



SENIOR
smile

Namita K. Thapar-Dua, DDS
Providing Mobile Dental Care
Serving Maryland, DC & Virginia
301.875.7477

“WELCOME LETTER”
FOR OUR NEW SENIOR SMILE PATIENTS AT FACILITIES

Dear Patient, Family Member(s), and/or Senior Care Provider(s):

Thank you for your interest in our unique and innovative mobile dental service that caters to senior living communities as well as homebound individuals. “Senior Smile” has been around since 2005 with Dr. Namita K. Thapar-Dua (formerly known as Dr. Chaudhary), where it provides modern day dentistry at the doorsteps of your community/home, all while providing a more convenient way of receiving oral healthcare. We service Maryland, DC and Virginia and expanding our fleet quickly. We use state-of-the-art portable dental equipment (including portable x-ray machine) that allows us to provide **on-site comprehensive dental care**, just like you would get in a normal dental office setting. Not only do we enjoy working within the geriatric population, but Dr. Thapar-Dua has almost 20 years of mobile dental experience, specializing with the elderly. She is also certified as a provider for patients suffering from Dementia, which is a the bulk of our population that we see in the our senior living communities.

This letter is to briefly introduce you to our paperwork that we will need to start seeing you/your loved one in a facility or at home.

Before we can schedule an appointment, we need:

- A. From the PATIENT or RESPONSIBLE PARTY (family member/POA/Guardian):
1. **The “Senior Smile” Intake form:** This form can be found directly on our website at www.srsmile.com or requested by the point of contact at the facility (they will have copies on hand).
 2. Once we receive the intake form, then we will call you or the responsible party to confirm the information and ask how you would like to receive the remaining Senior Smile Consent Forms. We have two ways of doing it:
 - a. Docusign (where you fill online and it gets sent back to us online)
 - OR**
 - b. PDF (where you will need to print, fill out and scan back).

There will be a total of 7 documents (Consent Form 1 or Consent Form Homebound (if independent resident at facility), Consent Form 2, Financial Agreement, Credit Card Authorization, Consent to Testing, Photo Consent and HIPAA agreement).

***ALL PDF FORMS CAN BE [emailed to reception@srsmile.com](mailto:reception@srsmile.com) or [faxed to 301.637.3222](tel:301.637.3222).

NOTE: Other forms if necessary, for example, if patient needs a tooth/teeth extracted, an Oral Surgery Consent Form will be emailed to you as well.



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B. From the Facility, we will need 2 forms of information:

1. **Face Sheet:** This is the document that has the patient’s personal information (full name, DOB, sex, SS #, diagnoses, allergies, etc) as well as the responsible party information (person’s POA/guardian with emails and phone numbers).
2. **Current Medication List/Physician Order Form (POS):** Provided by the facility stating current diagnoses and medications with allergies. If patient is an independent resident at the facility, then this may not be available. In that case, a different Consent Form for Homebound persons will be given to the patient to be filled out.

SCAN AND EMAIL TO DOCUMENTS TO:

reception@srsmile.com

OR

FAX THEM TO:

[301.637.3222](tel:301.637.3222)

Once all the documents are received from both parties, then we will contact our Point of Contact (POC) at the facility or residence, to set up a day and time for us to come visit the patient. We would like to maximize our visit with multiple residents at the same home, so the visits all go smoothly.

In terms of billing and treatment communication, “Senior Smile” works directly with the responsible parties. **WE ARE FEE FOR SERVICE**, so we collect payment on the day of service (via credit card, cash and/or check). IF the patient has insurance, we will gladly assist you in getting reimbursed by providing you a claim form for that day’s visit. **Both Medicare and Medicaid DO NOT cover dental care.**

We strongly feel the need to provide such a service to the elderly and strive ourselves in excellent service in regards to dental health. Again, should you have any questions, please feel free to call our office at 301.875.7477. Thank you.

Sincerely,

Dr. Thapar-Dua and the “Senior Smile” Staff

