

Medical Dental History Form for Adult Patients

PATIENT

Date		
Patient's last name	First name	Middle initial
Title Mr. Mrs. Ms. Miss. Dr. Other		
Birth date Sex \square Male \square Female	Social Security #	
Marital Status ☐ Single ☐ Married ☐ Separated	☐ Divorced ☐ Widowed	
Home address	City, State, Zip code	
Home phone () Cell phone	ne ()	Work phone ()
Email Address(es)		
Occupation	Employer	
CLOSEST RELATIVE		
Spouse or closest relatives name(s)		
Title Mr. Mrs. Ms. Miss. Dr. Other	Relationship to patient	
Address (if different than patient address)		
Home Phone (If different) () Ce	II phone ()	Work phone ()
DENTIST		
Patient's Dentist	Address, City, State	
Last seen	Reason	Next appointment
Other dentists/dental specialists now being seen: Name		City, State
Reason		
PHYSICIAN		
Patient's Physician	City, State	
Last seen	Reason	Next appointment
Most recent physical exam		
Other physicians/health care providers being seen now:		
Name	City, State	
Reason		
Name	City, State	
Reason		

GENERAL INFORMATION

What concerns you about your teeth?			
Who suggested that you might need orthodontic treatment?			
Why did you select our office?			
Have you had any previous orthodontic treatment? Please de	escribe		
Have any other family members been treated in this office?	Please name them		
Do you think that any of your work or leisure activities affect	your teeth or jaws? Please	explain	
FINANCIAL RESPONSIBILITY			
Who is financially responsible for this account?			
Address (if different than page 1)	C	ity, State, Zip	
Home phone () Cell phone ()	Email address(es)	
Social Security #	Employer		
DENTAL INSURANCE			
Primary policy holder's full name			Birth date
Social Security #	Relationship to patient _		
Address and phone (if not listed above)			
Employer	Address		
Insurance company	Group #	ID#	
Does this policy have orthodontic benefits? $\ \square$ Yes $\ \square$ No	☐ Don't Know		
Secondary policy holder's full name			Birth date
Social Security #			Bilar date
Address and phone (if not listed above)			
Employer	Address		
Insurance company			
Does this policy have orthodontic benefits? ☐ Yes ☐ No	•		
Medical Insurance			
Policy holder's full name			
Insurance Company			

Your answers are for office records only, and are confidential. A thorough medical history is essential to a complete orthodontic evaluation.

For the following questions, please mark yes, no, or don't know/understand (dk/u).

		AL HISTORY he past, have you had:	Have you had allergies or reactions to any of the following? Yes No DK/U
Yes No	DK/l	U	□ □ Local anesthetics (novocaine, lidocaine, xylocaine)
		Birth defects or hereditary problems?	☐ ☐ Latex (gloves, balloons)
		Bone fractures or major injuries?	□ □ Aspirin
		Any injuries to face, head, neck?	☐ ☐ Metals (jewelry, clothing snaps)
		Arthritis or joint problems?	□ □ Penicillin
		Endocrine or thyroid problems?	☐ ☐ Other antibiotics
		Diabetes or low sugar?	☐ ☐ Ibuprofen (Motrin, Advil)
		Kidney problems?	□ □ Acrylics
		Cancer, tumor, radiation treatment or chemotherapy?	□ □ Plant pollens
		Stomach ulcer, hyperacidity, acid reflux?	□ □ Animals
		Immune system problems?	□ □ Foods
		History of osteoporosis?	□ □ Other substances
		Gonorrhea, syphilis, herpes, sexually transmitted diseases?	
		AIDS or HIV positive?	DENTAL HISTORY
		Hepatitis, jaundice, or other liver problems?	Now or in the past, have you had:
		Polio, mononucleosis, tuberculosis, pneumonia?	Yes No DK/U
		Seizures, fainting spells, neurologic problems?	□ □ Permanent or extra (supernumerary) teeth removed?
		Mental health disturbance or depression?	□ □ Supernumerary (extra) or congenitally missing teeth?
		Vision, hearing, or speech problems?	□ □ Chipped or injured primary or permanent teeth?
		History of eating disorder (anorexia, bulimia)?	☐ ☐ Any sensitive or sore teeth?
		High or low blood pressure?	☐ ☐ Bleeding gums, bad taste or mouth odor?
		Excessive bleeding or bruising, anemia?	☐ ☐ ☐ Jaw fractures, cysts, infections?
		Chest pain, shortness of breath, tire easily, swollen ankles?	☐ ☐ Any teeth treated with root canals or pulpotomies?
		Heart defects, heart murmur, rheumatic heart disease?	☐ ☐ "Gum boils," frequent canker sores or cold sores?
		Angina, arteriosclerosis, stroke or heart attack?	☐ ☐ History of speech problems or speech therapy?
		Skin disorder (other than common acne)?	☐ ☐ Difficulty breathing through nose?
		Do you eat a well-balanced diet?	\square \square Food impaction between the teeth?
		Frequent headaches or migraines?	\square \square Mouth breathing habit or snoring at night?
		Frequent ear infections, colds, throat infections?	$\ \ \square \ \ \square$ Frequent oral habits (sucking finger, chewing pen, etc)?
		Asthma, sinus problems, hayfever?	$\ \ \square \ \ \square$ Teeth causing irritation to lip, cheek or gums?
		Tonsil or adenoid condition?	☐ ☐ Abnormal swallowing (tongue thrust)?
		Do you frequently breathe through your mouth?	□ □ Tooth grinding or clenching?
		, ,	☐ ☐ Clicking, locking in jaw joints?
			☐ ☐ ☐ Soreness in jaw muscles or face muscles?
			☐ ☐ ☐ Ringing in ears, difficulty in chewing or opening jaw?
			☐ ☐ ☐ Have you ever been treated for "TMJ" or "TMD" problems?
			☐ ☐ Any broken or missing fillings?
			☐ ☐ Any serious trouble associated with previous dental treatment?
			☐ ☐ Have you ever been diagnosed with gum disease or pyorrhea?
			☐ ☐ Have you ever had an orthodontic consultation or treatment before now?

PATIENT HEALTH INFORMATION

List any medication, nutritional supplements, herbal	medications or non-prescription medicines, including	ng fluoride supplements, that you take.
Medication	Taken for	
Medication	Taken for	
Medication	Taken for	
Have you ever taken any medications to strengthen	your bones? Please describe	
Do you take antibiotic pre-medication before any der	atal praeadurae?	
Do you or have you ever had a substance abuse pro		
Do you chew or smoke tobacco?		
Have you noticed any changes in your face or jaws?		
Any other physical problems?		
How often do you brush?		
Women: Are you pregnant? ☐ Yes ☐ No	Are you trying to become pregnant?	
FAMILY MEDICAL HISTORY		
Have your parents or siblings ever had any of the following	lowing health problems? If so, please explain	
Bleeding disorders	Diabetes	
Arthritis	Severe allergies	
Unusual dental problems	Jaw size imbalance	
Other family medical conditions?		
RELEASE AND WAIVER I authorize release of any information regarding my Signature		
I have read the above questions and understand the or omissions that I have made in the completion of	-	
Signature		Date
MEDICAL HISTORY UPDATES OR C	HANGES	
Changes		
Signature		Date
Dental Staff Signature		Date
Changes		
Signature		Date
Dental Staff Signature		Date
Changes		
Signature		Date
Dental Staff Signature		Nate

© American Association of Orthodontists 2013 History Form – Adult – 5/13



CONSENT FOR USE AND DISCLOSURE OF HEALTH INFORMATION

	OT TIE/CETTING OTHAI/ (TIOI)
SECTION A: PATIENT GIVIN	G CONSENT
Name:	
Address:	
Telephone:	E-mail:
Patient #:	Social Security #:
	NT — PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY
Purpose of Consent: By si	gning this form, you will consent to our use and disclosure of your protected health information to carry ou s, and healthcare operations.
Our Notice provides a desc make of your protected hea	s: You have the right to read our Notice of Privacy Practices before you decide whether to sign this Consent ription of our treatment, payment activities, and healthcare operations, of the uses and disclosures we may lith information, and of other important matters about your protected health information. A copy of our Notice We encourage you to read it carefully and completely before signing this Consent.
We reserve the right to char we will issue a revised Notic health information that we m	nge our privacy practices as described in our Notice of Privacy Practices. If we change our privacy practices ce of Privacy Practices, which will contain the changes. Those changes may apply to any of your protected naintain.
You may obtain a copy of or	ur Notice of Privacy Practices, including any revisions of our Notice, at any time by contacting:
Contact Person:	
Telephone:	Fax:
E-mail:	
Address:	
Contact Person listed above	ave the right to revoke this Consent at any time by giving us written notice of your revocation submitted to the Please understand that revocation of this Consent will not affect any action we took in reliance on this Consen ocation, and that we may decline to treat you or to continue treating you if you revoke this Consent.
SIGNATURE	
I,	, have had full opportunity to read and consider the contents of this ice of Privacy Practices. I understand that, by signing this Consent form, I am giving my consent to your use ted health information to carry out treatment, payment activities and health care operations.
Signature:	Date:
If this Consent is signed by	a personal representative on behalf of the patient, complete the following:
Personal Representative's Name:	
Relationship to Patient:	
REVOCATION OF CONSE	NT
	use and disclosure of my protected health information for treatment, payment activities, and healthcare operations
I understand that revocation Notice of Revocation. I also	of my Consent will not affect any action you took in reliance on my Consent before you received this writter understand that you may decline to treat or to continue to treat me after I have revoked my Consent.
	Date:
ORHIP3 (1/09)	

INFORMED CONSENT

for the Orthodontic Patient

Risks and Limitations of Orthodontic Treatment

Successful orthodontic treatment is a partnership between the orthodontist and the patient. The doctor and staff are dedicated to achieving the best possible result for each patient. As a general rule, informed and cooperative patients can achieve positive orthodontic results. While recognizing the benefits of a beautiful healthy smile, you should also be aware that, as with all healing arts, orthodontic treatment has limitations and potential risks. These are seldom serious

enough to indicate that you should not have treatment; however, all patients should seriously consider the option of no orthodontic treatment at all by accepting their present oral condition. Alternatives to orthodontic treatment vary with the individual's specific problem, and prosthetic solutions or limited orthodontic treatment may be considerations. You are encouraged to discuss alternatives with the doctor prior to beginning treatment.

Orthodontics and Dentofacial Orthopedics is the dental specialty that includes the diagnosis, prevention, interception and correction of malocclusion, as well as neuromuscular and skeletal abnormalities of the developing or mature orofacial structures.

An orthodontist is a dental specialist who has completed at least two additional years of graduate training in orthodontics at an accredited program after graduation from dental school.



Results of Treatment

Orthodontic treatment usually proceeds as planned, and we intend to do everything possible to achieve the best results for every patient. However, we cannot guarantee that you will be completely satisfied with your results, nor can all complications or consequences be anticipated. The success of treatment depends on your cooperation in keeping appointments, maintaining good oral hygiene, avoiding loose or broken appliances, and following the orthodontist's instructions carefully.

Length of Treatment

The length of treatment depends on a number of issues, including the severity of the problem, the patient's growth and the level of patient cooperation. The actual treatment time is usually close to the estimated treatment time, but treatment may be lengthened if, for example, unanticipated growth occurs, if there are habits affecting the dentofacial structures, if periodontal or other dental problems occur, or if patient cooperation is not adequate. Therefore, changes in the original treatment plan may become necessary. If treatment time is extended beyond the original estimate, additional fees may be assessed.

Discomfort

The mouth is very sensitive so you can expect an adjustment period and some discomfort due to the introduction of orthodontic appliances. Non-prescription pain medication can be used during this adjustment period.

Relapse

Completed orthodontic treatment does not guarantee perfectly straight teeth for the rest of your life. Retainers will be required to keep your teeth in their new positions as a result of your orthodontic treatment. You must wear your retainers as instructed or teeth may shift, in addition to other adverse effects. Regular retainer wear is often necessary for several vears following orthodontic treatment. However. changes after that time can occur due to natural causes, including habits such as tongue thrusting, mouth breathing, and growth and maturation that continue throughout life. Later in life, most people will see their teeth shift. Minor irregularities, particularly in the lower front teeth, may have to be accepted. Some changes may require additional orthodontic treatment or, in some cases, surgery. Some situations may require non-removable retainers or other dental appliances made by your family dentist.

Extractions

Some cases will require the removal of deciduous (baby) teeth or permanent teeth. There are additional risks associated with the removal of teeth which you should discuss with your family dentist or oral surgeon prior to the procedure.

Orthognathic Surgery

Some patients have significant skeletal disharmonies which require orthodontic treatment in conjunction with orthognathic (dentofacial) surgery. There are additional risks associated with this surgery which you should discuss with your oral and/or maxillofacial surgeon prior to beginning orthodontic treatment.

Please be aware that orthodontic treatment prior to orthognathic surgery often only aligns the teeth within the individual dental arches. Therefore, patients discontinuing orthodontic treatment without completing the planned surgical procedures may have a malocclusion that is worse than when they began treatment!

Decalcification and Dental Caries

Excellent oral hygiene is essential during orthodontic treatment as are regular visits to your family dentist. Inadequate or improper hygiene could result in cavities, discolored teeth, periodontal disease and/or decalcification. These same problems can occur without orthodontic treatment, but the risk is greater to an individual wearing braces or other appliances. These problems may be aggravated if the patient has not had the benefit of fluoridated water or its substitute, or if the patient consumes sweetened beverages or foods.

Root Resorption

The roots of some patients' teeth become shorter (resorption) during orthodontic treatment. It is not known exactly what causes root resorption, nor is it possible to predict which patients will experience it. However, many patients have retained teeth throughout life with severely shortened roots. If resorption is detected during orthodontic treatment, your orthodontist may recommend a pause in treatment or the removal of the appliances prior to the completion of orthodontic treatment.

Nerve Damage

A tooth that has been traumatized by an accident or deep decay may have experienced damage to the nerve of the tooth. Orthodontic tooth movement may, in some cases, aggravate this condition. In some cases, root canal treatment may be necessary. In severe cases, the tooth or teeth may be lost.

Periodontal Disease

Periodontal (gum and bone) disease can develop or worsen during orthodontic treatment due to many factors, but most often due to the lack of adequate oral hygiene. You must have your general dentist, or if indicated, a periodontist monitor your periodontal health during orthodontic treatment every three to six months. If periodontal problems cannot be controlled, orthodontic treatment may have to be discontinued prior to completion.

Injury From Orthodontic Appliances

Activities or foods which could damage, loosen or dislodge orthodontic appliances need to be avoided. Loosened or damaged orthodontic appliances can be inhaled or swallowed or could cause other damage to the patient. You should inform your orthodontist of any unusual symptoms or of any loose or broken appliances as soon as they are noticed. Damage to the enamel of a tooth or to a restoration (crown, bonding, veneer, etc.) is possible when orthodontic appliances are removed. This problem may be more likely when esthetic (clear or tooth colored) appliances have been selected. If damage to a tooth or restoration occurs, restoration of the involved tooth/teeth by your dentist may be necessary.

Headgears

Orthodontic headgears can cause injury to the patient. Injuries can include damage to the face or eyes. In the event of injury or especially an eye injury, however minor, immediate medical help should be sought. Refrain from wearing headgear in situations where there may be a chance that it could be dislodged or pulled off. Sports activities and games should be avoided when wearing orthodontic headgear.

Temporomandibular (Jaw) Joint Dysfunction

Problems may occur in the jaw joints, i.e., temporomandibular joints (TMJ), causing pain, headaches or ear problems. Many factors can affect the health of the jaw joints, including past trauma (blows to the head or face), arthritis, hereditary tendency to jaw joint problems, excessive tooth grinding or clenching, poorly balanced bite, and many medical conditions. Jaw joint problems may occur with or without orthodontic treatment. Any jaw joint symptoms, including pain, jaw popping or difficulty opening or closing, should be promptly reported to the orthodontist. Treatment by other medical or dental specialists may be necessary.

Impacted, Ankylosed, Unerupted Teeth

Teeth may become impacted (trapped below the bone or gums), ankylosed (fused to the bone) or just fail to erupt. Oftentimes, these conditions occur for no apparent reason and generally cannot be anticipated. Treatment of these conditions depends on the particular circumstance and the overall importance of the involved tooth, and may require extraction, surgical exposure, surgical transplantation or prosthetic replacement.

Occlusal Adjustment

You can expect minimal imperfections in the way your teeth meet following the end of treatment. An occlusal equilibration procedure may be necessary, which is a grinding method used to fine-tune the occlusion. It may also be necessary to remove a small amount of enamel in between the teeth, thereby "flattening" surfaces in order to reduce the possibility of a relapse.

Non-Ideal Results

Due to the wide variation in the size and shape of the teeth, missing teeth, etc., achievement of an ideal result (for example, complete closure of a space) may not be possible. Restorative dental treatment, such as esthetic bonding, crowns or bridges or periodontal therapy, may be indicated. You are encouraged to ask your orthodontist and family dentist about adjunctive care.

Third Molars

As third molars (wisdom teeth) develop, your teeth may change alignment. Your dentist and/or orthodontist should monitor them in order to determine when and if the third molars need to be removed.

Continued on next page

Patient	Date	

Allergies

Occasionally, patients can be allergic to some of the component materials of their orthodontic appliances. This may require a change in treatment plan or discontinuance of treatment prior to completion. Although very uncommon, medical management of dental material allergies may be necessary.

General Health Problems

General health problems such as bone, blood or endocrine disorders, and many prescription and non-prescription drugs (including bisphosphonates) can affect your orthodontic treatment. It is imperative that you inform your orthodontist of any changes in your general health status.

Use of Tobacco Products

Smoking or chewing tobacco has been shown to increase the risk of gum disease and interferes with healing after oral surgery. Tobacco users are also more prone to oral cancer, gum recession, and delayed tooth movement during orthodontic treatment. If you use tobacco, you must carefully consider the possibility of a compromised orthodontic result.

Temporary Anchorage Devices

Your treatment may include the use of a temporary anchorage device(s) (i.e. metal screw or plate attached to the bone.) There are specific risks associated with them.

It is possible that the screw(s) could become loose which would require its/their removal and possibly relocation or replacement with a larger screw. The screw and related material may be accidentally swallowed. If the device cannot be stabilized for an adequate length of time, an alternate treatment plan may be necessary.

It is possible that the tissue around the device could become inflamed or infected, or the soft tissue could grow over the device, which could also require its removal, surgical excision of the tissue and/or the use of antibiotics or antimicrobial rinses.

It is possible that the screws could break (i.e. upon insertion or removal.) If this occurs, the broken piece may be left in your mouth or may be surgically removed. This may require referral to another dental specialist.

When inserting the device(s), it is possible to damage the root of a tooth, a nerve, or to perforate the maxillary sinus. Usually these problems are not significant; however, additional dental or medical treatment may be necessary.

Local anesthetic may be used when these devices are inserted or removed, which also has risks. Please advise the doctor placing the device if you have had any difficulties with dental anesthetics in the past.

If any of the complications mentioned above do occur, a referral may be necessary to your family dentist or another dental or medical specialist for further treatment. Fees for these services are not included in the cost for orthodontic treatment.

ACKNOWLEDGEMENT

I hereby acknowledge that I have read and fully understand the treatment considerations and risks presented in this form. I also understand that there may be other problems that occur less frequently than those presented, and that actual results may differ from the anticipated results. I also acknowledge that I have discussed this form with the undersigned orthodontist(s) and have been given the opportunity to ask any questions. I have been asked to make a choice about my treatment. I hereby consent to the treatment proposed and authorize the orthodontist(s) indicated below to provide the treatment. I also authorize the orthodontist(s) to provide my health care information to my other health care providers. I understand that my treatment fee covers only treatment provided by the orthodontist(s), and that treatment provided by other dental or medical professionals is not included in the fee for my orthodontic treatment.

CONSENT	TA HEE	OF DEC	ADDE
CUNSENI	IV USE	UF REL	URUS

I hereby give my permission for the use of orthodontic records, including photographs, made in the process of examinations, treatment, and retention for purposes of professional consultations, research, education, or publication in professional journals.

Signature	Date
Witness	Date
I have the legal authority to sign this on behalf of	
Name of Patient	
Relationship to Patient	

Signature of Patient/Parent/Guardian	Date
Signature of Orthodontist/Group Name	Date
Witness	Date

CONSENT TO UNDERGO ORTHODONTIC TREATMENT

I hereby consent to the making of diagnostic records, including x-rays, before, during and following orthodontic treatment, and to the above doctor(s) and, where appropriate, staff providing orthodontic treatment prescribed by the above doctor(s) for the above individual. I fully understand all of the risks associated with the treatment.

AUTHORIZATION FOR RELEASE OF PATIENT INFORMATION

I hereby authorize the above doctor(s) to provide other health care providers with information regarding the above individual's orthodontic care as deemed appropriate. I understand that once released, the above doctor(s) and staff has(have) no responsibility for any further release by the individual receiving this information.

Notes	

Results of Treatment

Orthodontic treatment usually proceeds as planned, and we intend to do everything possible to achieve the best results for every patient. However, we cannot guarantee that you will be completely satisfied with your results, nor can all complications or consequences be anticipated. The success of treatment depends on your cooperation in keeping appointments, maintaining good oral hygiene, avoiding loose or broken appliances, and following the orthodontist's instructions carefully.

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If any of the complications mentioned above do occur, a referral may be necessary to your family dentist or another dental or medical specialist for further treatment. Fees for these services are not included in the cost for orthodontic treatment.

ACKNOWLEDGEMENT

I hereby acknowledge that I have read and fully understand the treatment considerations and risks presented in this form. I also understand that there may be other problems that occur less frequently than those presented, and that actual results may differ from the anticipated results. I also acknowledge that I have discussed this form with the undersigned orthodontist(s) and have been given the opportunity to ask any questions. I have been asked to make a choice about my treatment. I hereby consent to the treatment proposed and authorize the orthodontist(s) indicated below to provide the treatment. I also authorize the orthodontist(s) to provide my health care information to my other health care providers. I understand that my treatment fee covers only treatment provided by the orthodontist(s), and that treatment provided by other dental or medical professionals is not included in the fee for my orthodontic treatment.

CONSENT TO USE OF RECORDS

I hereby give my permission for the use of orthodontic records, including photographs, made in the process of examinations, treatment, and retention for purposes of professional consultations, research, education, or publication in professional journals.

Signature	Date
Witness	Date
I have the legal authority to sign this on behalf of	
Name of Patient	
Relationship to Patient	

Signature of Patient/Parent/Guardian	Date
Signature of Orthodontist/Group Name	Date
Witness	Date

CONSENT TO UNDERGO ORTHODONTIC TREATMENT

I hereby consent to the making of diagnostic records, including x-rays, before, during and following orthodontic treatment, and to the above doctor(s) and, where appropriate, staff providing orthodontic treatment prescribed by the above doctor(s) for the above individual. I fully understand all of the risks associated with the treatment.

AUTHORIZATION FOR RELEASE OF PATIENT INFORMATION

I hereby authorize the above doctor(s) to provide other health care providers with information regarding the above individual's orthodontic care as deemed appropriate. I understand that once released, the above doctor(s) and staff has(have) no responsibility for any further release by the individual receiving this information.

Notes	
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Authorization for Release of Information – Compound Release

Name of Patient	Date of Birth		
is authorized to release protected health information about the			
above named patient in the following manner and to identified			
Entity to Receive Information. Check each person/entity that you approve to receive information.	Description of information to be released. Check each that can be given to person/entity on the left in the same section.		
☐ Voice Mail	Results of lab tests/x-rays		
	Other		
Other person (s) (provide name and phone number)	☐ Financial		
	☐ Medical		
☐ Email communication-Provide email address*	☐ Financial		
	Medical		
*For email communication to occur, please accept the disclosure	Appointment reminders Breach notification		
below:	■ Бгеасп поинсацоп		
Text communication – Provide number *	Appointment reminder		
*For text communication to occur, accept the disclosure below:	Other:		
For text communication to occur, accept the disclosure below: For email and/or text communication I understand that if information is not sent in an encrypted manner there is a risk it could be accessed inappropriately. I still elect to receive email and/or text communication as selected.			
Photo of patient received by patient or legal guardian	☐ May be posted in office		
☐ Photo taken by staff (Example: pre/post procedure)	☐ May be posted on website		
☐ Other	Other		
Patient Rights: I have the right to revoke this authorization at any time. I may inspect or copy the protected health information to be disclosed as described in this document. Revocation is not effective in cases where the information has already been disclosed but will be effective going forward. Information used or disclosed as a result of this authorization may be subject to redisclosure by the recipient and may no longer be protected by federal or state law. I have the right to refuse to sign this authorization and that my treatment will not be conditioned on signing.			
This authorization will remain in effect until revoked by the patient.			
	Date		
Signature of Patient or Personal Representative *Description of Personal Representative's Authority (attach necessary documentation)			
Revised Oct 2014			

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