



**Anthony G. DeVincentis, D.M.D. Vincent P. DeVincentis, D.M.D.**  
**1218 Broad Street Bloomfield, NJ 07003**  
**Phone 973-338-3700 Fax 973-338-7560**

**Dear New Patient,**

**Welcome to our practice! We are very pleased to meet you. New patients are very special to us and we hope your experience with our practice today, and in the future, will reflect this.**

**For your convenience and comfort, our office recently underwent a complete renovation. Four new treatment rooms and a newly designed state of the art sterilization center were added. We also added cable television in each treatment room and a nicely appointed patient consultation room designed to make you feel at home. In order to make it easy for our special needs patients, a handicap/wheelchair lift was added, allowing complete access to our office. The accessibility lift is located at the parking lot entrance.**

**Our new patient comprehensive examination does require an unusual amount of your time, but we feel that it is worth the investment. It is important to us that you are well informed as to the condition of your oral health and that we also have the opportunity to gather as much information as necessary to make an accurate diagnosis. This will allow us together, to select the best suitable treatment plan for you.**

**Our staff is well qualified to help answer any questions you may have regarding our practice philosophy, office and financial/insurance matters. Please do not hesitate to bring us your concerns or questions.**

**Thank you for allowing us this opportunity to get to know you and to be of service to you. We hope that this will be the beginning of a long and mutually rewarding relationship for you and our dental team.**





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### APPOINTMENTS AND SCHEDULING

Please remember that once an appointment has been made, that this time has been reserved specifically for you. We request 48 hours for the cancellation of any appointment.

Your time is valuable to us, so we try to stay on schedule and most of the time we do. We ask that you help us do this by arriving at least 5 minutes before your appointment. In order to keep the office operating on time it may be necessary to reschedule your appointment if you are 15 or more minutes late. Despite our best intent, on occasion, treatment emergencies do arise in our schedule causing unavoidable delays. We will notify you of any such circumstance at the earliest possible opportunity to avoid any inconvenience for you.

Finally, we generally request that you verbally confirm your dental or hygiene appointments one day prior to the scheduled time that was made available to you. With respect to Saturday appointments, we request that all appointments made available to you on that day be confirmed verbally by the preceding Thursday by 2pm.

### OFFICE HOURS

<b>Monday</b>	<b>8:00 a.m. to 8:00 p.m.</b>
<b>Tuesday</b>	<b>8:00 a.m. to 8:00 p.m.</b>
<b>Wednesday</b>	<b>Office Closed</b>
<b>Thursday</b>	<b>8:00 a.m. to 8:00 p.m.</b>
<b>Friday</b>	<b>7:00 a.m. to 2:00 p.m.</b>
<b>Saturday</b>	<b>8:00 a.m. to 12:00 p.m.</b>





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### OUR RECARE PROGRAM

In our office, your periodontal health is of the utmost importance, the long term condition of your teeth and any restorative treatment depends on stable, healthy gums and supporting bone. Each patient's periodontal diagnosis is unique and we believe strongly in the design and implementation of a program that will most effectively address these individual needs.

Your first office visit will consist of a periodontal history and evaluation in which the health and positioning of your gums are determined and recorded. This evaluation combined with a full mouth series of x-rays provides us with the information necessary to make an accurate diagnosis.

Also, at this visit, your home care habits will be assessed and discussed and modifications may be suggested.

The results of your periodontal evaluation and the amount of tartar and stain accumulated, will determine the number of appointments that are needed to achieve optimum periodontal health. It may be recommended that additional hygiene treatments or even a referral to a periodontist (specialist in gum problems) may be necessary. A financial estimate will be given for these extended office treatment plans.

Your doctor and hygienist will discuss your diagnosis, prognosis and periodontal treatment plan with you. They will also make a recommendation for your next hygiene maintenance visit. This may range from a two month interval to even one year. Again, this is tailored to your individual needs and may be altered at future visits depending on your progress. It is important to make this next appointment before you leave in order to insure continuity of care.

All these recommendations are made in order to help you to achieve your optimum periodontal health. Periodontal disease more recently has been implicated as a risk factor for heart disease, stroke and even Alzheimer's disease. Periodontal health is a vital part of maintaining your overall health. We realize that many of our patients are covered by insurance plans which place limitations on the amount and frequency of dental care. We, however, care most about you and our first consideration has to be what is best for you. We do, therefore, recommend treatment without regard to insurance coverage. If this raises a financial concern for you, please advise us so that arrangements may be discussed before treatment is rendered.

As you can probably see, we place great emphasis on prevention and our highly qualified staff takes pride in providing the best available care. We will gladly answer any questions you may have.





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### FINANCIAL MATTERS

It is most important to us that every patient be completely informed not only of the treatment to be rendered in our office but, also, of the financial investment for that treatment. The investment necessary to complete a particular treatment plan is based on an estimate derived from your examination. Should additional unforeseen problems arise as treatment progresses, this estimate may have to be revised. You will be consulted before any unexpected treatment is undertaken.

For our new patients, and those involved in extensive treatment, specific financial arrangements are usually discussed as part of a separate consultation visit. For those patients with limited (1-2-visits) treatment, please advise our staff if financial arrangements are necessary, otherwise it will be expected that payment will be made in full on the day services are rendered. In-office financing will not extend past three months from completion of treatment. Longer term financing is available to our patients through a third party financing company.

For your convenience the following methods of payment are available in our office: cash, personal checks, Visa, MC, Discover and American Express card.

### INTEREST AND LATE CHARGES

Please be advised that an interest charge of 1.5% per month (18% annual percentage rate) will be applied to all delinquent accounts over 60 days. For those patients with financial arrangements including assignment of insurance benefits to our office, this late charge will be applied only to the patient's portion of the balance.

### RETURNED CHECKS

There will be a \$30.00 handling fee, in addition to any bank charges for any returned checks.





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### **DENTAL INSURANCE**

**Many of our patients and their families are covered by a dental insurance plan. We feel it is important for all of us to understand that professional services are rendered to a person and not to an insurance company. Thus, the insurance company is responsible to the patient, and the patient is ultimately responsible to the doctor for payment.**

**It is our usual custom to render treatment on a fee for service basis. We will submit the completed insurance forms to the insurance carrier. If you have a plan that allows you to go out of network, we will accept payment from the insurance company, however, the estimated patient co-pay is due at the time services are rendered.**

**Because we believe in providing the highest quality services available, we do not participate contractually in any particular HMO, DMO or managed care plan. In our experience, contractual arrangements with these plans consistently limit the range, amount, quality and frequency of care we would be allowed to provide.**

**We are happy to assist you in every way we can to insure that your claims are processed smoothly and efficiently. By using electronic claims transmission, your dental claims are very often submitted on the day you are treated.**

**Please provide our staff with your insurance card or information so we may enter it into your computer file. This enables us to process your claims in an efficient and timely manner.**

**Our staff prides itself on helping our patients maximize their benefits and we are always available for your questions. We are here to help. No question is too small for you to ask, whether it is regarding treatment, insurance or a bill. We ask that you call or come by anytime you have a question.**