(818)241-8131

# INFORMATION ABOUT THE OFFICE

### **Office Hours**

Monday: 8:00 a.m. - 5:00 p.m. Tuesday: 8:00 a.m. - 5:00 p.m. Wednesday: 8:00 a.m. - 5:00 p.m. Thursday: 8:00 a.m. - 5:00 p.m.

Friday: Closed Saturday: Closed Sunday: Closed

## Location

The office is located at 428 Arden Avenue, between Central and Pacific on the south side of Arden, just north of the 134 (Ventura) Freeway and one block south of Glenoaks. For your convenience, there is complementary ground level parking behind the building.

# **Emergency Care**

Emergency situations sometimes arise and we will respond to your problems as quickly as possible. If the office is closed and you have a dental emergency, please call the regular office phone number (818) 241-8131. The answer machine is equipped with the ability to forward your message promptly to Dr. Heyes, and he will return your call.

### **Recall Visits**

We believe in the benefits of regular preventive care, and therefore encourage our patients to return for periodic recall visits. We will make your appointment for you in advance or send you a written reminder when it is time to return. At the time of your recall visits, please advise the front office of any change in your: 1) health; 2) medication; 3) address or phone number; 4) marital status; 5) employment or insurance coverage.

## **Safety Precaution**

Our office has always met or exceeded governmental health and safety standards. For your protection, all instruments and handpieces are sterilized in an autoclave or chemclave for each and every patient. Masks are worn and single-use, disposable gloves are used for every patient. Questions about our procedures are welcome.

#### Financial and Insurance

Payment is expected when services are rendered unless prior financial arrangements have been made. If you have dental insurance, please bring the information with you. We will work with your insurance company to make sure that you receive the maximum benefits to which you are entitled. Most plans include a co-payment, a deductible, and other

F	Richard E. Heyes D.D.S.	
	428 Arden Ave. Ste. 200 Glendale CA 91203	
		(818)241-8131

expenses that are paid by the patient.

Response Date:	