

# Office Policies

## Appointments

Your appointment time is reserved especially for you. We do our best to schedule the time it will take to do each procedure with the utmost care. Please arrive on time for your appointment so that we can provide the best treatment for you possible.

## Cancellations/Broken appointments:

If you are unable to make an appointment as scheduled, we appreciate 48 hours notice. There is a \$95/hour fee for appointments missed or cancelled within 24 hours.

## Dental Insurance:

As a service to you, our office will process your dental insurance requests. In order to do so, we ask that you bring your dental insurance card with you and be knowledgeable about your benefits. Your dental insurance is an agreement between you and your insurance company. We will do our best to give you an estimate of your benefits, however patients are responsible directly for all charges, and we can make no guarantee of any estimated coverage.

## Financial Policy:

We realize that every person’s financial situation is different. We offer different treatment options to choose from to stay within your budget. Estimated charges are available upon your request, please do not hesitate to ask. Your portion of charges will be collected the day services are rendered.

## Returned Check Charges:

All checks returned unpaid will be subject to a \$45 charge. Cash, credit card, certified check, or money order may be required for all future payments.

## Patient Signature

Print Name

Date