

*Dr. Theodore Aaronson  
305 East 55<sup>th</sup> Street Suite 204  
New York NY 10022*

We want to take this opportunity to welcome you to our office, and to thank you for choosing us to care for your dental needs. We will strive to do everything possible to provide you with the best care and the highest quality of service. For your peace of mind and protection, we follow all current guidelines for sterilization and infection control. Disposables are used where practical. All others instruments, including hand-pieces are ultrasonically cleaned and then steam-autoclaved between each patient.

Our office is open Monday through Thursday from 7:30am to 6:00pm. In the event that an emergency arises after hours, a 24-hours, answering service is provided. Our office policies are as follows:

1. If it is necessary for you to be pre-medicated due to mitral valve prolapse, heart damage, heart murmur, Rheumatic fever, or prosthesis, please be advised that we cannot treat you without being pre-medicated.
2. All patients who are being treated and have insurance must have an insurance card with them on their first visit to our office, if you are an existing patient please present your card when you have any change with your insurance carrier. Any unpaid balance from your insurance company will be your responsibility. Please notify us if you or your spouse has coverage under another insurance plan.
3. All payments, which are the patient responsibility, must be paid at the time service is rendered, for your convenience, we accept most major credit cards.
4. Please notify us in the event that there is any change in your medical history, address or telephone numbers.
5. We ask that when you schedule your appointment, you make every effort to keep that commitment. We understand that personal emergencies do arise and we always take that into consideration. If you find that you cannot keep your scheduled appointment, the courtesy of a phone call within 24 hours notice will allow us to schedule another patient in need of treatment. The second time a patient breaks an appointment without notifying us in advance, a charge of \$50.00 per half hour will be charged to the account. Please note that the appointments on Monday must be confirmed, rescheduled or canceled no later than Thursday.

If ever an occasion should arise where you are not completely satisfied with your service or care from us, feel free to call or come into see us, and we will discuss the problem. Always let us know if you have a question regarding your care or treatment.

Once again, welcome! We hope that your visits to our office will always be a pleasant as possible. If you are truly pleased with our service, remember that the greatest compliment any of our patients could ever give to us is to refer a friend or family member to our office.

Sincerely,

Dr. Theodore Aaronson

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**Patients Signature**

**Date**

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