

Mark D. Smith, DMD, PC



GENERAL • COSMETIC • RESTORATIVE

124 S. Main St. Swainsboro, GA 30401 Phone 478-237-7979 Fax 478-237-2485

Dear Patient,

Thank you for choosing Dr. Smith for your dental needs. We have enclosed a New Patient Information packet. Please complete and sign forms and either mail the packet back to us or bring it with you to your appointment. The time we have reserved for your appointment is **RESERVED ONLY FOR YOU**. Cleaning appointments for new patients have one hour reserved. We schedule cleaning appointments six months in advance, and broken appointments are difficult to reschedule. This appointment, if not confirmed within 48 hours before appointment time, will be cancelled. We respect your time, thank you for respecting ours.

Our regular office hours are 8:00 a.m. to 6:00 p.m. Monday through Thursday. Our office is closed on Fridays. You may leave a message with our answering service if you need to get in touch with us after hours.

An insurance claim form is also included for patients with dental insurance. Please complete the top portion of the form and be sure to sign at both X's. We will also need a copy of your insurance card. Dental insurance must be verified before your procedure. You will be responsible for paying your **DEDUCTIBLE** and **CO-PAY** (the amount the insurance does not pay) at the time of each visit.

Payment is due at the time of each visit. We now offer a financing program called **CareCredit** for longer-term financing. If you have questions please call our office at 478-237-7979.

We look forward to seeing you,

Dr. Mark D. Smith & Team