Welcome To Our Dental Practice

Introduction
Upon visiting the dentist for the first time, patients often have some apprehension about impending experience, or concern regarding their dental health. It is our hope that after reading the following information regarding our office policies and procedures, you will be at ease during each visit to our office.

Modern Dentist
Modern dentists are health professionals who specialize in the diagnosis and treatment of problems related to the mouth and associated areas. Our practice performs evaluations and treatment of diseases related to the mouth including; tooth disorders, gum disorders, temporomandibular joint dysfunction syndrome (TMJ), and headaches. We also provide comprehensive services for cosmetic dentistry including veneers, porcelain crowns bridges and in-office bleaching. Additionally, we can replace your missing teeth with implants and provide you video imaging of any procedure you may be considering. Registered dental hygienists with special training, dentists, and dental assistants work together within a multidisciplinary approach to insure optimum service for our patients and provide you with the highest quality of dental services.

Office Hours
Office hours are by appointment only. We schedule appointments from 8:00 Am until 4:30 PM daily and in special circumstances we schedule patients before and after hours. If you have a dental emergency after regular office hours, a telephone answering machine will take your call and tell you where the doctor may be reached.

When you call our office, please notify the receptionist of the nature of your problem or concern, and if you feel an immediate appointment is necessary. It is best to call for elective appointments one or two weeks in advance, so that a convenient time can be arranged. If it is an emergency, we will do our best to work you into our schedule. Please call as early in the day as possible so that you can be seen promptly.

We do our best to insure that patients are seen at their appointed time. However, patients do not have dental problems on schedule; procedures may take longer than anticipated; and emergencies do occur. Hence, a delay in our schedule may result. We recognize that your time is valuable, and we will make a sincere attempt to adhere to the appointment schedule. If you cannot keep an appointment, please notify us twenty-four hours in advance so that this time may be given to someone else and no fees will be incurred.

Patient Information
You were asked to fill out a health history questionnaire during your first visit. The questions on this form are a necessary part of your dental record. It is important for the dentist to have your medical history, as it can be important to your dental health and treatment.

Please assist us by notifying the dentist, dental hygienist, or assistant of any changes in your medical history.
Patients who have changed their name, address, telephone number, e-mail address, or insurance carrier are asked to notify our receptionist. It is very important that we have current and correct information on all of our patients.

The Reception Room
The reception room has been designed for our comfort and enjoyment. We will however, attempt to make your wait as brief as possible. Please do not be disturbed if you hear patients being called in ahead of you, even if you arrived earlier. These patients maybe scheduled for different procedures, be seeing a different doctor, or visiting our hygienists.

No Smoking Please
You are asked to refrain from smoking while in the office.

Fees
Our first priority is to enhance your healthy lifestyle. It is important for you to be assured that our professional services are recommended and provided for you on your health needs, not on your insurance benefits. Our office policy is to request payment for dental visits at the time of service. We accept cash, check, major credit card, and debit card payments for your convenience. In view of the fact that we do participate with some dental plans, you will be asked to pay an estimated co-pay for your visit. Providing itemized statements from our office is both costly and time consuming. Upon leaving our office you will be provided with a statement of charges and payments for the day.

We will submit insurance forms on your behalf. However, if the insurance company does not cover the charges for your visit, after ninety (90) days, you are responsible for the remaining balance on your account. It is important to remember that insurance is a contract between you and your insurance company. If you have any questions about your insurance coverage or would like a predetermination of benefits for future treatment, our Insurance Administrator, Karyn Tate, will be pleased to assist you.

We have designed our office to offer you the optimum in dental care. Considerable time has been spent in training each member of our staff to participate actively in your dental health care. We welcome and appreciate your referral of new patients, and sincerely hope that your visit provides you with the dental health care and information you desire.

A Few Words About Informed Consent
It is the policy of our office to give you verbal information regarding the dental procedures to be performed. The risks and benefits are explained and oral consent is the usual way our patients proceed with treatment. Written explanations and Consent are available if you desire. The takes additional time and could increase the cost of services provided.

I have read the above paragraph and understand its content. Please advise one of our staff members if you have any questions regarding Informed Consent.

I have read the above paragraphs and understand their content. Please sign and date on the lines provided below.

_________________  ___________________  Signature