

## **MISSED OR CANCELLED APPOINTMENT POLICY**

We require at least **24 hours notice** for appointment changes. If this request is not met and an appointment is changed or missed without adequate notice, we will charge you. The charge for a broken appointment with the doctor or our hygienist is charged at **\$75/hour** for the first two broken appointments. For the third broken appointment we will be forced to consider it an act of disrespect towards us, and our other patients and you will be **dismissed** from our practice. This fee will not even cover our overhead, as we have highly trained staff to treat you during your appointments. Please follow this request and give us 24 hours notice to change an appointment as we reserve that time just for you. Thank you for understanding.

## **FINANCIAL AND INSURANCE POLICY**

### **If you have Insurance:**

We will bill them as a courtesy to you. However, the estimated patient copayment is due at the time services are rendered. Please remember that it is **only an estimate** as we cannot guarantee what the insurance companies will pay. Also, the bill for services rendered, are ultimately the responsibility of the patient regardless of insurance coverage. If your insurance carrier has not paid on your claim in 60 days for whatever reason – you will be required to pay the balance in full. In order to expedite your claim please call your insurance company 10 days after your treatment to ensure your claim is being processed. We do not offer payment plans for your copayment total.

### **If you DO NOT have insurance:**

The total amount for the services rendered will be due. We do not offer payment plans.

**\*\*\* For all treatment that exceeds \$4000.00, we will be collecting 50% down before scheduling the appointment. This will go towards the lab fees for your case.**

Patient Signature

Date

X \_\_\_\_\_

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