

Dear

We at **Dr. Ilkka's Office** would like to welcome you to our practice. It is through our dedication and commitment that we provide you with the highest quality dental care in a courteous, caring and professional environment. In order for us to better serve you, please take a moment to review the following as it provides important information about your visit with **Dr. Ilkka** on

Dr. Ilkka offers the highest standards and continually provides excellence in dental care, which includes sterilization, sanitation and diagnostic procedures that adhere to or exceed ADA and CDC standards. The materials, equipment and components used in our diagnosis and restorative treatment are state of the art. The dentist and staff who provide dental care in the clinical and administrative areas have extensive education and ongoing training helping to ensure you receive the best care available.

Your initial visit starts with your patient information and comprehensive medical history. We have enclosed a **Patient Information Form** for you to complete and bring with you to your appointment. You may also attach any additional information to the Patient Information Form including a list of current medications.

Important Appointment Reminders:

- Please arrive **15-minutes** prior to your scheduled appointment time to allow processing of your patient information.
- Please be sure to take any pre-medication as prescribed by your medical doctor.
- A readable full mouth series (not panoramic) of dental X-rays will be taken if you do not already have a series that is less than 3-years old and can be provide at least 72 hours prior to your appointment.

Our office will process your insurance claim and the reimbursement payment will be sent directly to you. We ask and accept payment in the form of Visa, MasterCard and Personal Checks at each visit.

We look forward to meeting and serving you. Please call our office with any questions you may have.

Shelley Farrar, Receptionist.

Enclosure: Patient Information Form, Directions to Office

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