



**GREENWOODDENTALSILES**

MARK GLEIXNER, DDS | BEN DIEKHOFF, DDS

Greenwood Dental Smiles  
1678 Fry Rd., Ste B  
Greenwood, IN 46142

Dear New Patient,

Welcome to our family of patients. We look forward to seeing you during your appointment. We would like to take this opportunity to let you know how pleased we are that you have chosen our office for your dental care. It will be our privilege to serve and provide you with the best possible care. We strive to continually update our equipment, techniques and knowledge in order to accomplish this goal.

Your first visit will take approximately 1 1/2 hours. Your gums, soft tissue and teeth will be examined. We also routinely check for oral cancer and jaw alignment. We will take x-rays to check conditions not visible to the naked eye. We will give you a complete report on our findings and suggested treatment, if any is necessary. We will take as long as needed to explain our findings and answer all of your questions.

Enclosed are some forms that we would appreciate your filling out, to bring with you to your first visit. The first page describes our financial policy. The second is a request for general information, such as your date of birth, phone numbers, insurance information, etc. The final form establishes your medical history. If you have any current medical problems, we will work with your physician so that all procedures are consistent with your overall health needs. Occasionally, medications and anesthetics have to be chosen with other medications in mind. This form alerts us to problems of this type and is very important. Please take the time to complete the entire form so that we may provide you with the very best of care.

If you have any questions, please feel free to contact us. Thank you again for selecting us.

Very truly yours,

The Greenwood Dental Smiles Team