

Thank you for selecting us as your dental health provider. It is our goal to provide you and your family with the highest quality of dental care, while maintaining a friendly and relaxing environment. In order to keep our standard of care to a level that best serves your dental needs, we ask you to please observe the following guidelines.

FINANCIAL POLICY

It is important that you realize that our professional services are rendered to you and charged to you. Our fees for service are the same for all patients whether or not they have dental insurance. We require payment at the time service is rendered. For your convenience we accept MASTERCARD, VISA, DISCOVER and AMERICAN EXPRESS as well as cash, personal checks or money orders. Additionally, if you require financing for procedures, we offer CARE CREDIT through a third party financing company.

We participate in most insurance plans and do our best to collect all the benefits you are entitled to however, due to deductibles, maximums and excluded services there will usually be a co-payment due.

- Using the information provided by your insurance carrier and the doctors treatment plan for you we will estimate the insurance benefit and any co-payment prior to treatment.
- As each part of your treatment is scheduled you will be informed of the amount due. We require payment the day of treatment.
- After the treatment is completed we will fill out the necessary paperwork and supply the necessary radiographs and documentation with a request for payment to your insurance carrier.
- After we receive their reply we will either refund any overpayment to you or bill you for the unpaid balance.

APPOINTMENT SCHEDULING POLICY

We strive to create a patient experience that focuses on you and your health in an ideal patient focused atmosphere. Your experience in our office matters deeply to us and we take great pride in taking care of your dental health needs. This commitment to service requires a bond of trust between us that you will be at your reserved appointment time and in return we will be prepared for you.

We respect your time and make every effort to offer appointments that fit into your schedule. We also understand the importance of your time and always strive to remain on schedule. If we are significantly delayed due to an unforeseen emergency every effort will be made to contact you.

Appointments are reserved exclusively for you and we require you arrive at your reserved appointment on time. **We require 48 hours notice to change a reserved appointment. Failure to give the proper notice will result in a \$50 cancellation fee in our office.** This amount will be billed directly to your account and is due in full prior to your next scheduled appointment.

By signing this document you acknowledge our Financial and Appointment Policies.

Authorized Signature

Date

Additional Family Members:

