



## NEW PATIENT INTAKE FORM

Hello! We heard you're looking for a new dentist, and we are thrilled to hear that you are interested in Smiles on Niles. Hopefully this means that you've heard wonderful things about us!

Our office is currently experiencing a large influx of new patients, and because we already have a large population of existing patients, we need to collect some vital information to determine if we can meet your dental needs. This includes referrals, insurance information and scheduling needs.

If you could fill out the following form, we'd certainly appreciate it. Once complete, you can mail, email, or fax it to us, or drop it off at our office.

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

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

Phone: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell) \_\_\_\_\_

Email: \_\_\_\_\_ SS #: \_\_\_\_\_

Dental Insurance:  YES  NO If "yes," please provide insurance information:

Company: \_\_\_\_\_

Group Number: \_\_\_\_\_ Member Number (if available): \_\_\_\_\_

Name of Insurance Provider (if not you):

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ SS #: \_\_\_\_\_

**Please include a copy of your DENTAL (not medical) insurance card with this form.**

**How did you hear about us?**

- Direct referral from existing patient (Name of patient: \_\_\_\_\_)**
- Recommendation/Word of Mouth**
- Social Media**
- Google or Internet Search**
- Drive-by**

**Is your schedule flexible or do you need specific days and times for appointments?**

- Flexible**
- Specific days and times**

**If you need specific days and times, please list what you prefer. (We may not always be able to accommodate your requests, but we certainly do our best!)**

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**Do you have a current dental issue/concern, or do you just need to be established as a new patient?**    **I have a current dental issue/concern**    **Just need to be established**

New patient intake forms are evaluated one time per month. At that time, a patient coordinator will contact you via email or phone. If any of the above information is omitted, you will automatically be denied.

Smiles on Niles is not in-network with any insurance companies. However, we will courtesy file your insurance for you! This means that you'll pay in full at the time of your service and the insurance company will reimburse you directly, usually within 1-2 weeks, depending on the company and the claim.

Please note that we are currently booking 3 to 6 months out for new patients. That can change quickly depending on the flexibility of your schedule, changes in ours, and your individual dental needs.

Rest assured, we take the relationships we have with our patients very seriously, as your dental and overall health and happiness is the key to our success.

We look forward to having you as part of our dental family!