



Dr. Justin P. Salem

Hello!

Over 50 years ago, we began providing dental care at our 107 Elm Street office. We appreciate your confidence in allowing us to provide you with a dental consultation. We are proud of our carefully selected, highly trained and motivated staff. Our friendly staff will make you feel right at home. You will appreciate the warm and caring approach that we take in providing dental treatment. We look forward to meeting you and hope that we can provide you with the most modern dental care available in a superior clinical setting. You will experience traditional values, restorative dental care, and advanced cosmetic care that looks and feels incredible.

**Please take a moment to read the following regarding our office policies:**

**Appointment Policy:** Our office does not “double book” appointments. Your appointed time is scheduled exclusively for you. For this reason, we ask that you give the office at least 24 hours notice if you are required to cancel an appointment. Please help us serve you better by keeping scheduled appointments.

**Payment Policy:**

- **Patients without dental insurance:** payment is expected at the time service is rendered.
- **Patients covered by “in-network” dental insurance plans:** estimated co-payments (including applicable deductibles) are expected at the time service is rendered.
- **Patients covered by “out-of-network” dental insurance plans:** payment is expected at the time service is rendered. An insurance claim will be submitted by our office and reimbursement will be sent directly to the subscriber.

Questions regarding your insurance coverage can be answered by calling your insurance carrier.

As a convenience to our patients, we accept payment by check, cash, or Visa, MasterCard, American Express, and Discover cards. We also offer a flexible monthly payment plan option called CareCredit. CareCredit offers a variety of different plans, including 6 and 12 month interest free plans. If you are interested in CareCredit, log on to [www.carecredit.com](http://www.carecredit.com) and follow the prompts to apply.

**Please complete the enclosed registration forms and mail them back to our office.** If you have had any dental x-rays taken within the past 12 months, please contact your previous dental office to have these records transferred to us by email (our email address is [toothdoc802@yahoo.com](mailto:toothdoc802@yahoo.com)). **Please be advised that Dr. Salem will most likely recommend a full series of x-rays at your first visit if one has not been taken within the past three years.** If for any reason, you require antibiotic pre-medication before dental appointments, please let us know prior to your first visit.

We believe that you will find a different level of care offered at this office. You deserve customized care designed to fulfill your personal dental needs. We are devoted to providing you with a comprehensive evaluation and are committed to making your initial visit rewarding and educational.

We look forward to meeting you soon!

Sincerely,

*The Salem Dentistry Team*

