

OFFICE POLICIES

Cancellation Policy:

Broken dental appointments are a disappointment to everyone, interfere with your dental treatment, and create unnecessary scheduling problems for other patients.

- Please be advised that appointments are patient's responsibility. Any confirmation attempts via phone, text, email or mail are a courtesy only.
- In efforts to better serve you our office reserves the right to reschedule your appointment if it is not confirmed 24 hrs in advance.
- If three cancelled/missed appointments occur without 24 hour notice, our office reserves the right NOT to schedule any subsequent appointments.
- If you arrive 15+ min. late, you may be asked to reschedule for the next available appointment time. **When 24 hour notice has not been given, a charge may be added to your account upon the discretion of our office.**

Initial _____

Financial Policy:

Payments/Co-Payments for services is due at the time dental treatment is provided. Every effort will be made to provide a treatment plan for services with *estimated* costs so that you can be prepared for payment on your next visit. Please take the time to read and understand your insurance policy and benefits.

Treating Minors:

Parent / Legal Guardian with valid ID must accompany all minors 17 and under for any appointment. Written consent must be provided to the office prior to any visit or treatment.

Insurance Cards (if applies):

All Medicaid/All-Kids Insurance patients have to be eligible on the day of the appointment. Please be advised that any claims not paid by insurance can be billed to the patient.

Signature of Patient, Parent or Guardian

Date