



MERCY MEDICAL CENTER

A Ministry of the Sisters of Charity Health System

Thank You for Choosing Mercy Dental Services!

Enclosed are the forms that you have requested. Please completely fill out both sides of the enclosed forms and return them to the Dental Clinic as soon as possible.

Mercy Dental Services is located on the 2nd floor of the Mercy Medical Center's Surgery Center. Our hours of operation are Monday thru Thursday 8:30 – 4:00pm and Fridays 8:30 – 12:00pm. We do not accept walk-ins so please call to schedule an appointment. Emergency appointments are scheduled on a daily basis by calling our office each morning.

** If you are currently **employed** you must provide a copy of your 2009 tax return or the last 3 months worth of paystubs.

** If you are currently unemployed the 3rd and last page **MUST** be signed IN FRONT of a public notary. With these forms you must also submit a proof of income (ex: Social Security Disability, Food Stamps etc.) as well.

If you have any type of insurance (ex: Buckeye, Unison, Medicaid etc.) this program would not be applicable to you.

Once the financial counselor had received your paperwork, the approval process usually takes about 2-3 weeks. At the time of approval is when an appointment can be scheduled. Please keep in mind it may take several weeks to be seen. If for some reason you are unable to keep an appointment, it is extremely important that you notify our office 24 hours before your scheduled time to cancel.

We ask that all insurance information be available to use at the time of your appointment along with the corresponding payment that is due.

Our intent at Mercy Dental is to make your visit a positive one. If you have any questions or need to cancel and /or to make an appointment, please call us at 330-471-5950.

Sincerely,

The Mercy Dental Team