

Office Policy

Fees:

Payment for services is due at the time of office visit, unless otherwise specified. Payment options include cash, check, MasterCard, Visa, American Express,

Discover, and Care Credit. As a courtesy to our patients, we file all claims to the insurance company. The patient is expected to pay all charges not covered by the insurance at the date of service. If the insurance does not pay a claim, the patient will be responsible for charges and will be billed. If unable to pay full amount on your account balance, a payment plan can be set up. Your dental insurance benefits were verified by our office according to information provided by you. The benefits quoted by your insurance company are just an estimate and are **NOT A GUARANTEE OF COVERAGE**. You will be responsible for any amount not covered.

_____ Please Initial.

Missed Appointment Policy:

When you are scheduled, we do not "double book" and the appointment time is reserved just for you. If an appointment can not be kept, kindly give 48 business hours notice so that another patient may have your appointment time. There will be a \$25.00 charge if we are not notified of your missed/cancelled appointment.

I HAVE READ AND ACCEPT THE OFFICE POLICY. I ALSO UNDERSTAND THAT I AM ULTIMATELY RESPONSIBLE FOR ALL CHARGES INCURRED FOR DENTISTRY PERFORMED UPON MYSELF IN THIS DENTAL PRACTICE.

Patient Signature

Date