



**Jeffrey Ginsberg, D.M.D.**  
*Pediatric Dentistry*

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1974 Maple Hill Street • Yorktown Heights, NY 10598 • (914) 245-1670

**Dear Parents and or Guardian**

I would like to take this time to thank you for choosing my staff and I to care for your child's dental needs. My goal is to provide the best care your child can possibly receive. My office staffs goal is to assure you of a fast and courteous check in and discharge. In order for them to achieve that, there are a few office policies you should be aware of:

- ◆ At the time of your child's (children's) first visit please bring with you the enclosed forms.
- ◆ **MAKE SURE TO COMPLETE ALL OF THE FORMS FRONT AND BACK.**
- ◆ We also ask that you arrive at least 15 minutes before your scheduled appointment time. This will insure that your child will receive his or her full appointment time.

Please be advised that we are an out of network provider, payment is due at time services are rendered. My office staff will be glad to help you in any way possible so that you may receive your reimbursement from your insurance company. If you have any further question, please do not hesitate to call. Someone is always available to answer all of your questions.

Yours Truly,  
Jeffrey Ginsberg, D.M.D  
Specialist in Pediatric Dentistry