



Welcome

We are pleased that you have selected Glowing Smile Dental Studio as your dental care provider. High quality dental care and patient comfort are our goals. We are committed to helping you achieve the best possible dental results in a comfortable and friendly environment. We will thoroughly present treatment options, explain our procedures, and educate you in the maintenance of your oral health. Our time investment in patient education enables us to render the best possible outcome for your dental treatment. To accomplish this we ask that you partner with us and provide your cooperation.

Enclosed Forms:

Please complete the attached forms prior to your appointment and remember to bring them with you along with your dental insurance card (if applicable). If you have access to a fax machine or scanner, please copy the front and back of your insurance card and fax (407-985-2887) or email (gsdsdentist@gmail.com) it back to our office prior to your visit so that we may verify and determine your coverage in advance. When faxing or emailing to our office, please make sure your name and the date of your appointment is on the fax or email.

Appointments and Cancellation Policy:

We appreciate the value of your time and, except in emergency situations, you can expect us to be on time for you. We, in return, appreciate the same courtesy from you. We have reserved time especially for you and your dental needs and we ask that a 48 hours (2 business days) notice be given if you are unable to attend your appointment. If less than 48 hours (2 business days) notice is given, a late cancellation fee or no show fee may apply. Please refer to the enclosed Written Financial Policy for additional details. Patients with a history of cancelled or broken appointments may result in dismissal from our practice.

Office Hours: Monday thru Thursday 8:00 am – 5:00 pm

Closed for lunch from 1:00 pm – 2:00 pm

Insurance and Payment Information:

Payment for services is expected at the time of your initial exam and each subsequent visit until your treatment is complete. If you have dental insurance, we will contact your insurance plan to determine your estimated coverage amount and inform you as to what will be your estimated responsibility. If extensive dental work is needed, you will meet with one of our staff who will develop a custom treatment plan for you. Please refer to the enclosed Written Financial Policy for additional details.

X-Rays and Exams:

Patients over the age of 18 will receive a comprehensive exam and will have a Panorex and / or full mouth series of x-rays taken at their first appointment unless one has been taken within the last 3-5 years and has been forwarded to our office prior to your appointment. Panorex and full mouth series x-rays will then be completed every 3-5 years and bitewings will be taken annually.

For our younger patients, bitewing x-rays will be taken once a year beginning at age 5. Additional examinations and x-rays will be completed routinely and as-needed for diagnostic purposes.

We look forward to having you and your family as our patients. If you have any questions concerning our practice or services prior to your appointment, please do not hesitate to call our office at 407.985.2885.

Best to you in dental health,
Glowing Smile Dental Studio