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Welcome to the Minnesota Craniofacial Center!

Snoring used to be considered a joke. Now we know that snoring can be a serious problem that affects family relationships, quality and appreciation of life, and cardiovascular health. When snoring progresses to become sleep apnea with frequent lapses in breathing during the night, the problem can even become life-threatening. Congratulations on having recognized that you have a physical problem that requires treatment!

Major advances have been made in sleep research. Treatment with oral appliances is very comfortable and effective for many people, for whom the only choice used to be surgery. Often, people comment that their first night's sleep with their oral appliance was the best night's sleep they have had in years!

Your first appointment will include an examination to determine if you are a candidate for oral appliance therapy, and we will explain your treatment choices to you. Some people need to be referred to a sleep center for further laboratory tests before an oral appliance can be constructed. We will discuss this possibility with you, also.

We have enclosed some registration forms. Please fill these out ahead of time and bring them to your first appointment. We look forward to meeting you, and to helping you sleep better!

Sincerely,

Kim Ledermann, D.D.S., M.S.
MINNESOTA CRANIOFACIAL CENTER, P.C.

SNORING/SLEEP APNEA QUESTIONNAIRE

1. How long have you been aware of snoring? _____
2. Has snoring caused problems for friends or relatives? _____
3. Have you been told your breathing stops while asleep? _____
4. Do you usually sleep on your side, back, or stomach? _____
5. Have you been told you move around a lot in your sleep? _____
6. Do you have any difficulty falling asleep at night? _____
7. About how many hours of sleep per night do you get? _____
8. Do you wake during the night? ___ If so about how many times _____
9. Do you usually wake feeling refreshed in the morning? _____
10. Do you often wake up with a headache? _____
11. Will a small amount of alcohol give you a hangover? _____
12. Do you feel sleepy during the day ___ frequently ___ occasionally ___ never (Ep=___)
13. Have you ever fallen asleep while driving? _____
14. What other doctors have you seen about your snoring or sleep apnea? _____

15. What treatment have you had, and how successful has it been? _____

16. Have you had an overnight sleep study done? _____ If so when? _____
Results of study? _____
17. Do you have trouble breathing through your nose? _____
18. Is there anything else you would like us to know? _____

Patient Name:
DOB:

Appt date:

THE EPWORTH SLEEPINESS SCALE

How likely are you to doze off or fall asleep in the following situations, in contrast to just feeling tired? This refers to your usual way of life in recent times. Even if you have not done some of these things recently, try to decide how they are likely to affect you. Use the following scale to choose the most appropriate number for each situation, and write the number in the blank:

- 0 = Would Never Doze
- 1 = Slight Chance of Dozing
- 2 = Moderate Chance of Dozing
- 3 = High Chance of Dozing

Situation:

Chance of Dozing:

Sitting and reading	_____
Watching TV	_____
Sitting, inactive in a public place such as a theater or a meeting	_____
As a passenger in a car for an hour without a break	_____
Lying down to rest in the afternoon when circumstances permit	_____
Sitting and talking to someone	_____
Sitting quietly after a lunch without alcohol	_____
In a car, while stopped for a few minutes in traffic	_____

Have you ever received a diagnosis of obstructive sleep apnea or another sleep breathing disorder? _____ Yes _____ No

If yes, are you receiving treatment for this disorder? _____ Yes _____ No

What treatment have you received? _____

If you are not receiving treatment, why not? _____

Have you tried using continuous positive airway pressure (CPAP) to treat your symptoms? _____ Yes _____ No If no, why not? _____

_____ (check if true) I have attempted to use CPAP and find it intolerable to use on a regular basis for the following reason(s): _____

Because of my inability to tolerate CPAP and my need to control the symptoms of obstructive sleep apnea, I wish to use oral appliance therapy.

Signed: _____ Date: _____

Patient Name:
DOB:

Appt date:

PEDIATRIC SLEEP SCREENING

Fill out this form if you are a parent or guardian accompanying a child receiving treatment. Please complete it as accurately as possible. In our practice we are very interested in our patients' overall health, and orthodontic treatment in children can be an important part of managing health problems caused by sleep and breathing disorders.

Patient's name: _____ Age: _____

Form filled out by: _____

Date: _____

- _____ While sleeping, does your child snore?
- _____ While sleeping, does your child have heavy or loud breathing?
- _____ While sleeping, does your child have trouble breathing or struggle to breathe?
- _____ Have you ever seen your child stop breathing or hold his or her breath at night?
- _____ Does your child wet the bed, sleepwalk or have night terrors (circle any)?
- _____ Does your child clench or grind their teeth at night?
- _____ Does your child tend to breathe through his or her mouth during the day?
- _____ Does your child have a dry mouth on waking in the morning?
- _____ Does your child wake up feeling tired in the morning?
- _____ Does your child wake up with headaches?
- _____ Is it hard to wake your child in the morning?
- _____ Does your child have a problem with sleepiness during the day?
- _____ Has a teacher or caregiver commented that your child appears sleepy or very active during the day? (circle one)
- _____ Does your child often have difficulty organizing tasks and activities?
- _____ Does your child have difficulty paying attention?
- _____ Does your child have dark circles under his or her eyes?
- _____ Does your child have crowded teeth or a misaligned bite?
- _____ Did your child stop growing at a normal rate at any time since birth?
- _____ Is your child overweight?
- _____ Is your child very active?
- _____ Does your child have significant emotional or behavioral issues?

Patient Name:
DOB:

Appt date:

Patient Medical & Insurance Information

Please list information for everyone involved in your care. We will send an examination report to each of these addresses, unless you request otherwise. Please use a black or blue pen.

Your Name: _____
Date of Birth: _____
Address: _____
City: _____
State: _____ Zip: _____
Home #: _____
Work #: _____
Cell #: _____
Email: _____
Employer: _____
Emergency Contact: _____
Phone #: _____

Whom may we thank for referring you to our office?

Primary Health Insurance: _____
Billing Address: _____
City: _____
State: _____ Zip: _____
Phone #: _____
Subscriber _____
Subscriber DOB: _____
Policy/Group #: _____
ID #: _____

Secondary Health Insurance: _____
Phone #: _____
Subscriber: _____
Subscriber DOB: _____
Policy/Group #: _____
ID #: _____

If your treatment is related to a motor vehicle accident, please fill in the following:

Auto Insurance: _____
Billing Address: _____
City: _____
State: _____ Zip: _____
DOI: _____ Claim #: _____
Adjuster Name: _____
Phone #: _____

Attorney: _____
Address: _____
City: _____
State: _____ Zip: _____
Phone #: _____

Patient Name:
DOB:

If Minor, Name of Responsible Party:

I authorize sharing my (*check one or both*)
__ financial information / __ treatment information
with the following person:

Signature: _____

Physician: _____
Clinic Name: _____
Address: _____
City: _____
State: _____ Zip: _____
Phone #: _____

Dentist: _____
Clinic Name: _____
Address: _____
City: _____
State: _____ Zip: _____
Phone #: _____

Chiropractor: _____
Clinic Name: _____
Address: _____
City: _____
State: _____ Zip: _____
Phone #: _____

Neurologist: _____
Clinic Name: _____
Address: _____
City: _____
State: _____ Zip: _____
Phone #: _____

Other Care Provider: _____
Clinic Name: _____
Address: _____
City: _____
State: _____ Zip: _____
Phone #: _____

If your treatment is related to a work injury, please fill in the following:

Other Insurance Info (Workers Comp/Personal Injury) Company Name: _____
Billing Address: _____
City: _____ State: _____ Zip: _____
Subscriber: _____ DOB: _____
Policy#: _____ ID #: _____

Appt date:

Insurance Information—Please Read!

The following information will be reviewed with you at your first visit. It must be completely filled out in order for us to give you the most accurate **estimation** of your benefits.

If you have medical insurance and would like to receive the maximum benefits available to you from your insurance company, it is important that **you** contact your insurance company **prior to your first visit in our office**. We certainly are happy to answer any insurance questions you may have, but please understand, MN Craniofacial Center can only assist you and cannot guarantee payment from your insurance company.

Non-Surgical Sleep Apnea Benefits

Please call your medical insurance company for the following information.

1. Do I have a deductible? Yes or No
How much is the deductible? _____
How much of the deductible has been met? _____

2. Do I need a Prior Authorization for DME (Durable Medical Equipment)? Yes or No
(Give DME CODE **E0486-Oral Sleep Apnea Appliance** to your insurance representative. If that code does not work try **21110**)

Fax number to send prior authorization: _____

3. Copayments are due on the day of service. How much is my office copay? _____

4. Is a home sleep study covered? (Give code **95806**.) Yes or No
What percentage of the fee do I owe? _____
(MCC may recommend a home sleep study for follow-up purposes.)

5. Which of these services will be applied to my deductible, and what percentage of the fee do I pay for them:
A. X-Rays: _____
B. Office Visits: _____
C. DME (Durable Medical Equipment): _____
D. Physical Therapy: _____

Name of representative you spoke with _____ Date _____

Repair Charges: Repair charges for broken oral appliances are the patient's responsibility to pay and the amount will vary, depending on the type of repair needed. Repair charges are not a covered service by your insurance company.

Your insurance plan may require a referral from your primary care physician to be seen in our office. You are responsible for being aware of this and for obtaining this referral if it is required.

Patient Name:
DOB:

Appt date:

Sleep Disorder Medical History

Welcome to our office! Today you will be given an examination regarding your suitability for an oral snoring and/or sleep apnea appliance. Records such as x-rays and diagnostic models may be necessary to form a complete diagnosis. Please answer these questions as completely as possible. Some of the material is repetitive, but it is necessary both to help us be thorough and to help you obtain any insurance benefits that may apply. Thank you for your help.

Name: _____ Age: _____ Today's Date: _____

Gender: ___ Male ___ Female

Please describe your chief complaints: _____

Occupation: _____ Typical job duties: _____

Work schedule: _____

MEDICAL HISTORY: Do you have or have you ever had any of the following conditions?

Yes	No		Yes	No
____ ____		AIDS	____ ____	Arthritis
____ ____		Bleeding Problems	____ ____	Bone Disorder
____ ____		Cancer	____ ____	Diabetes
____ ____		Eating Disorder	____ ____	Heart Disease
____ ____		Hepatitis	____ ____	High Blood Pressure
____ ____		Intestinal Problems	____ ____	Kidney Disease
____ ____		Low Blood Pressure	____ ____	Neurologic Problems
____ ____		Stomach Problems	____ ____	Tuberculosis
____ ____		TMJ Clicking	____ ____	TMJ Grating
____ ____		TMJ Pain		

Please describe any items marked above: _____

Do you smoke? ___yes ___no If so, how many packs per day? ___1 ___1-2 ___2-3 ___more than 3

Do you drink beer, wine, or other alcoholic beverages? ___yes ___no

If so, how many drinks per week? ___0-3 ___4-10 ___more than 10

Do you use any recreational drugs? ___yes ___no Describe: _____

Are you pregnant? ___yes ___no If so, expected date of delivery: _____

Patient Name:
DOB:

Appt date:

MN Craniofacial Center, P.C.

CONSENT FOR USE AND DISCLOSURE OF HEALTH INFORMATION

SECTION A: PLEASE FILL OUT COMPLETELY

Name: _____

Address: _____

Telephone: _____ E-mail: _____

Patient Number: _____

SECTION B: PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY.

Purpose of Consent: By signing this form, you will consent to our use and disclosure of your protected health information to carry out treatment, payment activities, and healthcare operations.

Notice of Privacy Practices: You have the right to read our Notice of Privacy Practices before you decide whether to sign this Consent. Our Notice provides a description of our treatment, payment activities, and healthcare operations, of the uses and disclosures we may make of your protected health information, and of other important matters about your protected health information. A copy of our Notice accompanies this Consent. We encourage you to read it carefully and completely before signing this Consent.

We reserve the right to change our privacy practices as described in our Notice of Privacy Practices. If we change our privacy practices, we will issue a revised Notice of Privacy Practices, which will contain the changes. Those changes may apply to any of your protected health information that we maintain.

You may obtain a copy of our Notice of Privacy Practices, including any revisions of our Notice, at any time by contacting:

Contact Person: Dr. Kim M Ledermann, DDS

Telephone: 651-642-1013 Fax: 651-642-0947

E-mail: info@mncranio.com

Address: 2550 University Avenue West #143N, Saint Paul, MN 55114

Right to Revoke: You will have the right to revoke this Consent at any time by giving us written notice of your revocation submitted to the Contact Person listed above. Please understand that revocation of this Consent will *not* affect any action we took in reliance on this Consent before we received your revocation, and that we may decline to treat you or to continue treating you if you revoke this Consent.

SECTION C: PLEASE PRINT YOUR NAME ON THE LINE, SIGN, AND DATE BELOW

I, _____, have had full opportunity to read and consider the contents of this Consent form and your Notice of Privacy Practices. I understand that, by signing this Consent form, I am giving my consent to your use and disclosure of my protected health information to carry out treatment; payment activities and health care operations.

Signature: _____ Date: _____

If a personal representative on behalf of the patient signs this Consent, complete the following:

Personal Representative's Name: _____

Relationship to Patient: _____

YOU ARE ENTITLED TO A COPY OF THIS CONSENT AFTER YOU SIGN IT.

Include completed Consent in the patient's chart.

Patient Name:
DOB:

Appt date:



Practice policies

We thank you for selecting us to serve your needs. Our entire staff is a team dedicated to provide the highest quality care and service to our patients. We take great pride in each staff member's training and capabilities. So that we might all enjoy a smooth working relationship, we ask you to take a few minutes to read over our practice policies:

APPOINTMENTS: We strive to keep our patient's "waiting time" to a minimum, as we recognize that your time is valuable. Therefore, we are able to see our patients on an appointment basis only (with the exception of emergencies). We consider an appointment made to be an agreement and commitment between our office and our patients, and we rely on our fine patients to abide by their agreement. We reserve the right to reschedule your appointment if you arrive more than 15 minutes past your scheduled appointed time.

EMERGENCIES: As emergencies do arise, we ask your patience and understanding in the event of our having to place an emergency patient in front of your appointment slot. We will try to inform you of any changes necessary ahead of time, if at all possible.

FINANCIAL ARRANGEMENTS: During your first visit, our accounts manager will meet with you. Please direct all inquiries about your account to her rather than to the treatment staff. Our accounts manager will be most happy to discuss how our office handles your insurance benefits, if applicable; how your co-payments (if any) are to be taken care of; how any secondary insurance is handled; and how our office financial policy is administered. She will help you arrange the most suitable method of payment for your care. For your convenience, we accept Visa and Master Card.

INSURANCE: As a courtesy to you, we will be happy to submit all insurance claims for services rendered in our office. However, it is up to you to know if your insurance plan requires a referral or a prior authorization, whether insurance deductibles have been met, if there are plan exclusions for TMJ treatment or dental sleep appliances, what percent of coverage you have, whether you are required to make co-payments and what the co-payment will be, and what your plan maximum coverage is per year. Please see the enclosed form to use when calling your insurance company.

OUR COMMITMENT TO YOU: We appreciate having you as a patient in our practice. We will do everything to deliver the highest quality care in a safe, comfortable and caring environment. Please do not hesitate to ask any questions you might have about our services and office policies. In addition, if you are satisfied with our services, please feel free to tell a friend. We welcome new patients and appreciate referrals of your family and friends.

YOUR COMMITMENT TO US: I understand that I am ultimately responsible for my account in this office, regardless of what insurance benefits or other third-party compensation may or may not be applied to my account. I authorize payment of any medical benefits directly to MCC. If my insurance denies coverage for my treatment and an appeal is necessary, I will be expected to pay my balance due within 30 days of receiving the denial. If, after the appeal, my insurance does issue payment to MCC, then MCC will issue me a refund.

I also consent to the release and retrieval of my personal health information by MCC to and from my medical and/or any automobile or other insurance companies, and all third parties involved in my care. I agree to a charge of \$50 if I fail or \$25 if I cancel a scheduled appointment **without giving MCC a 24-hour notice.**

Patient signature

Date

Patient Name:
DOB:

Appt date: