

# chesterfield hilltown **dental**



## New Patient Pre-Appointment Checklist

Welcome to our practice. We want to make sure your first visit to our office is exceptional. To help us meet your expectations please use this checklist to make sure we have all of the information we will need for your visit.

- Contact your previous dentist and ask them to send your records to:  
[admin@chdental.net](mailto:admin@chdental.net)
  - A request form is available on our website.
- Complete new patient forms before you arrive and bring them with you to your appointment. You can fill the forms electronically but please print them out and bring with you OR email them to: [admin@chdental.net](mailto:admin@chdental.net)
  - All forms are available on our website
- Arrive 10 minutes before scheduled time for paperwork if you have not already completed and emailed it to our office.
- Bring your driver's license or other government issued photo ID
- Bring your insurance card if one was issued.
- If you are a dependent on an insurance plan or do not yet have your card please have the following information available for the insured:
  - Insured's Name, Address & Phone Number
  - Insured's Date of Birth
  - Insured's Plan, Member ID# or SSN
  - Insurance Group Number
  - Insured's Employer
  - Insured's Date of Birth
- Have a list of all medications you are currently taking
- Inform our office of any joint replacements, heart defects, bleeding issues and any pre-medications required by your physician.

We look forward to meeting you!