to the following checklist to assist you with what you should bring with you and in completing the needed forms**

○ **Custody papers if applicable**

*This would be paperwork designating who has custody of the patient. These could be papers from court or a Child Agency such as Children and Youth.*

○ **Parent photo id** – Must be prepared to present at each visit

○ **Current dental insurance card**- Needed at every visit

○ **Medical insurance card**- Needed at every visit

○ **Patient Registration** – Complete all information

○ **Medical and dental history** – *Please make sure you complete the surgeries, medications, and supplements along with the names and phone numbers of your medical doctors. Or be prepare to present a list of Medications.*

○ **Permission for treatment of children**

*This is a form where you list people other than yourself that you would allow to accompany your child to our office for routine treatment. Your child's provider will require **YOU** to be present for major procedures that require a signed consent.*

○ **Persons permitted in Treatment room with Patient**

*This form is to make you aware of our policy on persons allowed in the treatment room and those that can or cannot be left in the reception room unattended. You must read and sign it.*

○ **Permission to share PHI**

*This is giving us permission to share your protected health information with people that you designate.*

○ **Learning Assessment**

*This form will help us understand the best way to communicate with you based on your needs.*

○ **UDS Form**

*This form is a survey that collects information to help us better serve the community.*

○ **HIPPA/FERPA Form**

*This form allows us to share your child's health information to the child's designated school district or education system including Headstart. This form will be needed to send copies of school dental forms or school excuses if requested by the school.*

○ **Authorizations for Record Transfer(if needed)**

*If your child has been seen by another dentist, you can use this form to request the release of records. Some offices require that you use a form from their office. Contact your previous dentist for more information.*

# Helpful Tips to make your child's first trip to the Dentist

## A great one!

Your child's first dental appointment to our office will likely influence how he or she will feel about dental treatment for the remainder of his or her life. Before your child is seen for their first appointment, we would like to share a few tips to help this experience be a success!

**The goal is to avoid associating dental visits with something to be afraid of.**

Parents can do several things to prepare children for their first visit to our dental office. Simulating office visits at home is one way to get children used to visiting the dentist. You can lay them on a bed, couch, etc. and use a flashlight to look around and count each tooth with a toothbrush, the child could even hold a mirror so they can see what you are doing.

**When you talk with your child you can encourage them by using child friendly words. This may help them to be more at ease. Here's a guide to what can be used to prepare for each type of visit.**

### Hygiene visit:

- "Count your teeth" instead of exam or examination
- "Tickle your teeth" instead of tooth cleaning or scraping
- "Tooth Counter" instead of explorer or poke your teeth
- "Take pictures" instead of x-rays

### Restorative/Filling visit:

- "Sleepy Juice" instead of shot, needle or injection
- "Mr. Whistle" instead of drill
- "Clean your tooth" instead of drill on your tooth
- "Nap time or Sleepy time" instead of numb
- "Wiggle a tooth out" instead of extraction, pull or yank
- "Mister Thirsty" instead of suction



Tell them you get to sit in a cool movable chair and go for a ride. They may even get to wear sunglasses so that the dental flashlight "Mr. Sun" doesn't get in their eyes. They will get a new toothbrush during a visit with the hygienist. It may be beneficial to make arrangements for siblings to be cared for by family members while you bring your son/daughter exclusively to their appointment time. This will allow your child to have your complete attention and support during their dental procedures. This will give them encouragement and comfort.

**\*\* Our office requests for you to arrive thirty minutes before your appointment, giving you the parent{s} ample time to complete paper work, not feel rushed or anxious and for your child to become familiar with our office. Make your child's first dentist appointment about them.\*\***



## PATIENT REGISTRATION

### Patient Information

Name: \_\_\_\_\_  
*First Middle Last*

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

Social Security Number: \_\_\_\_\_ Home phone: (\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Marital Status: \_\_\_\_\_ Gender: ☐ M ☐ F

Race: ☐ American Indian/Alaska Native ☐ Asian ☐ Black ☐ White ☐ Native Hawaiian ☐ Other Pacific Islander

Ethnicity: ☐ Hispanic or Latino ☐ Not Hispanic or Latino

Do you have medical insurance? ☐ Yes ☐ No

If you do not have insurance, would you like to get information about our reduced fee program? ☐ Yes ☐ No

Are you a US veteran? ☐ Yes ☐ No Are you homeless? ☐ Yes ☐ No

### Parent's Information

(Complete this section for a patient less than 18 years old)

Mother's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_  
*First Middle Last*

Father's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_  
*First Middle Last*

Is there a Legal Child Custody Agreement? ☐ Yes ☐ No

(If yes, are there any legal restrictions that would prevent the non-custodial parent from consenting to medical/dental treatment for the child or from obtaining information about the child's medical/dental treatment?) ☐ Yes ☐ No

**\*\*\*Please provide proof of parental custody orders or other legal agreements\*\*\***

### Emergency Contact Person

Name: \_\_\_\_\_ / \_\_\_\_\_  
*First Middle Last Relationship to patient*

\_\_\_\_\_ / \_\_\_\_\_  
*Address Phone*

### Person Responsible for Payment

(Complete this section for a patient less than 18 years old)

Name: \_\_\_\_\_ / \_\_\_\_\_  
*First Middle Last Relationship to patient*

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

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

Home phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

*I agree that the above information is correct and accurate to the best of my knowledge. I also understand that any charge(s) not covered by my insurance(s) will be my responsibility.*

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

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

**For Office Use** Chart #:

Insurance scanned: yes/no

Date:

Initials:

Patient Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Chart # \_\_\_\_\_  
Last First Middle

Medical Physician \_\_\_\_\_ Last Medical Exam \_\_\_\_\_ Medical Physician Phone Number ( ) \_\_\_\_\_

**Do you have or have you had any of the following?** (Check all that apply)

\_\_\_\_ ADHD/ADD  
\_\_\_\_ Angina (chest pains)  
\_\_\_\_ Arthritis  
\_\_\_\_ Asthma  
\_\_\_\_ Autism  
\_\_\_\_ Cancer (type) \_\_\_\_\_  
\_\_\_\_ Cardiac Pacemaker  
\_\_\_\_ COPD  
\_\_\_\_ Diabetes (type) \_\_\_\_\_  
\_\_\_\_ Drug/Alcohol Problem  
\_\_\_\_ Fainting/Seizure disorder  
\_\_\_\_ GERD/acid reflux  
\_\_\_\_ Glaucoma  
\_\_\_\_ Hay Fever/Allergies  
\_\_\_\_ Heart Attack, when? \_\_\_\_\_  
\_\_\_\_ Heart Disease \_\_\_\_\_

\_\_\_\_ Heart Murmur  
\_\_\_\_ Hepatitis (type) \_\_\_\_\_  
\_\_\_\_ High Blood Pressure  
\_\_\_\_ HIV/AIDS  
\_\_\_\_ Joint Replacement  
\_\_\_\_ Kidney Disease  
\_\_\_\_ Liver Disease  
\_\_\_\_ Low Blood Pressure  
\_\_\_\_ Marijuana Use  
\_\_\_\_ Mitral Valve Prolapse  
\_\_\_\_ Recent Weight Loss  
\_\_\_\_ Rheumatic Fever  
\_\_\_\_ Sexually Transmitted Disease  
\_\_\_\_ Thyroid Disease (type) \_\_\_\_\_  
\_\_\_\_ Tuberculosis

**Allergies & Reactions** (Check all that apply)

\_\_\_\_ Local Anesthetic (Novocaine)  
\_\_\_\_ Antibiotics  
\_\_\_\_ If so what? \_\_\_\_\_  
\_\_\_\_ Sulfa Drugs  
\_\_\_\_ Prescription Pain Medications  
\_\_\_\_ Tylenol, Aspirin or Ibuprofen  
\_\_\_\_ Metals (nickel, mercury, etc.)  
\_\_\_\_ Latex Rubber

List Others: \_\_\_\_\_  
\_\_\_\_ No Known Allergies (check here)

**Current Medications:** (please list)

Medication name	Dosage	# per day	Reason
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

\_\_\_\_ Check Here if NO Medications

**Health related substances**

(Vitamins, herbal or natural products)

Medication	Dosage	# per day
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Additional Health History**

1. Have you ever taken Fosamax, Zometa, Aredia, Boniva or any medications for Osteoporosis (bone loss)? Yes No
2. Are you under medical treatment now? If yes, please list \_\_\_\_\_ Yes No
3. Have you ever had a serious illness/major surgery? If yes, please list \_\_\_\_\_ Yes No
4. Do you use tobacco?(circle) smoke chew snuff electronic/vap Yes No
5. Have you been diagnosed with an eating disorder? Yes No
6. Have you been diagnosed with any psychiatric, bipolar, ODD or anxiety disorders? Yes No  
If yes, please explain \_\_\_\_\_
7. Have you been diagnosed with depression or PTSD? Yes No
8. Have you been diagnosed with a physical disability? If yes, please explain \_\_\_\_\_ Yes No
9. Women Only:  
Are you pregnant or think you may be? Yes No  
Are you nursing? Yes No  
Are you taking oral contraceptives? Yes No

Office Use Only:

**I Certify that the above information is complete and accurate.**

Patient/Guardian Signature \_\_\_\_\_ Date: \_\_\_\_\_ Provider Signature \_\_\_\_\_

Patient Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Chart # \_\_\_\_\_

## DENTAL HISTORY

Name of Previous Dentist and Location \_\_\_\_\_ Date of last Exam \_\_\_\_\_

1. Purpose of initial visit \_\_\_\_\_
2. Are you aware of a problem? \_\_\_\_\_
3. How long since your last dental visit? \_\_\_\_\_
4. What was done at that time? \_\_\_\_\_
5. When were your teeth last cleaned? \_\_\_\_\_
6. Have you made regular visits? Yes No
7. Were Dental X-rays taken? Yes No
8. Do you have missing teeth? Yes No
9. How have they been replaced? \_\_\_\_\_
10. Are you happy with the replacement? Yes No
11. Have you had any problems with previous dental treatment? \_\_\_\_\_
12. Do you clench or grind you teeth? Yes No
13. Does your jaw click or pop? Yes No
14. Do you have pain or soreness in the muscles of your face or around your ear? Yes No
15. Do you have frequent headaches, neck aches or shoulder aches? Yes No
16. Does food get caught in your teeth? Yes No
17. Are any of your teeth sensitive to: Circle below  
Hot Cold Sweets Pressure
18. Do your gums bleed or hurt? Yes No
19. Do you experience dry mouth? Yes No
20. How often do you brush your teeth & when? \_\_\_\_\_
21. Do you use dental floss? Yes No
22. Are any of your teeth loose, tipped, shifted? or chipped? Yes No
23. Are you unhappy with the appearance of your teeth? Yes No
24. How do you feel about your teeth? \_\_\_\_\_
25. Do you feel your breath is offensive at times? Yes No
26. Have you ever had gum treatment or surgery? Yes No
27. Have you had any orthodontic work? Yes No
28. Have you had any unpleasant dental experiences or is there anything about dentistry you strongly dislike? \_\_\_\_\_

Office Use only:

29. Do you have any questions or concerns? Yes No

Patient/Guardian Signature \_\_\_\_\_ Date: \_\_\_\_\_

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



PERMISSION FOR TREATMENT OF  
CHILDREN

Patient's Full Name: \_\_\_\_\_  
(First) (Middle) (Last)

Patient's Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name of Parent/Legal Guardian: \_\_\_\_\_

If I can't bring my child to a medical/behavioral health or dental appointment, I give permission for the person(s) listed below to go with my child to visits at Keystone Health Center. He/she can also approve treatment for my child during the visit, including shots and minor dental and medical procedures.

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

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

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

**Please Note:** Sometimes, the provider may decide that a parent must be present for certain dental procedures: extractions, root canals, surgical procedures, nitrous visits and operating room visits.

This permission remains in effect until revoked in writing.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Staff Initials

**\*\*\*\*NOTICE TO ALL PATIENTS and PARENTS\*\*\*\***

**Keystone Dental Care now requires that only one (1) person be allowed in the treatment area with the patient being seen for the appointment. We give utmost importance to the safety and security of our patients and their families. Allowing more than one (1) person in the treatment area affects those safety measures.**

Parents & Patients

1. When a child is being seen, other children will not be allowed in the treatment area. Children under the age of 13 or special needs persons are not to be left in the waiting room without a parent or guardian present.
2. Adults - If you are the patient with the appointment, we can not allow unattended young children or special needs persons in the treatment area who may require supervision.

Our employees are not able to baby-sit or take care of your children while you are receiving treatment. When scheduling your appointment please keep in mind that you will need to arrange child care or bring another adult to attend your child in the waiting area.

**3. A Parent or legal guardian must be present at the first visit** or any consent required visits, such as Root Canal or Extraction. A Keystone Parental Permission form must be signed and dated for any other adult to bring your children to basic services visits (exam, cleanings, fluoride, x-rays, fillings and sealants).

**4. All minor children under the age of 18 must have a parent**, guardian or approved adult in the office during the entire treatment time. If the adult leaves the office the treatment will be rescheduled.

**5.** Failure to comply with these policies may result in our not being able to see you for your appointment.

Patient Name (Please Print) \_\_\_\_\_ Date: \_\_\_\_\_  
Patient/Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_





PERMISSION TO SHARE PROTECTED  
HEALTH INFORMATION

Patient's Full Name: \_\_\_\_\_  
(First) (Middle) (Last)

Patient's Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Telephone: \_\_\_\_\_

Keystone Health shares one electronic record. Any person(s) you authorize will have access to your financial/medical/dental and behavioral health information.

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

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

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

Keystone Health uses a reminder system and/or patient portal to communicate with our patients. Please complete the information below, so that we may keep in touch with you regarding your health.

Cell Phone: \_\_\_\_\_ (you will receive a text message)

E-mail: \_\_\_\_\_ (you will receive an email)

By signing, I give permission to Keystone Health to share my protected health information to the individuals listed. This permission remains in effect until revoked in writing.

\_\_\_\_\_  
Signature of Patient or Authorized Representative  
(Patients 14 years and older must sign if consenting for treatment on own behalf)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Staff Initials

## PATIENT LEARNING ASSESSMENT

As part of Keystone Health, we strive to meet the diverse needs of our patients. Please complete the following questionnaire to assist us in making every attempt to meet your learning needs. Please let us know if you need help in completing this form. Thank you.

1. Are you able to read? ☐ Yes ☐ No
2. Are you able to write? ☐ Yes ☐ No
3. Do you want to learn about your health needs? ☐ Yes ☐ No
4. Please indicate level of education (last grade of school completed) \_\_\_\_\_
5. Please indicate your dominant language. ☐ English ☐ Spanish  
☐ Other \_\_\_\_\_
6. Do you need a translator? ☐ Yes ☐ No
7. Do you use a hearing aid? ☐ Yes ☐ No
8. Do you use other device(s) to aid in communication? ☐ Yes ☐ No  
If yes, please explain \_\_\_\_\_  
\_\_\_\_\_
9. Please indicate any possible barriers to education: ☐ None ☐ Cultural  
☐ Emotional ☐ Religious ☐ Physical Limitations ☐ Visual/Hearing Limitations  
☐ Limited Learning Ability ☐ Learning Deficit  
If any barriers checked, please specify \_\_\_\_\_  
\_\_\_\_\_
10. Please check preferred learning style(s). Please check all that apply.  
☐ Reading a handout or pamphlet  
☐ Watching a demonstration then doing task  
☐ Listening to someone provide explanation on the topic  
☐ Watching the topic on tape

Patient's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Patient's Signature \_\_\_\_\_

If patient is unable to sign, name of person completing form \_\_\_\_\_

Relationship to patient \_\_\_\_\_

Staff Initials \_\_\_\_\_ Date \_\_\_\_\_

## PATIENT LEARNING ASSESSMENT

As a Community Health Center, our mission is to take care of people no matter what their race, ethnicity or income. This survey will help us know if we are helping all kinds of families within our community. Please fill in the information below to best tell us about you and your family.

**Race**- relates to a persons appearance such as skin color:

- ☐ **White/Caucasian**    ☐ **Black/African American**    ☐ **Asian**    ☐ **American Indian**  
☐ **Native Hawaiian**    ☐ **Other Pacific Islander**

**Ethnicity**- relates to nationality and culture:

- ☐ **Latino/Hispanic**    ☐ **Non Latino**

<b><u>Family Size</u></b>	<b><u>Annual Family Income</u></b>			
1	<input type="checkbox"/> up to \$12,760	<input type="checkbox"/> \$12,761 to \$19,140	<input type="checkbox"/> \$19,141 to \$25,520	<input type="checkbox"/> \$25,521 and above
2	<input type="checkbox"/> up to \$17,240	<input type="checkbox"/> \$17,241 to \$25,860	<input type="checkbox"/> \$25,861 to \$34,480	<input type="checkbox"/> \$34,481 and above
3	<input type="checkbox"/> up to \$21,720	<input type="checkbox"/> \$21,721 to \$32,580	<input type="checkbox"/> \$32,581 to \$43,440	<input type="checkbox"/> \$43,441 and above
4	<input type="checkbox"/> up to \$26,200	<input type="checkbox"/> \$26,201 to \$39,300	<input type="checkbox"/> \$39,301 to \$52,400	<input type="checkbox"/> \$52,401 and above
5	<input type="checkbox"/> up to \$30,680	<input type="checkbox"/> \$30,681 to \$46,020	<input type="checkbox"/> \$46,021 to \$61,360	<input type="checkbox"/> \$61,361 and above
6	<input type="checkbox"/> up to \$35,160	<input type="checkbox"/> \$35,161 to \$52,740	<input type="checkbox"/> \$52,741 to \$70,320	<input type="checkbox"/> \$70,321 and above
7	<input type="checkbox"/> up to \$39,640	<input type="checkbox"/> \$39,641 to \$59,460	<input type="checkbox"/> \$59,461 to \$79,280	<input type="checkbox"/> \$79,281 and above
8	<input type="checkbox"/> up to \$44,120	<input type="checkbox"/> \$44,121 to \$66,180	<input type="checkbox"/> \$66,181 to \$88,240	<input type="checkbox"/> \$88,241 and above
9	<input type="checkbox"/> up to \$48,600	<input type="checkbox"/> \$48,601 to \$72,900	<input type="checkbox"/> \$72,901 to \$97,200	<input type="checkbox"/> \$97,201 and above
10	<input type="checkbox"/> up to \$53,080	<input type="checkbox"/> \$53,081 to \$79,620	<input type="checkbox"/> \$79,621 to \$106,160	<input type="checkbox"/> \$106,161 and above

Revised 2.18.20

# HIPAA/FERPA AUTHORIZATION TO USE OR DISCLOSE PROTECTED HEALTH INFORMATION

Patient/Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

By signing below, I authorize:

<input type="checkbox"/> Keystone Rural Health Center to use or disclose certain health information about the patient/student named above to  _____ School District	<input type="checkbox"/> _____ School District to use or disclose certain health information about the patient/student named above to Keystone Rural Health Center
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The type of information to be used or disclosed is as follows: ☐ Immunization Records ☐ Physicals ☐ School Notes

Other Information: \_\_\_\_\_

Dates of treatment: \_\_\_\_\_

The information will be used or disclosed for the following purpose(s): \_\_\_\_\_

**Special Records:** Medical records disclosed by Keystone Rural Health Center **will not include** records of drug and alcohol abuse program treatment, mental health treatment, or confidential HIV and AIDS related information **unless the specific boxes below are checked**. Checking the boxes is not a representation that such information exists.

☐ Include Drug and Alcohol Treatment Records (protected by the Drug & Alcohol Abuse Control Act, 71 P.S. § 1690.108)

☐ Include Mental Health Records (protected by the Mental Health Procedures Act, 50 P.S. § 7111)

☐ Include AIDS/HIV - Related Records (protected by Confidentiality of HIV-Related Information Act, 35 P.S. § 7607)

1. This authorization will expire: ☐ Date: \_\_\_\_\_, or ☐ Event: \_\_\_\_\_. Unless otherwise specified, this authorization will expire one year after the date of this request.
2. I understand that I have a right to change or revoke this authorization at any time by providing written notification to the party(s) authorized to disclose information above. I understand that revocation will not have any effect on actions taken prior to the revocation.
3. This authorization is voluntary and at my request. I understand that my medical treatment or payment for services will not be affected if I do not sign this authorization.
4. I understand Keystone Rural Health Center and the school district listed above, will not disclose the information they receive from each other pursuant to this consent/authorization without additional prior appropriate consent/authorization. I understand that information provided by Keystone Rural Health Center to the school district listed above, becomes part of the student's educational record, and may no longer be protected by HIPAA if the information is re-disclosed.
5. Keystone Rural Health Center will retain a copy of this authorization in the student/patient's medical record for six years.
6. **By signing below, I consent to and authorize the release of the medical information requested, and waive the confidentiality protection afforded by Pennsylvania statutory law for any Special Records identified above.**

\_\_\_\_\_  
Signature of Patient or Patient's Representative/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Patient's Representative/Guardian

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



**AUTHORIZATION TO USE OR  
DISCLOSE HEALTH INFORMATION**

\*\*Please read and complete all items\*\*

Patient Name: \_\_\_\_\_ Date of Birth \_\_\_\_\_  
(First) (Middle) (Last)

Address: \_\_\_\_\_  
(Street) (City/State) (Zip)

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

<b>I authorize:</b> <input type="checkbox"/> <b>KEYSTONE HEALTH (network)</b> or: (Select a location)			
<input type="checkbox"/> Keystone Family Medicine	<input type="checkbox"/> Keystone Internal Medicine	<input type="checkbox"/> Keystone Pediatrics	<input type="checkbox"/> Keystone Women's Care
<input type="checkbox"/> Keystone Behavioral Health	<input type="checkbox"/> Keystone Urgent Care	<input type="checkbox"/> Keystone Dental	<input type="checkbox"/> Keystone Chiropractic
<input type="checkbox"/> Keystone Foot and Ankle	<input type="checkbox"/> Keystone Pediatric Developmental Center (OT/Audiology& Speech)		
<input type="checkbox"/> Keystone Community Health Services (Infectious Disease & Community Outreach Programs)			

**to:**

☐ **obtain from:** \_\_\_\_\_ ☐ **disclose to:** Keystone Dental Care  
(Organization)

Address _____ _____ (Phone) (Fax)	Address 767 Fifth Ave., Suite B-3a Chambersburg, PA 17201 717-263-8014 (Phone) (Fax)
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**the following information from my medical record** (please specify date range)

Dates of service (from) \_\_\_\_\_ (to) \_\_\_\_\_

- ☐ **Complete Medical Record** (Physician office notes, outpatient consult reports, diagnostic reports, laboratory results and hospital reports from all locations listed above, for the period of the last 3 years, unless specified above)
- ☐ **Complete Dental Record** (Dentist office notes, consult reports and x-ray images for the period of the last 3 years, unless specified above)

**Or: Select items-**

- ☐ Diagnostic Test Results (please specify) \_\_\_\_\_
- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Itemized Billing Statement    | <input type="checkbox"/> Physician Office Notes  | <input type="checkbox"/> Immunization Record   |
| <input type="checkbox"/> Outpatient Consult Notes      | <input type="checkbox"/> Hospitalization Reports | <input type="checkbox"/> Mental Health Records |
| <input type="checkbox"/> Other (please specify): _____ |  |  |

**For the purpose of:**

- |   |  |  |  |                                    |
|---|--|--|--|------------------------------------|
| <input type="checkbox"/> Transfer of Care | <input type="checkbox"/> Continuity of Care  | <input type="checkbox"/> Insurance Reasons | <input type="checkbox"/> Verbal Exchange   | <input type="checkbox"/> Treatment |
| <input type="checkbox"/> Relocation/Moved | <input type="checkbox"/> Legal Investigation | <input type="checkbox"/> School Exchange   | <input type="checkbox"/> Unhappy with Care |                                    |
| <input type="checkbox"/> Other _____      |  |  |  |                                    |

**How information is to be provided:**

- ☐ Paper Copy ☐ Electronic Copy (Thumb Drive/CD)

**Method of Delivery**

- ☐ US Mail ☐ Fax ☐ Pick up in Office

- I understand that fees may be charged for paper copies in accordance with the limitation on fees charged to patients and their personal representatives under HIPAA and the limitations on fees for others under PA Law. {55 Pa Code §5100.34}. A flat fee of \$6.50 per electronic format request as permitted by HITECH ACT.
- I understand that the information in my health record may include information relating to sexually transmitted disease, acquired immunodeficiency syndrome (AIDS) or human immunodeficiency virus (HIV). It may also include information about behavioral health services and treatment of alcohol or drug abuse. **State and Federal Law protect the following information.**

**I authorize the release of the following information:**

Drug and Alcohol Treatment	<input type="checkbox"/> Yes <input type="checkbox"/> No	Dates: _____
Behavioral Health Treatment	<input type="checkbox"/> Yes <input type="checkbox"/> No	Dates: _____
HIV/AIDS	<input type="checkbox"/> Yes <input type="checkbox"/> No	Dates: _____
Sexual Abuse/Assault Counseling Treatment	<input type="checkbox"/> Yes <input type="checkbox"/> No	Dates: _____
Reproductive Health/STD Treatment	<input type="checkbox"/> Yes <input type="checkbox"/> No	Dates: _____

- I understand that this authorization is voluntary and I may refuse to sign and my refusal to sign will not affect my ability to obtain treatment or payment or my eligibility for benefits. I may inspect or copy any information used/disclosed under this authorization.
- I understand that the information disclosed pursuant to this authorization may be subject to re-disclosure by the recipient and no longer protected under the terms of this authorization.
- I understand that I may revoke this authorization in writing at any time. I understand that if I revoke this authorization, I must do so in writing and present my written revocation to Keystone Health Center. I understand that the revocation will not apply to information that has already been released in response to this authorization.
- I understand this authorization will expire: one (1) year from the date of this form unless otherwise specified or earlier terminated in writing by patient. Specify Date (less than one year) \_\_\_\_/\_\_\_\_/\_\_\_\_.
- I understand this authorization will not be accepted unless it is completed in its entirety. A copy of this form will be accepted in lieu of an original.
- I understand that if I am a minor, under the age of 18, and have consented to health services involving, *reproductive health /STD testing, drug and alcohol or behavioral health treatment*, that my signature is required for any disclose of such Information.

My signature acknowledges that my representative or I have been offered and/or received a copy of this document that I have read and understand the content of this authorization, and voluntarily consent to the release of information.

\_\_\_\_\_  
Signature of Patient or Personal Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Personal Representative/ Relationship

**If patient is unable to consent or is a minor, complete the following:**

If signed by a person other than the patient, select the relationship. ***Legal documentation may be required.***

Patient is: ☐ Minor ☐ Incompetent ☐ Disabled ☐ Deceased

**Legal Authority:** ☐ Legal Guardian ☐ Custodial Parent ☐ POA ☐ Personal Representative  
☐ Executor of Estate

**VERBAL AUTHORIZATION: This portion to be completed when a patient is unable to give written consent.**

We, the undersigned, do verify that the above authorization has been read to the client and that they have indicated they understand the nature of the authorization and freely give their verbal consent for the release of the above information.

\_\_\_\_\_  
Signature of Responsible Person (witness)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Responsible Person (witness)

\_\_\_\_\_  
Date

**PLEASE MAIL OR FAX THIS FORM AND RECORDS TO:**

Keystone Dental Care  
767 Fifth Ave., Suite B-3a  
Chambersburg, PA 17201  
Phone Number: (717)709-7940  
Fax Number: (717) 263-8014  
keystonedental@keystonehealth.org

\*\*\*\*\*--DISPOSITION OF RELEASE ----- OFFICE USE ONLY --\*\*\*\*\*

Faxed: \_\_\_\_\_ Mailed: \_\_\_\_\_ Patient pick-up: \_\_\_\_\_ Staff Initials \_\_\_\_\_ Date \_\_\_\_\_