

Date

Name
Address
City, State, Zip

Dear

Welcome! We are delighted to welcome you to our practice and we look forward to serving your dental needs. Our goal is to offer you superior dental care at reasonable prices and the best possible dental care in a professional and caring atmosphere.

Enclosed in this information packet is a patient registration form with health history, insurance release form, financial policy and HIPPA Privacy Act Acknowledgement. Please take the time to complete this information and mail it back or drop it at our office as soon as possible. We also ask that you make a photocopy of your insurance card (if you have one) both the front and back sides. Otherwise, just enter your insurance information as required. If you have any questions regarding your insurance coverage, please call your dental insurer or your human resource or benefits department before your appointment. Since your insurance policy is a contract between you and your employer and the insurance company, it is your responsibility to know and understand your dental coverage to maximize your benefits.

We ask that you arrive for appointments on time and if you find it necessary to cancel we ask that you do so at least 24 hours prior to your appointment. If appointments are consistently missed or cancelled, we will find it necessary to charge you a cancellation fee. We really appreciate your cooperation with this, as it allows us to offer more affordable and timely dental care to all our patients.

We are conveniently located in the heart of downtown on Michigan Street. Downtown office hours are Tuesday: 8:30 a.m. – Noon, Wednesday: 8:30 - 5:30 p.m., Thursday: 1:30 p.m. - 5:30 p.m., Friday: 8:30 a.m. - 1:30 p.m.

We look forward to meeting you and welcome your questions and concerns.

Sincerely,

David Paris, D.D.S., S.C. and Staff