

**Thank you in advance for selecting our office as your dental care provider!!**

**GENERAL OFFICE POLICIES**

- Our office hours are Monday through Thursday 8:30am-5:30pm
- It is our philosophy to be a practice built on preventive rather than emergency dentistry
- It is suggested that each patient is seen every six months or as needed to insurance that preventive measures are taken in a timely manner.
- Payment is due at the time of service. We accept Visa, MasterCard, Discover, American Express, Personal Check or Cash. Payment arrangements can also be made through Care Credit or Capital One Healthcare Finance. If you have any questions concerning this please contact office.
- If you have dental insurance, we will file for you as a courtesy, but please be sensitive to the fact that we have no guarantee as to what your insurance will pay. Insurance never guarantees payment over the phone and any given information is only an estimate. All unpaid balances are patient responsibility.
- Our greatest concern is your complete oral health. Anything we do or say will be centered upon that philosophy.

**ACKNOWLEDGEMENT OF OFFICE POLICY FOR LATE/MISSED APPOINTMENTS**

If you are unable to make your dental appointment, we ask you please call our office at least 24 hrs. prior dental appointment to cancel or reschedule. If no prior notice is given you might be asked to pay for your visit in advance to reserve your appointment again.

We ask that you please get to your appointment on time if you are late it may be necessary to reschedule.

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