



Office Policies

Appointments

In order to provide you with the best possible service, you will receive a call from our staff several days in advance of your appointment to confirm. We do require verbal confirmation two business days in advance for appointment in order to hold this reserved appointment time. In our office, business hours are Monday through Wednesday 8am –5pm and Thursday 8am – 3pm.

Changing an Appointment

We understand that our patients have many responsibilities that may affect their schedule. We must ask for mutual respect of each other's time. We will do our best to inform you of how much time will be needed for your treatment and commit to your reserved time. We ask that you respect our time and our other patients' time by keeping your reserved appointment. We have many patients that need treatment, and a waiting list for certain appointment times. If you arrive late for your appointment, we will check our schedule to see if we have enough time to complete any or all of your scheduled treatment, without inconveniencing our other patients. We may need to reschedule that appointment. In the unlikely event that you repeatedly miss, arrive late, or cancel without proper notice, it may be necessary to place you on our short call list or release you from our care.

Payment

We accept full payment in cash, check (with verification), Master Card, American Express or Visa at the time of service. If you have medical insurance, we will prepare and file your claim forms as a courtesy to you. Your insurance carrier will reimburse you directly. This policy enables us to provide you with only the highest quality care, and unsurpassed customer service.

For those patients with extensive treatment needs, we can offer other payment options. These options include monthly payment plans through Care Credit. We will be happy to discuss these with you at your convenience.

Insufficiently funded checks will be subject to a \$30 handling fee.

I have reviewed the above policies and accept the terms stated:

Patient Signature

Date