Dear Patient:

Thank you for your interest in becoming a patient. As a patient, you will make an important contribution to the education of our student dentists. Please be aware application and screening do not guarantee acceptance. Many factors influence your acceptance into our program, including, but not limited to: the current condition of your oral health and your availability.

Screening appointments are $55.00 this is to cover the cost of establishing a patient record, processing the information, the initial evaluation and an approximate estimate of the cost of preliminary x-rays. Patients who do not qualify to participate in our clinical educational program will be notified. We regret that all patients screened cannot be accepted.

Payment is due at the time of service. Cash, credit cards, personal checks and money orders are accepted. If you have Medicaid insurance, please provide your Medicaid information for proper billing purposes. Please note that Medicaid only covers “essential” services and not all dental treatment is covered. Please review your planned treatment with your student dentist so that Medicaid coverage can be determined before treatment begins.

Patients with insurance other than Medicaid must present their insurance card at check in and pay at time of service. As a courtesy, the School of Dental Medicine will provide a summary of procedures paid in full which will be submitted to the insurance company for reimbursement. If you have questions regarding your dental insurance, please contact the Insurance Coordinator at 716-829-6339.

Since the University at Buffalo School of Dental Medicine is a teaching facility, the length of appointments and overall treatment will likely take longer than going to a private dentist. High standards are required of our student dentists, and our clinical faculty members continually evaluate the student’s abilities and skills. Please plan to spend 3 hours per appointment and present for multiple visits per month. Fees are approximately half the cost of a private dentist. Post graduate clinics are available for patients who may require more advanced treatment, fees vary and are higher than the pre-doctoral clinics.

The School of Dental Medicine has a variety of clinics including a pediatric department which specializes in dental care for children ages 0-17. To schedule, call direct 716-829-2723. For orthodontics (braces) call: 716-829-2845.

Clinics hours are Monday through Friday 9:00 AM to 12:00 PM and 1:00 PM to 4:00 PM. Clinics are closed weekends and holidays that are recognized by the University.

Should you have additional questions regarding the application process, please contact Patient Admissions at 716-829-2732.

Business Office 716-829-3226
Patient Admissions 716-829-2732
Patient Records 716-829-2526
3435 Main St., Building 32
Buffalo, NY 14214-3008
Thank you for your interest in the UB School of Dental Medicine.

Please complete the Patient Application (Demographic Form) and return to University at Buffalo School of Dental Medicine Patient Admissions, 103 Squire Hall, Buffalo, New York 14214. A staff member from Patient Admissions will contact you to schedule a New Patient Screening appointment within 5 days of receipt of your paperwork. Visit our website @ http://dental.buffalo.edu/ and click on “Patient” to view the “Patient Orientation Video” for helpful information regarding your upcoming experience at the University at Buffalo School of Dental Medicine.

Enclosed please find:

1) Parking permit with instructions (allows for free parking in clinic patient parking areas only)
2) Patient Application (Demographic Form)
3) Prospective Patient Information
4) A copy of the Patient Rights and Responsibilities for your records.

Before you are contacted you MUST return the completed application (demographic) form to the University at Buffalo School of Dental Medicine Patient Admissions, 103 Squire Hall, Buffalo, New York 14214.

On the day of your scheduled appointment:

Please bring a complete list of all your current medications along with the dosage.
1) Park your vehicle in one of the designated patient parking areas
2) Place the enclosed parking permit on the dashboard of your vehicle.
3) Patient check in is available at either room 103 or room 108.
4) There is a $55.00 fee for the screening visit including estimated cost of preliminary radiographs (x-rays). If you are paying by check or Money Order, please make payable to “UB School of Dental Medicine”. Cash and credit cards are also accepted. Patients with Medicaid insurance MUST present his/her card upon check in for eligibility verification.
5) Photo I.D. will be required at the screening appointment, and may also be requested at any other time. Please remember to bring this document with you to your scheduled appointment. This is in accordance with the Federal Trade Commission Red Flags Rule (16 CFR 681.2).
6) Wheelchairs are available (if needed) from the first floor receptionist.

Questions regarding the application process can be directed to Patient Admissions at (716) 829-2732.
(Please Print)

Mr.  Mrs.  Miss  Ms.  Dr.  Name______________________________________________________________

Date of Birth:  __ __/ __/ __ __ M  F  Social Security Number  __ __ __/ __/ __/ __ __ __

Email address:  ________________________________________________________________

Race / Ethnicity:  (circle one)  Caucasian  African American  Asian  Hispanic  Other

Any special needs we should know about?  Blind  Deaf  Wheelchair  Other ________________________

Preferred language?  ________________________________________________________________

Have you ever been treated at the UB School of Dental Medicine in the past?  Y  N

Emergency Contact Name:  ____________________________________________________________

Emergency Contact Phone #:  __________________________________________________________

Do you have a healthcare proxy?  Y  N  (If Yes, please provide copy of form)

If yes, name of your appointed agent:  __________________________________________________

Appointed Agent Phone #:  ____________________________________________________________

Physician Name:  ________________________________________________________________

Physician Phone #:  ________________________________________________________________

Please check one:

☐ I will bring in copies or recent full mouth x-rays from my previous dentist

☐ I understand x-rays will be taken at my Screening Appointment

Address:

Street _____________________________________________________________  Apt __________________

City _________________________________  State/Province ________________________________

Country _______________________________  ZIP/Postal Code ______________________________

Home Phone ___________________________  Cellular Phone_______________________

Work Phone ____________________________  Preferred Contact Number (circle):  Home  Cell  Work

If you are covered by Medicaid (including Medicaid Managed Care Plans administered by Healthplex or Dentaquest), please complete the following:

<table>
<thead>
<tr>
<th>New York State Department of Social Services</th>
<th>BENEFIT</th>
<th>Identification Card</th>
</tr>
</thead>
<tbody>
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<td>Sex: M  F</td>
<td></td>
</tr>
<tr>
<td>Name: __________________________________</td>
<td>Sex: M  F</td>
<td></td>
</tr>
<tr>
<td>Birth Date: ________________________________</td>
<td></td>
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</tr>
</tbody>
</table>

Signature of Applicant: ___________________________________________  Date: ___________

Pt App Rev. 09/04/18 JT
Acknowledgement of Patient Rights and Responsibilities

As a patient of the University at Buffalo School of Dental Medicine (UB Dental), I understand I make an important contribution to the education of my student dentist. Observance of Patient Rights and Responsibilities will lead to more effective patient care and greater satisfaction for the patient and all those who function at UB Dental.

A complete list of Patient Rights and Responsibilities is included in the Patient Information Booklet, on-line at: http://dental.buffalo.edu/ and posted in several locations within the building.

Due to the economical value and the quality of dental services offered at UB Dental, there is often a wait list to become screened and accepted as a patient. Oftentimes, patients are unaware of their commitment to their student dentist, and are discharged as a result. As a patient I understand I must:

___ 1. **Keep all appointments** – missing or canceling an appointment with less than 24-hour notice twice is grounds for discharge.

___ 2. **Be available** - 3-4 times per month for a 3-hour clinic session – throughout the school session, which includes the winter and early spring

___ 3. **Respond to my student dentist** – have a working phone number and return voice mail messages within 48 hours

___ 4. **Pay my bill in full at the time services are rendered**- grounds for discharge if over 60 days past-due

___ 5. **Be on-time for appointments** –more than 15 minutes late is considered a missed appointment

___ 6. **Follow the treatment plan recommended** – UB Dental does not operate like a private office – students are required to address all disease. Patients must consent to all examination procedures, tests, x-rays, premedication, local anesthesia and dental treatment ordered as indicated by sound and prudent dental practices. Patients cannot seek treatment with an outside provider while in active treatment.

___ 7. **Be respectful of all SDM personnel** – No Tolerance policy - any inappropriate comments of a cultural, ethnic, or sexual nature are grounds for immediate dismissal.

___ 8. **Provide proper childcare** – children who are not being treated are not allowed in clinics and are not to be left unattended.