

## Office Policies

### New Patient Paperwork

Please complete the new patient paperwork prior to arriving to your appointment. When you do not do this, it delays your appointment and other patients after you.

### Missed Appointments

Our goal is to provide quality to all of our patients. When an appointment is scheduled, a block of time in the doctors' schedule has been allotted for you and your family.

We reserve the right to charge an initial \$50.00 fee for any missed appointment that has not been canceled 24 hours prior to the scheduled appointment time.

### Late Appointments

All patients that arrive more than 15 minutes late for a scheduled appointment may be rescheduled. This does not apply if prior arrangements have been made.

### Financial Responsibility

Your signature on this form acknowledges that you, the patient, parent, or legal guardian, agree to bear full financial responsibility for all services provided if:

- You are determined not to be eligible for insurance coverage.
- The services are not a covered benefit under your plan.
- There is a patient portion determined by your insurance plan.

Please keep in mind that any estimates presented to you for dental treatment is only an ESTIMATE of what your insurance company will pay. Financing options are available.

### Returned checks

A fee of \$35.00 for returned checks returned to us for any reason. Future services will require payment by cash or credit card.

Signature \_\_\_\_\_ Date \_\_\_\_\_