
Appointment and Financial Guidelines

We believe in the value of clear communication, as well as mutual understanding and respect. We believe that our patients would like to know and understand our appointment, financial, and insurance guidelines in advance of their treatment. You will find these guidelines outlined below, however we are always happy to discuss your proposed treatment and any of our practice guidelines with you personally.

Appointment Guidelines:

It is our desire to provide high-quality dental care and individual attention for you in a timely manner. We pre-plan and prepare for your visit and hope you have done the same. Your appointment time has been reserved especially for you and we strongly encourage all patients to keep their appointments. When time is lost due to last-minute appointment changes, other patients in need of treatment cannot be seen and your treatment is delayed. Should any scheduling changes be required, **we require at least 24 hours advance notice to avoid a \$50 cancellation fee.**

We make every effort to remind patients by telephone or email prior to their appointment but please do not depend on this courtesy. We have found that with the recent popular use of answering machines, cell phones, pagers, and voice mail, some of our patients are not receiving these reminder calls. It is always helpful, if you use such devices, for you to return our call to confirm that you have received our message. **If we are unable to contact you directly, your appointment card or your appointment phone call will serve as confirmation of your appointment and implies your obligation to be present at that prearranged date and time.**

By initialing this section and signing below, you indicate that you understand and agree to these appointment guidelines.

Please initial here: _____

Financial Guidelines:

New Patients: Until we have verified the necessary accounting and insurance information, all treatment rendered on the first visit must be paid in full at the time of service. We happily accept cash, personal checks, or credit cards (MasterCard, Visa, American Express, and Discover.)

Established Patients: All of our fees or co-pays less than \$200 will be due and payable at the time treatment is rendered. For fees and co-pays over \$200, we have several financial options available. These will be reviewed with you in a separate document.

By initialing this section and signing below, you indicate that you understand and agree to these financial guidelines.

Please initial here: _____