



Office Policies

- Each patient is responsible for any co-payment required by his/her dental insurance.
- If insurance fails to pay as confirmed, the patient (legal guardian) is responsible for any and all account balances.
- Sometimes our doctors may suggest treatment that is not covered by insurance. If this is the case, the patient (legal guardian) will be notified in advance of the cost and must sign consent form and make financial arrangements in order for treatment to proceed.
- If for any reasons a balance is left on your account, after one month it will be subject to a finance charge.
- You will be responsible for attorneys fees and collections fees should it become necessary to turn your account over to collections.
- All billing statements and appointment reminders are sent to the address on record
If you mailing address changes, it is your responsibility to notify our office.
If you fail to receive a statement due to problems with the mail, your account will still be subject to collections.

Broken Appointment Policy

A 24 hour notice is required to cancel any appointment. Our answering machine is on whenever we are out of the office and you may leave a cancellation notice with date and time.

A missed appointment inconveniences the staff and prevents the Doctor from seeing other patients who have oral health concerns. You may be asked to seek dental care at another facility if you miss one (1) appointment without the required 24 hour notice.

We will be glad to provide copies of your radiographs and treatment history if it becomes necessary for you to seek treatment elsewhere.

I have read and understand the above Office Policies and Broken Appointment Policy.

Print Patient Name

Signature of Patient or Parent (if patient is minor)

Date