

**PARK DRIVE DENTAL CENTRE INC.  
DR. BOB BOADWAY & DENTAL ASSOCIATE,  
DR. BETH WILLISTON  
12 Park Drive South, Stouffville Ontario L4A 1G4  
905 640 6688**

**PARK DRIVE DENTAL CENTRE INC. OFFICE POLICY:**

✓ New Patients must first come into the dental office to fill out all necessary start up paperwork

before an initial appointment can be made. This will allow the staff to set up all patient information on the computer system and allow the dentist to review the patient's medical history prior to their first official visit. Please note that a "new patient" exam is not always covered by your insurance plan.

✓ The first appointment is considered a "new patient" examination. This does not always include a cleaning (unless the patient is a child) We will schedule a separate appointment for a cleaning after the new patient examination.

✓ For those patients with insurance, please be advised that our staff will send your insurance claim electronically if possible. In order for our staff to provide our patients with this modern convenience, your insurance information must be kept up to date on our computer system.

✓ The patient is expected to pay for their dental care at each visit. We accept payment in the form of Visa/MasterCard/Debit/Post Dated Checks/ Cash/Check. Special payment arrangements may be made with the dentist prior to extensive treatment plans.

✓ After the patient has had a recall/cleaning appointment, the front desk will ask the patient to schedule their next 3-6-9 month return visits. Our staff will remind the patient 3 days before their scheduled visit with a phone call or email. Please inform us about how you prefer to communicate.

✓ Without 48-hour notification there may be a charge for that patient missing their appointment. This amount will be charged at the discretion of the dentist. Please be sure to speak directly with a staff member when making changes regarding your scheduled appointment.

✓ Every Patient will be required to complete a medical update form annually.

*The professional team at the Park Drive Dental Centre strive to provide the best possible dental care to each of their patients. Oral Health care recommendations are unique for each individual patient. Our aim is to provide the best oral health care as required for each individual patient according to their personal needs. The patient must realize that ideal dental treatment may not necessarily match their dental insurance limitations. We are happy to complete pre-determination forms for submission to the various dental insurance companies, but it is ultimately your responsibility to address your dental care needs. Our primary focus at the P.D.D.C is to treat your oral health needs and not treat your insurance plan!*

*Modern Dentistry Steeped in Small Town Tradition!*