



PONTCHARTRAIN ORAL SURGERY

DR. C. BRADLEY DICKERSON
DR. EDWARD C. MASSETT

Welcome to our practice! We are very pleased you have selected us for your oral surgery needs. Please fill out the attached *New Patient Forms*. Completed forms should be returned to our office prior to the appointment or brought with you the day of your consultation. Forms can also be emailed or faxed to 985-645-0272.

If you are unable to return the completed forms prior to your appointment, please arrive at least 30 minutes early. We may need to reschedule your visit if your paperwork is not completed prior to your appointment time.

If you are being referred to us from a dentist or physician, please bring the *Referral Request Form* with you the day of the consultation or have the referring office send it to us. This form explains why you are being referred to our office. Also, you may want to request copies of any pertinent records (including doctor's notes, x-rays, lab results, etc.) from the referring doctor **in advance** of your appointment. Sometimes, our office will need to take additional x-rays to provide an appropriate evaluation. For your convenience, records can also be emailed or faxed to the above number.

Due to numerous factors such as patient's medical history, insurance/finances, scheduling, etc., we do **NOT** usually perform the surgery the day of the consultation. We will sometimes make exceptions, however, there may be additional charges.

We will file your insurance for you as a courtesy, however, payment will be due at the time of services rendered. Please read and sign the attached Financial Policy and bring it with you to your appointment.

In consideration to other patients and staff, we request at least 24 hour notice if you are unable to keep your appointment. Failure to give notice will result in a \$100 cancellation fee.

Thank you for choosing our office. We are looking forward to meeting you and providing you with quality care. If you have any questions, do not hesitate to call so that we may assist you.

Sincerely,

C. Bradley Dickerson DDS, MD