

Practice Policy Agreement

The following is a list of our updated practice policy, please read through each one carefully, if there is one you do not understand, please ask our staff to elaborate. It is our goal to provide the best possible care to our patients, however, we do have to operate in a way that does not compromise our ability to keep our practice open. We appreciate your continued faith in us, and look forward to continuing care for you.

- If you are 15 minutes late to your appointment you will be rescheduled, no exceptions.
- If you no call no show 3 appointments consecutively you will be dismissed from the practice.
- Fee is due in full at date of service.
- If you have confirmed dental insurance, 50% of the procedure fee is due at date of service, you will be reimbursed in the event of overpayment.
- If you have dental insurance, but have not provided us with the card/information prior to your appointment, you will be required to pay in full on day of service.
- If you fail to update us on any changes in your insurance, we are not responsible for any problems that may arise with your insurance policy due to incorrect information.
- We expect our patients to be familiar with their individual dental insurance policy(s). We will do our best to help with this, but ultimately it is your responsibility.
- You are more than welcome to request us to process a pre-treatment estimate with your insurance prior to proceeding with planned treatment. Please keep in mind that if you request to proceed with treatment PRIOR to having the estimate completed, you are still responsible for all incurred fees regardless of claim denial. ****Estimates are our best guess at what your insurance may pay, these are subject to change.****
- If your insurance is out of network and sends payments to you, you will be responsible for the full balance day of service.
- For multi-step procedures you may make payments at each appointment, but the balance must be paid in full on the day of completion.
- We now offer a pre-pay option where you can set up monthly automatic payments with a credit/debit card of your choice to pay the full fee of treatment PRIOR to proceeding with treatment.
- New patients are required to pay a \$40.00 deposit upon scheduling their first appointment, fee will be applied to treatment of that appointment. IF appointment is no showed the deposit will be non-refundable.
- If you inappropriately touch, or use inappropriate language with our staff, you will be dismissed from this practice immediately.
- If you refuse to update your health history when it is due, we will not be able to see you.
- If you refuse routine x-rays we are not responsible for any problems that may arise that we could not initially see with a clinical exam. X-rays are diagnostic, as well as preventative treatment.

Please sign and date below. By signing you acknowledge that you have read, and understand our policy changes and understand that violating these policies can result in dismissal from this practice. Thank you.

Name (please print)

Date

Patient Signature

Date