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Dear _____,

I am looking forward to meeting you! There are a LOT(!) of forms in this package, so let me explain the need for each one.

The Registration Form is obvious. But if you have dental insurance, I need to have a lot of detail on file including the insurance company's 1-800 number in case I need to contact them. Remember, dental insurance is often covered by a different company than medical. Check with your HR office if you are unsure. It would also help to find out some of your plan limitations. I'm sure that at one time or another you received a booklet with all of the details.

The Medical and Dental History: These forms are very detailed. They will give the doctor a thorough background of your health issues and concerns. Because dentistry may involve administering medicines and your oral health affects your general health, it is essential that you fully fill out the medical history. Please don't forget your physician's name and number and a complete list of your medications.

The Signature on File Page: In order to submit your insurance claim and have the payment sent directly to the office, you need to sign and date this form. Our office we bill you for any remainder after the insurance has been received. If you will be paying by cash or check, we expect you to pay at the time of service unless we have made other arrangements.

The Acknowledgment of Receipt of Privacy Practices Notice: Blame this one on the government. Because our office processes our claims electronically, we are obligated to tell you how we will protect your personal information (which is very important). The Privacy Practices Notice is enclosed for your reference. Your signature is necessary to affirm that you have received the notice.

If you have x-rays from a previous dentist, we would love it if you could obtain them prior to your first appointment. It would also be extremely helpful to have a complete copy of your records on file. If you wish our office to obtain them, we need a signed release from you that can be forwarded to the other doctor.

Directions to our office are on the enclosed flyer.

Your appointment is at _____ on _____

Please come to the office fifteen minutes early so that I can check you in and cover all of the bases in advance. Of course, don't forget all of these forms that you worked so hard to fill out!

Very Truly Yours,

Phyllis Siegel, Anna Sanzari and the Staff at Dr. Liftig's Office