



OFFICE POLICY AND CONSENT FORM

Please remember that we are here to serve you in a comfortable and professional atmosphere. Our goal is to provide you with the very best quality of dental care.

INSURANCE AND PAYMENT POLICIES

- **FEES FOR SERVICE AT OUR OFFICE WILL BE REQUESTED AT THE TIME OF YOUR VISIT.** For treatment involving fees above \$500.00, special financial arrangements may be discussed with our office manager.
- For patients with Dental Insurance:
Your insurance is a contract between you, your employer, and the insurance company. We are not a party to that contract.
We will file your claim for you at no charge; however, we ask that your deductibles and your estimated portions (20%-60%) be paid as services are rendered. Although we gladly file dental insurance claims as a courtesy to you, any and all account balances are ultimately your responsibility.
Not all services are a covered benefit in all contracts. Some insurance companies arbitrarily select certain services they will not cover.
All insurance benefits are assigned to the Doctor, unless services are paid in full the day of treatment.
- Please note, for your convenience, we do accept VISA, MasterCard, Discover, American Express and Care Credit as well as checks and cash.

OFFICE POLICIES

- Your appointment time is set aside especially for you. **If you must change or miss an appointment, we require a 48-hour notice. Cancellations, last minute rescheduling or failure to show will result in a broken appointment charge of \$50.00; for appointments that are 2 hours or longer the charge will be \$100.00.**
- **Late policy:** We do not see patients who are **more than 15 minutes late** for their appointment. If you have extenuating circumstances, please call our office no more than 10 minutes after your appointment to let us know. This policy is to prevent our next patients, who arrive on time, from waiting to be seen.
- Our office will provide confirmation calls, texts and/or emails. We ask that if we are unable to reach you, that you please contact us as soon as possible to confirm your appointment. Failure to do so may result in your appointment needing to be rescheduled.
- We realize that many families are in a state of change. The policy in our office is that the parent who requests treatment for a child is responsible to us for all fees incurred.
- We will be fair in working out special finances with you, but please also be fair to us with your commitments. A 1.5% finance charge will be assessed monthly on all overdue balances.

CONSENT

I have read and understand all the above information. The undersigned hereby authorizes the Doctor to perform those diagnostic and treatment procedures, including local anesthesia and sedation, deemed necessary. If I ever have any change in my health or change in my medication, I will inform the Doctor at the next appointment. For insured patients, my signature below authorizes assignment of insurance benefits to the Doctor and authorizes the release of dental records to my insurance company.

Date _____ Signature _____ (Patient, Parent or Guardian)