

## *Dentistry for All Ages*

153 Grove Street  
Putnam, CT 06260  
(860) 928-3723

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Thank you for selecting us to be a partner in maintaining your dental health. We look forward to meeting you. Our goal is to make your visit as pleasant as possible. Enclosed you will find some information that may be helpful. You can assist the process by completing and returning the enclosed health questionnaire. The "Request for Dental Records" should be sent to your previous dentist. Having prior records available at the time of your visit can be helpful.

An initial visit includes an oral examination by one of the doctors and a radiographic (x-ray) examination. If you have had x-rays in the past, please make arrangements to have them transferred to our office prior to your appointment. A form for requesting your prior records is enclosed. Your examination is not complete without x-ray information.

Children under the age of 18 years must be accompanied by a parent or legal guardian. The parent will need to be present to review the child's health history, examination findings and treatment options.

We will assist you with the insurance claims process. Dental insurance usually does not cover the total cost of your treatment. Based on your plan, we usually can **estimate** the amount of your co-payment. Your co-payment is expected when treatment is delivered. If your insurance company fails to pay within 60 days after we submit your claim, you will be responsible for the full fee.

Please call if you have any questions.

Sincerely,



## Directions

Our office is located at 153 Grove Street (Route 12) in Putnam (928-3723).

From Route 395 south (from Thompson) take exit 96. Turn right at the end of the ramp. Your destination is 5/10 of a mile on the left.

From Route 395 north (from Danielson, Dayville, Killingly) take exit 96. Turn left at the end of the ramp. The office is 6/10 of a mile on the left.

From the west and downtown Putnam (from Woodstock, Pomfret) follow Route 44 East (Pomfret Avenue) to its junction with Route 12 (at the railroad underpass). Turn right onto Route 12 south. 153 Grove Street is 6/10 mile ahead on the right.

Parking is available at the rear of the building. The reception room entrance is also at the rear of the building.

# Appointment Policy

We strive to schedule patients to make the most efficient use of time and to remain on schedule. Patients can assist with this.

1. Please arrive on time for your appointment (even five minutes can make a difference). We will also do our best to seat you on time.
2. Children under 18 years of age must be accompanied by a parent or guardian who should plan to remain present in the office for the entire visit.
3. Please call the office in advance if family members wish to “swap” appointments (charts need to be reviewed and time allotments may be different).
4. Check up and cleaning appointments are scheduled six months in advance. If you cancel an appointment it may be difficult to reschedule it as soon as you may like. A call list is kept to fill cancellations. You may be asked if you wish to be included on this list if you cancel an appointment. If your schedule is flexible and you wish to be called you may find it helpful to be included.

We are doing our best to schedule our patients at the times and days requested. We appreciate your cooperation in this matter.