

Getting the most from your visit!

Highlights of Our Office Policies

Scheduling Information

- Patients are seen by appointment only. Arriving on time makes it possible for your child to be seen as scheduled.
- Preschool children are seen during morning hours.
- For school-aged children, we have a limited number of afternoon appointments available.
 - *It may be necessary for your child to miss a portion of their school day. Dental appointments are an excused absence from school. A signed absence excuse for your appointment time will be provided upon request.*
- You are responsible for your scheduled time, but as a courtesy to you, we will attempt to confirm appointments at least one day in advance of your appointment.
 - *In the event a message is left in your absence, we ask that you please call the office at 761.3361 to confirm that you received our confirmation message for your child's appointment*
- We require a 24 hour notice to reschedule or cancel your child's appointment.
 - *If less than **24 hour notice** is given to our office, there is a **\$35 broken appointment fee.***

Insurance and Payment Information

For new patients: We require payment in full for new patient consults or exams.

- *We will submit your insurance claim for the exam, if covered there will be a credit towards treatment needed.*

Payment at time of service is required

- *The person bringing the child for their appointment is considered the person financially responsible. We do not send statements to other parties.*

For patients of record: You are responsible for any amount that insurance is not expected to pay.

- *As a courtesy to you, we will submit your-insurance claims on your behalf.*

We accept Visa, MasterCard, Discover, check or cash as payment for any uncovered portion of your child's visit.

I have read and agree to the above Office Policies.

Signature _____ Date _____