

Office Policies

Our patients always come first. We do everything in our power to make your time spent with us comfortable and stress free. We have a personal, professional and ethical responsibility to care for your dental health to the best of our ability. Our goal is always to help you achieve optimum health for you.

Our office adheres to the following policies:

1. Your appointment time is reserved just for you. If you are unable to keep an appointment (except in the case of an emergency) please notify us at least 48 hours in advance of your appointment to reschedule, keeping in mind that we are closed Friday through Sunday. We reserve the right to charge a fee for failed appointments or those cancelled on short notice.
2. We know that your time is important. We strive to run on time, and ask that our patients extend the same courtesy to us.
3. We must emphasize that as dental care providers, our relationship is with you, not your insurance company. Dental insurance, unlike medical insurance, is designed to cover only a portion of your treatment needs, with the patient responsible for the balance. While we submit to all insurance carriers as a courtesy to our patients, all charges are your responsibility from the date of service.
4. Full payment, co-payments and deductibles are due at the time of service. Please speak to one of our front desk staff concerning financing options available. Any balance over 30 days will be subject to a billing charge or finance charges of 1.5% monthly, 18% annually. You will be responsible for any collection fees incurred.
5. The parent/guardian that brings the child/children in for dental treatment is responsible for payment of the full amount due for services. We do not get involved in personal or court ordered financial arrangements.

We greatly appreciate your cooperation.

Patient Name – Printed

Date

Patient Signature/Parent or Guardian for minor

