

OFFICE POLICIES

- Your treatment plan and dental health is very important to us and will be evaluated at every appointment.
- Appointment times are set aside for you. Please be prompt and if you are going to be more than 10 minutes late, you will need to reschedule.
- 24 hour notice of any cancellation or rescheduling of appointment(s) is required. Failure to provide required notice may result in a \$100 fee being charged to your account.
- Payment is due at the time of service.
- Our office accepts Visa, MasterCard, American Express, Discover, debit cards and personal checks for your convenience. A \$25 fee will be charged on all returned checks.
- We do offer financing to our patients in the form of Care Credit.
- We bill insurance as a courtesy to you. However, we will not enter into a dispute with your insurance company over any matter. The contract and liability of your account is between yourself and your insurance company. We will certainly assist you in any reasonable way we can.
- If there is any litigation or divorce proceedings, you must keep your account current. The person bringing in any minor child is responsible for the charges at time of service.
- If your account is turned over to collections or if you file bankruptcy, all legal fees will be your responsibility.
- A 10% Senior Discount is given to anyone over the age of 65 who pays in full for services when rendered.
- We strive for a high degree of patient satisfaction and greatly appreciate New Patient Referrals.
- We may call and leave messages on an answering machine concerning your appointments.

signature

date

over