



OFFICE POLICIES

INSURANCE and COLLECTIONS

Payment is due at the time of services, unless (1) prior financial arrangements have been made with our office, (2) the patient has dental insurance and pays his or her percentage plus the deductible, assigning benefits to our office, or (3) third party financing has been arranged. In most cases we are able to file insurance claims as a courtesy to our patients. At each appointment, the patient is expected to pay the estimated amount not covered by insurance. Any balance remaining after the insurance claim is received is the patient's responsibility. Payment is expected in full by the following billing cycle.

CANCELLATION

If you are unable to keep an appointment, kindly give our office at least 24 hours notice to avoid a failed appointment charge of \$35.00 per hour of appointed time. We will make every attempt to contact you to verify your scheduled appointment. If we are unable to confirm your appointment by the previous day, we may schedule another patient during that time.

Signature (Patient, Parent, or Guardian)

Date

Print Name