

# Dr. Dale R. Duncan

*North Atlanta Oral & Maxillofacial Surgery*

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Welcome to our practice. Thank you for selecting us to provide you and your family with quality care. Making your visits to our office comfortable and rewarding is our goal.

On your first visit, Dr. Duncan will perform a thorough oral examination to include your teeth, gums, temporomandibular joints and surrounding bones and soft tissues along with an oral cancer screening. A detailed diagnosis will be established so that we may design a treatment plan specifically for you and your surgical needs.

All new patients are required to submit a completed health history and personal general information form prior to their consultation appointment. It is very important to Dr. Duncan that he is aware of any health problems or medical/surgical concerns you may have; these forms provide him with very detailed information. Because we value your privacy, we would like to make you aware that our office is HIPPA compliant. Should you like a copy of our *Notice of Privacy Practices for Protected Health Information*, there are copies available to you upon request. We ask that patient's complete our HIPPA Patient Disclosure Instruction Form prior to your consultation. It is important that you also read our *Financial and Cancellation Policy*. ***Please be sure to complete these four forms before you arrive and bring them with you.*** This will save you time at your consultation appointment.

At this visit, we will discuss your investment for your treatment. For out-of-network patients, the fee for the **consultation** appointment **and** any needed **x-rays** will be **due in full at this visit**. For in-network patients, the fee for the **consultation** appointment **and** any needed **x-rays** will be due based on North Atlanta Oral and Maxillofacial's verification of benefits and coverage and patient's eligibility for the consultation and/or panoramic x-ray. For your convenience we accept cash, check or credit card (VISA, DISCOVER, AMX, and MASTERCARD). We are able to work with you in several ways to make your treatment affordable and are happy to address all of your concerns at this time. ***As an insurance cardholder, it is important that you as the patient are aware of your insurance benefits.*** Our office recommends that you confirm your insurance coverage prior to your appointment. This will help in eliminating any insurance concerns once treatment has begun.

Please be sure to bring your insurance card (both medical & dental, if applicable) and any other insurance information you feel may be helpful with you to this visit.

We recommend that college students bring a copy of their student status to the consultation.

We welcome you to our practice and look forward to meeting you. Please feel free to call us if you have any additional questions.

Sincerely,

Dr. Dale Duncan & Staff