Office Financial Policy.

We are committed to provide you with the best possible treatment. Our fees reflect our professional commitment to excellence. If you have a dental insurance we are happy to help you to receive your maximum allowable benefits. In order to achieve this we need your assistance and understanding of our payment policy.

We will gladly help you with your insurance reimbursement by submitting all claims to your insurance company. However, it is important for you to realize that we have no control over what your insurance will pay for.

**All services performed are to be paid in full at the time of treatment**. If you have a dental insurance, which require your copayment for the service provided, this copayment is due in full on the day of service.

Your scheduled treatment is very important for your oral health. It is our desire to appoint you at a time most convenient for you. We do realize that sometimes changes occur in your personal schedule. We ask that you have the courtesy of advising us of such a changes 48 hours prior to your scheduled visit, **during our regular business hours ( Mon – Thu)** ( Example : if your appointment is scheduled on Monday and you need to cancel, we expect you to do it on Wednesday to satisfy 48 hours policy. Our office is closed on Fri, Sat and Sun. that’s why we will not be able to adjust our schedule if you leave us a message over these days).

**Initials**: \_\_\_ **Appointments cancelled without 48 business hours notice will be subject to a**

**fee of $100 per hour of missing appointment time.**

**Patient name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Patient(guardian) signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_**