



## **Welcome to our practice**

We look forward to treating you with the highest quality care and hope that your experience here at Mountain Top Periodontics & Implants is enjoyable. We are confident that you will be pleased with our specialists and our office environment.

### WHAT TO EXPECT

Your initial appointment will consist of a consultation explaining your diagnosis and treatment plan. Occasionally, a procedure can be performed the same day as a consultation. However, in cases where surgery is required, if your procedure requires significant time, if special fixtures or materials must be ordered, if a consultation with your primary care physician or dentist is required, or if you have a complex medical history or treatment plan, a second appointment for treatment on another day may be necessary and occasionally is a medical necessity. Only after you meet with the doctor and your diagnosis is complete can we provide you with a treatment plan, including an estimated timeline and fees.

### WHAT TO BRING

To ensure a seamless registration process, please bring the following items with you to your appointment/consultation:

- Your referral slip (if applicable)
- X-Rays
- A list of medications that you are currently taking
- If you have medical or dental insurance please bring your cards. If you have insurance through another person/subscriber (i.e., spouse, parent, etc.), bring that persons name, date of birth, place of employment, and social security number.  
*If your insurance plan requires a referral, please bring a copy of the referral.*

### REGISTRATION

The first thing you do when you arrive is register with our patient coordinator. At this time we will collect your referral slip and x-rays and take a copy of your insurance card(s). We will provide you with registration paperwork to complete, including:

- Patient information form
- Medical and dental history form
- HIPPA acknowledgement form
- Consent form (if applicable)
- Acceptance of the Financial Policy

We have enclosed a few of these forms for your completion. To speed up the registration process, please complete these forms in advance and present them to the patient coordinator upon check in. We will provide you with the rest of the forms at the time of

check in. The check in process takes approximately 15 minutes, so please arrive early to complete the process so you can start your appointment on time.

### CONSULTATION

The assistant will seat you when your registration is complete and the doctor is ready. You may or may not need x-rays, depending on what you provide in advance, the age of existing x-rays, and the doctor's clinical judgment. Once all the x-rays are ready the doctor will begin the consultation. Depending on the complexity or straightforwardness of your case, the consultation could take anywhere from five minutes to an hour. During the consultation the doctor will let you know if and what treatment is necessary.

### CHECK OUT

At the end of your consultation, a treatment coordinator will guide you to the check out or consultation area where you can arrange for payment and schedule your next appointment. Payment for your consultation and/or procedure is due at the time of service. If you have insurance, most insurance plans only cover a portion of services, typically resulting in some patient portion due. Please check with your insurance plan to gain a full understanding of your benefits. We have included a copy of our Financial Policy for your review. If a payment is due, please be prepared to make payment at the time of your appointment.

### THANK YOU

We look forward to meeting with you. Please do not hesitate to contact our office if you have any questions or concerns.

Sincerely,

Dr. Adam Weaver  
Dr. Ken Kuhar

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