

# Whitaker Dental

2203 Maple Ave  
Zanesville, OH 43701

February 11, 2011

Dear New Patient,

We would like to welcome you as a new patient to our dental office. Our usual hours are Monday 8 – 7, Tuesday & Thursday 8 – 5, Friday 8 – 2:30, Wednesday 8 – 1.

Please complete the attached forms and bring them with you at the time of your appointment. It is important that you answer all the questions as completely as possible and to write legibly. Please be sure to list all the medications you take on the pink health history form or on another piece of paper and give it to the receptionist upon your arrival to the office.

Our office is located at 2203 Maple Ave, Zanesville Oh 43701. We are across the street from the Kentucky Fried Chicken restaurant on the corner of Maple Ave and Somers St. The parking and entrance is at the rear of the building.

On the day of your appointment please be prepared to give us your current insurance card or a completed insurance form so that we may put the information in the computer. We will gladly submit your claim to your insurance and also your claim to your secondary insurance if you have a secondary carrier. Co-insurance and deductibles are due at the time of the visit. We will accept cash, checks, and credit cards (Visa, MC, and Discover) as an acceptable form of payment. If financial arrangements need to be made please talk with our Office Manager, Susan Whitaker.

If you are responsible for a small child and will be seeing the dentist or hygienist, please make arrangements to have a babysitter at home or someone to sit in the waiting room with them, as the child will not be allowed to go to the treatment room with you.

If the patient is a child, it is our office policy that all children see the Dentist or Hygienist on their own without Mom or Dad going back with them. If you are needed, someone will come to get you. Your child will not be forced to cooperate by being held down or otherwise restrained. If you do not think your child will cooperate, you may want to try the children's specialist.

We look forward to serving your dental needs. Feel free to call us if you have any other questions or concerns at (740) 454-8148.

Sincerely,

Dr. R. Michael Whitaker

Susan Whitaker – Office Manager  
Stephanie & Heather – Receptionists