

ACKNOWLEDGEMENT OF OFFICE POLICIES, PRIVACY PRACTICES, AND CONSENT FOR USE AND DISCLOSURE OF HEALTH INFORMATION

We would like to take this opportunity to thank you for being an important member of our dental practice and to assure you of our continued commitment to excellence in providing dental care for you and your family. We appreciate your understanding in our efforts to maintain respectful guidelines for our practice to keep the caliber of care and service extraordinary.

Appointments

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 changes, other patients in need of treatment cannot be seen and your treatment is delayed, often resulting in negative consequences.

- **Should any scheduling changes be required, we require at least 48 hours advance notice to avoid a \$75.00 per hour of time reserved cancellation fee.**

Courtesy Reminder Calls

We consider all appointments confirmed when they are made. As a courtesy, we make every effort to remind patients by telephone, text, 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, email and voice mails, some of our patients may not receive these reminder calls.

- If we are unable to speak with you directly, your appointment card will serve as confirmation and implies your obligation to be present at that prearranged date and time.

Insurance

We are pleased that you have dental insurance to help you with partial assistance in affording your dental care. As a courtesy, we are happy to assist you in filing the necessary forms to help you receive the full benefits of your dental insurance coverage at no additional cost. Dental insurance is different than most medical insurance plans and it is important to be aware of the following:

- Insurance is an agreement between you and your insurance company. The insurance relationship constitutes an agreement between the carrier, the employer, and the patient. Our dental office is not a party to that contract. As such, we can make no guarantee of estimated coverage or payment. Please know that we will do everything possible to see that you receive the full benefits of your policy.

Financial Arrangements

Dental treatment is an excellent investment in an individual's medical and psychological well-being. Financial considerations should not be an obstacle to obtaining this important, life-enhancing care. We are available to answer your questions and assist you in any way we can. We happily accept cash, credit cards (VISA, MC, American Express and Discover). All financial arrangements must be made in advance with a member of our team. Please be prepared to pay any estimated patient portion copays at the time treatment is provided.

- As a courtesy to our valued patients, we will make every effort to contact you and make financial arrangements if your account becomes past due. **Accounts that are over 90 days past due without any communication to make a financial arrangement, will be sent to collections and a \$50.00 collection fee will be added to the account.**

We appreciate your understanding in our efforts to provide you with a positive experience.

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

Signature : _____

Date: _____