



Sharlene Fredericks - Scheduling
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In order to service your residents with quality treatment the following are some procedures that will assist your staff and ours:

- Please provide us with a regular contact person(s) in the units so that we can communicate with them about a treatment day.
- Prior to scheduling any appointments, we need to have a fully completed and signed “ElderDent Patient History and Consent to Provide Dental Treatment Form”. The form must be signed on both sides by the responsible party.
- Schedules will be faxed and/or e-mailed to our contact person(s) a few days prior to our visit; if there are any patients that are ill, in hospital or have expired – please notify us.
- It is helpful to know if a patient has a specific problem, i.e. discomfort upper right, swelling lower left, etc. Also please advise if a family member is requesting we address a specific problem, i.e. loose fitting denture
- Any patients that need to be pre-medicated should be given medication one hour prior to their appointed time, however, the medicine is usually effective for the whole day so whether or not they are seen within the hour, does not matter
- If any patient needs a specific time of day, please advise us of that time.