



Office Policies

Please read, sign and date

1. We will make attempts by phone, text an email to remind you of your upcoming appointments. As a courtesy to other patients and our office, please confirm your appointments by noon (12:00pm) on the day before your appointment. If your appointment is not confirmed by this time, we may make that appointment time available to another patient who needs it.
2. Arrive ten (10) minutes prior to your dental appointment. Late appointments may not be seen unless prior arrangements have been made. If you arrive later than your scheduled time, we may need to reschedule.
3. A parent or guardian must accompany any child under the age of eighteen (18) and is expected to stay in the office during the child's dental procedure unless a consent to treat a minor form is signed and on file in the office.
4. Children in the waiting area, under the age of twelve (12) must be accompanied by an adult. For everyone's safety, children are not permitted to be in the operatory unless they are the patient.
5. It is the patient's responsibility to inform the office staff of any changes to your insurance or other personal information to keep your files up to date prior to appointment.
6. NO SMOKING OR FIREARMS ARE PERMITTED INSIDE THE OFFICE
7. Co-pays and fees for services are expected at the time services are rendered. Your insurance is filed as a courtesy to you. Insurance benefits are ESTIMATED based upon information given by the insurance company. It is NOT a guarantee of payment. Patient/Guardian is responsible for amount unpaid by insurance.
8. Any procedures that cost \$500 or more will require \$100 down payment to schedule. This down payment will be applied to the total cost of your treatment and is non-refundable.

We strive to provide the best dental care to all of our patients

Patient/Guardian Signature _____ **Date** _____

