

OFFICE POLICIES

Patient _____

Date _____

Signature _____

Thank you for entrusting our office for all of your dental needs. Dental treatment is an excellent investment to ensure your overall well-being. Financial considerations should never be an obstacle to achieving this life-changing care. We are here to help you with whatever questions you may have.

We kindly ask that you give us a minimum of 48 hours notice during our normal business hours when needing to reschedule an appointment. We reserve this time just for you and would like to be able to accommodate all of our patients. Since we appreciate how valuable your time is as well, we will make every effort to see patients in a timely manner. In consideration of this fact, please call to let us know if you are going to be a few minutes late, as being too late may require us to treat it as a missed appointment. The first missed appointment without 48 hours notice will result in a charge of \$50. The second and third missed appointments without notice will result in a \$100 and \$150 charge respectively. If there is a fourth missed appointment without any advance notice, we may request that you seek dental care at another office that can better accommodate your schedule.

For our patients with dental insurance: We will be more than happy to fill out and submit your insurance forms to help you receive the full benefits of your coverage. The insurance relationship constitutes an agreement between the carrier and the patient. As a result, we can make no guarantee of estimated coverage or payment. You are responsible for any amount not covered by your insurance plan.

All patients are expected to make payment arrangements for treatment received at the time services are rendered. We have several different payment arrangements that can be made available to you, some that are even interest free. If you have any questions, please do not hesitate to ask.

Late payments slow the processing fee and make it difficult for us to provide the utmost service to our patients. As a result, late payments after one month from the billing date will have an additional 10% interest charge added to the bill. Payments received 3 months after the billing date will be turned over to the collection agency.

Our office is committed to providing you with quality care in order to restore and maintain your state of dental health. We pride ourselves on being able to provide individualized and personal care in hopes of helping you achieve your individual dental goals.