

Dear DECOD applicant:

Thank you for considering us for your oral health care needs. We look forward to receiving your application packet.

In order to process your application in a timely manner, please complete and return the following documents i n this packet and the summary report from Primary Care Physician.

Forms in packet

- □ Patient Registration Form (1 page)
- About You Form (2 pages)
- □ Health Questionnaire (2 pages)
- Medication List (1 page)
- Health Care Decisions Information (1 page)
- □ Consent for Routine Dental Treatment (1 page)
- Care Agreement (1 page)
- □ Financial Agreement (1 page)
- □ Notice of Privacy Practices Acknowledgment (1 page)

Forms to obtain from Primary Care Physician

Annual Physical Examination Report (2-3 page summary)– Please obtain a copy for the most recent exam done within the last three years from your Primary Care Physician.

Other documentation to include

□ Copy of your Apple Health card and/or any other insurance information for your records, if applicable. Please be advised that Apple Health has enhanced dental benefits for adults with developmental disabilities who have a DD classification under the Medicaid program. Patients with a DD classification under Medicaid are typically eligible for DECOD services.

PLEASE NOTE: Incomplete and unsigned documents may result in processing and approval delays. PLEASE NOTE: Prolonged absences from the DECOD Clinic may require re-application to the program.

You may use the prepaid, self-addressed envelope when returning these required documents. Upon receipt, we will review your application for DECOD Program eligibility and contact you or your representative.

About the initial appointment: Zoom Teledentistry

If accepted as a patient, you will be given an initial appointment via Zoom Teledentistry for initial assessment. This will consist of two appointments: 1) new-patient intake **phone call**, and 2) Zoom Teledentistry. This helps us plan for how we can best support your needs when you come to the clinic in person.

Please see UW DECOD Clinic Teledentistry Appointment Guide for details of these two appointments.

In-person clinic appointment will be scheduled after completion of these two appointments. Please plan ahead *if you need assistance locating the clinic.*

Thank you for your application. We look forward to serving you.

Sincerely, Renee Takeuchi, Patient Care Coordinator UW Oral Medicine – DECOD Program Health Sciences Building 1959 NE Pacific Street Room B323 Box 356370 Seattle, WA 98195-6370

University Of Washington

School of Dentistry

Dental Education In Care of Person with Disabilities (DECOD)

Patient Registration

Name: Last		First	Mide	dle	Date of Birth	Sex
Address:	Street	City	State	Zip	Home Phone	
Social Security		Осси	ıpation		Business Phon	e
Physician's Na	cian's Name Physician's Number		mber			
Physician's Ad	ldress:					
Referred by- N	ame/Add	ress Teleph	one Numbe	r		
Case Manager 1	Name/Addi	ress/Telepho	one Number			
Parent's or Guardian 's name/address/Telephone number						
Emergency Contact- Name/Address/Telephone Number						
Method of Pay	ment	Insur	ance		Provider One N	lumber
Will an attendant, guardian or Interpreter accompany you to the DECOD Clinic. What is his name						
What is your Di	sability?					
What was the cause of your disability?						
How Long have you been disabled?						



Autism Cerebral Palsy Down Syndrome Traumatic Brain Injury Intellectual Disability Stroke ALS MS Muscular Dystrophy Other



About You

This packet is to provide information to help us at the DECOD clinic prepare to better serve you as our patient

Decision Making

Many of our patients understand and make complex medical decisions without help. Some of our patients' disabilities make it difficult for them to understand the risks and benefits of dental treatments. In this situation it is important for our clinic to have the information of the person that helps the patient make complex medical decisions.

If you have someone that helps you make decision please attach any supporting legal documents

I make my own health care decisions

YES _____ NO _____

I have a legal guardian who helps me make medical decisions

YES _____ NO _____

Name of guardian

Phone # of guardian

I have some other form of surrogate decision maker to help me make medical decisions

> YES _____ NO

How are they related to me

Name

Phone #

Care Support

The DECOD clinic realizes our patients may require help in order to receive dental treatment. Some types of supports are listed here with a brief description. Please indicate with a check if you have used in the past or are requesting any of the supports below.

- Oral sedation is anti-anxiety medication taken before a dental visit. It is used for patients with mild to moderate dental anxiety.
- IV sedation is used in patients with moderate dental anxiety. It is only used in patients that allow IV placement in an office setting.
- General anesthesia or going to sleep is used to perform dental treatment at the hospital. It is used when all other options have failed and the patient is completely unable to have treatment in the dental chair through less invasive adaptations .

In the Past I: Have used / Request Oral Sedation IV sedation

General Anesthesia

- Papoose boards may be used to control unsafe body movements during dental care
- Mouth Props may be used to help the patient hold their mouths open during dental care
- Some patients benefit from other supportive techniques

In the Past I: Mouth prop

Have used / Request

Papoose Board

What helps you be more comfortable with dental treatment

Oral Hygiene

Prevention is key to maintaining dental health. Proper oral hygiene is the mainstay in prevention of the 2 most common dental problems: dental decay and gum disease. Here at DECOD we are committed to providing information to help our patients maintain a healthy mouth. In order to better assist you in this goal please tell us a little about your current oral hygiene routine.

I brush my own teeth

YES _____ NO

Someone helps me brush my teeth

YES _____ NO I am interested in information on improving my oral hygiene

YES _____ NO

Please list any concerns regarding your Oral Hygiene

Signature

atient Name:		Date of birth:	
ate form filled out: _	Height:	Weight:	
avehad any of the fo	bllowing?		
Su	rgery, serious Illness or hosipit	alization? Pleas	e specify:
Yes No	Radiation or Chemotherapy?	Please specify:	
re you allergic to any	medications, foods, or other s	substances?	
Yes No	If yes, please specify:		
re you taking or have	e you taken the following?		
Yes No	Steroid Medications? Please	specify:	
Yes No	Oral bisphosphonates?		
	Fosamax/Alendronate Didr	onel/Etidronate	Boniva/Ibandronate
	Actonel/Risdeonate Skel	id/Tiludronate	Other
Yes No	IV bisphosphonates?		
	Bonefos/Clodronate Arec	dia/Pamidronate	Reclast/ Zoledronic Acid
	Zometa/Zolednronic Acid		Other
Yes No	Other Antiresorptive Bone M	1edications	
	Denosumab/Prolia/Xgeva	Other	
Yes No	Blood thinners?		
	Coumadin/Warfarin Plavix/C	Clopidogrel bisulfat	e
	Other		

Patient Name: _____ Date of birth: _____

Do you have any of the following diseases, problems or symptoms? Check all that apply.

Developmental or Intellectual		Respiratory/Lung Problem		Blood	Blood/Hematologic and Cancer	
Disability			Aspiration Risk		Anemia	
	Intellectual disability				Bleeding disorder	
	Down syndrome				Sickle cell trait	
	Cerebral palsy				Sickle cell disease	
	Autism / ASD		Asthma		Deep vein thrombosis	
	Other syndrome:		Emphysema/COPD		Cancer	
	·		Recurrent pneumonia		Leukemia	
	Other developmental		Sleep apnea		Lymphoma	
	disability:		Snoring		Multiple myeloma	
			Other		Other	
Neuro	logic or Nerve Problems					
	Seizures / Epilepsy					
	(describe):			Immu	ne and Infectious	
		Heart/	Blood Pressure		Immune compromise	
			High blood pressure		HIV	
	Dementia		Heart murmur		AIDS	
	Stroke or TIA		Artificial heart valves		Hepatitis	
	Multiple sclerosis		History of heart surgery		MRSA	
	ALS		Heart attack		Cold sores	
	Traumatic brain injury		Other		Other	
	Parkinson's disease			Gastro	intestinal and Kidney	
Menta	l Health Condition	Diabet	es/Endocrine Condition		Heart burn / reflux	
	Depression		Diabetes		GERD	
	Bipolar disorder		 Type 1 		Chronic constipation	
	Anxiety		 Type 2 		Liver cirrhosis	
	Obsessive Compulsive		Hypothyroidism		Chronic Hepatitis	
	Disorder		Hormone replacement		Renal failure	
	Post-traumatic stress		Other thyroid disorder		Renal insufficiency	
	disorder				Dialysis	
	ADD/ADHD		Other		Other	
	Schizophrenia			Smoki	ng, Alcohol, Drugs	
	Anorexia				Do you smoke?	
	Bulimia	Muscle	e, bone, connective tissue		Do you drink?	
	Pica		Arthritis		Do you use drugs for	
	Other:		Osteoporosis		recreational purposes?	
			Taking bisphosphonates		Do you have problems	
Vision	, Hearing, Skin Conditions				with alcohol or	
	Blind		Other		alcoholism?	
	Vision impairment				Do you/have you used	
	Deaf	Wome	n Only		Cocaine	
	Hearing loss		Are you pregnant?		Marijuana	
	Psoriasis		Are you trying to		Methamphetamine	
	Other:		become pregnant?		Other	
			Are you nursing?			

UW Dental Education in Care of People with Disabilities (DECOD)

Patient Name:_____

Date of birth: _____

Medication List

Drug Name	Dosage	Frequency	Reason Taking



Health Care Decisions Information

Patient:	Date of Birth:
I can make my own health care decisions.	
Yes	
No	
I have a legal guardian who makes health care d	ecisions for me.
Yes	
No	
Name of Guardian:	
Guardian Phone Number:	
I have some other form of surrogate decision ma	aker to help me make health care decisions.
Yes	
No	
How are they related to me:	
Name:	
Phone Number:	
Date: Form	Completed By:

Consent for Routine Dental Treatment UW School of Dentistry – DECOD Program

Information

Routine dental treatment **may include** examinations, xrays, cleanings and fluoride, fillings, sealants, dentures, and crowns, among others. It also includes the use of local anesthesia ("numbing" of the teeth and mouth). The care that is able to be provided in the clinic setting may be limited by the ability of the patient to tolerate treatment in an office setting. In such cases, your provider may recommend alternative forms of treatment depending on the treatment needs.

Routine dental care **does not include** surgery (such as the removal of teeth), general anesthesia, or medical immobilization (such as the use of a papoose board). If needed, additional consent(s) will be requested.

If you have **questions** regarding routine dental procedures, you may talk to your dental provider in-person during a dental appointment or over the phone by calling the DECOD clinic.

Consent

I consent to routine dental treatment for the patient named below.

I have had the chance to ask questions and have my questions answered regarding routine dental treatment.

If any unexpected problems arise during care, I further consent for the dental provider(s) to manage these conditions as needed.

I understand that this consent does not include consent for surgical procedures, general anesthesia, or medical immobilization. If needed, additional consent(s) will be requested.

I understand that I can withdraw this consent at any time. If consent is withdrawn during a procedure, my provider is authorized to find a safe stopping point prior to ending the treatment. To withdraw my consent, I will need to inform my dental provider(s).

Patient's name (printed)

Patient signature (**if own guardian**)

Date

Guardian signature (**if patient has guardian**) Date

Birth date:

Patient Name:_____



Care Agreement

This form contains facts you should know about your dental care at UW School of Dentistry (UW SOD). If there is any part of this form that is unclear you can ask questions about it. Your signature is required at the end of this form acknowledging that you have read this form (or had it read to you), have been offered a copy of the Patient Rights and Responsibilities brochure and agree to receive dental care from us and to the terms of this agreement.

UW School of Dentistry includes:

- Pre-DoctoralStudent Clinic
- Dental Urgent Care
- UW Dentists Faculty Practice
- Advanced General Dentistry
- Oral Medicine
- Dental Education in Care of Persons with Disabilities The Center for Pediatric
 - Dentistry
- Dental Fears & Research Clinic
 Orthodontics Clinic
- Oral Maxillofacial Surgery
- Endodontic Clinic
- Periodontic Clinic
- Prosthodontic Clinic

Your dental care team consists of dentists, dentists in advanced training programs, dental students, dental assistants, dental hygienists, and other health care professionals. They will work together to diagnose and treat you. Photographs and other images of you may be used to keep a record of your care and treatment. These images may become part of your dental record.

Signature

By providing my email address to the UW School of Dentistry (UW SOD), I am authorizing the UW SOD to communicate via the email address provided regarding my/my child's care, appointments, special promotions and oral health information. I understand that UW SOD providers and staff will use reasonable means to protect the security and confidentiality of email information sent and received. I understand that because email is not secure, there are associated risks that may affect the privacy of my personal health care information when using email to communicate. I understand that if I no longer wish to have my email address on file, I must give verbal notice to any of the front desk staff within the UW SOD and the information will be removed and my request notated on my account.

By signing below, I agree that I have have read this document and agree to receive healthcare from UW School of Dentistry.

Patient Name:	Birt	h date:
Las	trevised Oct21, 2016	
4. Holder of signed authorization from parent(s)	 Adult representing self to be a relative reminor's health 	esponsible for the
	ed person for child in out-of-home placemen _	t 3. Parent(s)
FOR MINOR PATIENTS:		
4. Adult Child(ren) 5. Parent(s)	6. Adult Brother(s)/Siste	er(s)
1. Guardian 2. Durable Healthcare Pow	er of Attorney 3. Spouse/Registered D	omestic Partner
IF SIGNED BY PERSON OTHER THAN PATIENT, CHECK RELATION	ON TO PATIENT:	
SIGNATURE (PATIENT OR AUTHORIZED REPRESENTATIVE)	PRINT NAME	DATE



Financial Agreement

Thank you for choosing University of Washington School of Dentistry (UW SOD) for your dental care. We are committed to providing you quality and affordable dental care. The following information will help you understand how we work together and provide the information you need to meet your financial responsibilities for services you receive.

Dental and Medical coverage

Insurance coverage is a contract between you and your insurance company. You are responsible for knowing which services your insurance will cover before you receive care. If you're not sure about your insurance coverage, please ask your insurance company.

Insurance billing

- Contracted coverage: The School of Dentistry contracts with several insurance companies. If we are in your
 plan's network, our billing office will submit claims to your insurance company for the services you receive
 from us. You are responsible to pay co-pays or any portion not covered by your insurance at time of service.
- Non-contracted: If the School of Dentistry does not contract with your insurance plan, we will bill your
 insurance as a courtesy. You are responsible for payment at the time of service and your insurance company
 will reimburse you directly.

Services not covered by your insurance plan

Not all services are covered by your insurance plan. If you receive treatment that is not covered, you will be responsible for the full cost at the time of service.

Adult bringing a minor (under 18 years of age) for treatment

A parent or guardian who brings a minor to his or her appointment is responsible for any payments due at the time of service. If a responsible adult is not present, treatment that is not urgent may be rescheduled.

Missed appointments

If you miss an appointment, or do not cancel your appointment within 24 hours, we may charge you a cancellation fee. This fee is your responsibility and will be billed directly to you. Please note that chronic lateness to appointments or more than two cancelled or failed appointments may be cause for discontinuing your care at the School of Dentistry.

Billing

Payment for all bills is due within 30 days from date of service. You may pay by check, debit or credit card (Visa, MasterCard or Discover). If we do not receive payment, we will continue to send you bills until we receive payment in full. Unpaid balances may be referred to a collection agency.

By signing below, I agree:

- 1. That UW SOD may share any financial information I provide to facilitate payment.
- 2. To assign UW SOD all insurance benefits payable for services rendered.
- 3. To pay in full at time of service if I do not have insurance coverage for my care.
- To pay UW SOD for balances remaining after insurance benefits are paid, unless prohibited by law or contract.
- 5. To pay any coinsurance or deductibles required by the terms of my insurance benefits.
- 6. To pay for any services not covered by my dental or medical insurance company.
- 7. To notify UW SOD of changes to my insurance coverage and/or address.
- That UW SOD may impose reasonable interest, late charges, costs and/or reasonable attorney's fees should my account become delinquent.
- 9. That any lawsuit for collection of my account may be brought in King County, Washington.

Patient Name: _____

Birth date: _____



I understand that:

- If UW SOD does not contract with my insurance plan, the UW SOD will process my insurance claim as a courtesy and I am responsible for payment at the time of service.
- I am responsible for knowing my insurance coverage and benefits. I may request a pre-authorization or predetermination for services from my insurance.
- If I present a current Washington State Medicaid Provider One Card, benefit eligibility will be verified from the Provider One website at registration. Certain procedures require preauthorization before the onset of care, and in this case, treatment may be delayed until the authorization is received.
- 4. Medicare covers limited dental procedures and only when related to a medical condition, unless a supplemental dental insurance has been purchased. I am responsible for providing this dental insurance information at the time of registration or service.
- 5. The UW SOD and other UW entities each bill seperately for services.
- 6. Certain procedures, such as crowns, inlays, onlays, dentures and bridgework, require an advance deposit. My care provider will inform me of these procedures when discussing my plan of care.
- If I receive a service that is not covered by my insurance plan or if an insurance claim is unpaid after 8 weeks, I will be responsible for the full cost.
- 8. Checks returned unpaid by my bank for insufficient funds are subject to a \$25 service fee.

Statement to permit payment of Medicare/Medicaid or insurance benefits to provider

I request payment of authorized Medicare/Medicaid benefits for any services furnished to me by UW SOD to be made payable directly to UW SOD. I authorize any holder of medical and other information about me to release to Medicare/Medicaid and its agents or other insurance providers any information needed to determine these benefits or benefits for related services.

Signature

By signing below, I agree to the terms of UW School of Dentistry's Financial Agreement.

SIGNATURE (PATIENT OR AUTHORIZED REPRESENTATIVE)	PRINTNAME	DATE		
IF SIGNED BY PERSON OTHER THAN PATIENT, CHECK RELATI	ION TO PATIENT:			
1. Guardian 2. Durable Healthcare Pow	er of Attorney 🔲 3. Spouse/Registered [Oomestic Partner		
4. Adult Child(ren) 5. Parent(s)	6. Adult Brother(s)/Sist	er(s)		
FOR MINOR PATIENTS:				
1. Guardian/Legal Custodian 2. Court-authorized person for child in out-of-home placement 3. Parent(s)				
4. Holder of signed authorization from parent(s) 5. Adult representing self to be a relative responsible for the minor's health				
FOR OFFICE USE ONLY:				
(This section below is to be filled out by UW School of Dentistry staff only)				
We are unable to obtain acknowledgement from this individual at this time, but immediate treatment is needed for the following reason(s):				

Last revised May 15, 2016

Patient Name:_____

Birth date:_____



Notice of Privacy Practices Acknowledgment

The Notice of Privacy Practices of School of Dentistry brochure describes how your dental and medical information may be used and disclosed, how you can access this information and who to contact if you have questions, concerns or complaints.

We have a responsibility to protect the privacy of your information, provide a Notice of Privacy Practices, and follow the information practices that are described in this notice. If you have any questions, please contact: UW School of Dentistry Patient Relations 206-685-1022.

We may change our policies at any time. Any significant policy change will be posted. You may request a copy of this notice from the UW School of Dentistry Patient Records Office 206-543-7049.

By signing below, I agree that I have received and/or been offered The UW School of Dentistry Clinics and Faculty Practice Notice of Privacy Practices.

SIGNATURE (PATIENT OR AUTHORIZED REPRESENTATIVE)	PRINTNAME	DATE		
IF SIGNED BY PERSON OTHER THAN PATIENT, CHECK RELATI	ION TO PATIENT:			
1. Guardian 2. Durable Healthcare Pow	er of Attorney 🔲 3. Spouse/Registered [Oomestic Partner		
4. Adult Child(ren) 5. Parent(s)	6. Adult Brother(s)/Siste	er(s)		
FOR MINOR PATIENTS:				
1. Guardian/Legal Custodian 2. Court-authorized person for child in out-of-home placement 3. Parent(s)				
4. Holder of signed authorization from parent(s) 5. Adult representing self to be a relative responsible for the minor's health				
FOR OFFICE USE ONLY:				
(This section below is to be filled out by UW School of Dentistry staff only)				
We are unable to obtain acknowledgement from this individual at this time, but immediate treatment is needed for the following				
reason(s):				

Last revised May 15, 2016