

REGISTRATION INSTRUCTIONS

After you call us at 205-468-3339 to make your appointment, we need a little information from you. We all hate filling out paperwork (me too!). But unfortunately we need this up to date information to serve you best. We hope filling these out in the comfort of your own home will be helpful. Thank you for choosing to complete your paperwork ahead of time. Here's what to do:

1. Download the forms
At the bottom of the Home Page on our website (www.hallfamilydentistryllc.com), you will find two buttons (Download Registration Form & Download Medical/Dental History Form). Click each button to open the forms. It should open in a new window where you can type your responses on the forms.
2. Save the completed documents to your computer
After filling out the documents, you can save them to your computer a couple ways. You can “Right Click” anywhere on the document and select “Save As” or scroll you mouse to the top of the screen & click the down arrow at the top of the page. Then select the place you want to save your document such as your desktop. Remember what you named it.
3. Send the completed documents to us
You have three choices to send it to us:

EMAIL

Open your email application like gmail or outlook or yahoo. Click “compose” button to send a new email. Our email address is smiles@hallfamilydentistryllc.com. Put your name in the subject line. You can write a short message in the body if you like. NOW attach the documents you saved by clicking the PAPERCLIP at the bottom of your email. It will open up a new window where you navigate back to your desktop (or wherever you saved the documents). Select your documents and click Open. It will go back to your email. If you selected one at a time just repeat this again for the other document. Wait for them to completely load. Then click the SEND button.

PRINT AND MAIL

Scroll your mouse to the top of the screen of the document and select the printer icon to print. T
Then mail them to:
Hall Family Dentistry LLC
PO Box 961
Guin, AL 35563

FAX

Fax the documents to 888-468-3046

That's it! We look forward to seeing you soon!