

Time has been reserved for you on \_\_\_\_\_ at \_\_\_\_\_ for your initial examination with us. **You will need to be at the office at least 15 minutes prior to your appointment.** Call us at 304-343-2151 ASAP if you need to cancel or reschedule this appointment, we do charge a missed appointment fee to those who do not cancel 24 hours in advance.

Linked is a packet of forms for you to complete and some information regarding a few of our office policies. Please bring your dental insurance card with you to the appointment. If you do not have a card then please bring all of the information for billing purposes with you, you can get this from the employer's human resource department.

Please print and complete the New Patient Information Form thoroughly, front and back. Also please list any prescription and nonprescription (herbals also), medications that you are taking all the time or some of the time.

This is a summary of what usually happens during an initial examination appointment:

1. Review of patient history
2. Blood pressure screening for adult patients
3. **X-Rays—absolutely necessary for proper diagnosis and you will be responsible for what insurance will not cover because of multiple visits between us and old DDS. If you have just have them taken, please get copies from DDS and bring with you to your appointment. Please advise us if you are pregnant!**
4. Charting of existing dental work
5. Preliminary examination and prophylaxis (cleaning) by our dental hygienist if you have scheduled for one.
6. Comprehensive oral examination including the head and neck by the dentist.
7. Treatment plan development and pre-estimate of charges to be incurred if further work is needed.

We look forward to seeing you and hope we can meet your dental concerns. Should there be any questions prior to your appointment, please feel free to contact us Monday through Thursday during regular business hours at (304) 343-2151.