

OFFICE POLICIES

In order to provide you with the best care possible, there are some guidelines we follow to keep the office running smoothly.

- Office visits are by appointment only, if you have an emergency, please call and we will work you in as soon as possible. Patients with appointments hold priority unless the emergency is serious. Therefore, there may be a wait if you are worked in. We appreciate your understanding and cooperation on this matter.

- If you cannot make your scheduled appointment, it is necessary to inform the office 24-hours in advance. We will be more than happy to reschedule your appointment at a more convenient time for you. On your first missed appointment occurrence you will receive a warning letter. On your second missed appointment you will receive a \$25.00 failed appointment charge to your account, After the third missed appointment, without a 24 hour notice, the doctor reserves the right to dismiss you as a patient.

We strongly urge to keep scheduled appointments especially if you are in the middle of treatment. We are usually booked 3-4 weeks in advance so any rescheduling will result in a delay in finishing your case. We do understand emergencies happen and we will take that into consideration.

ACKNOWLEDGEMENT OF PRIVACY POLICIES

I, _____, have been offered a copy of this office's Notice of Privacy Policy Practices required by HIPPA.

AUTHORIZATION AND RELEASE

I authorize the dentist to release any information including the diagnosis and the records of any treatment or examination rendered during the period of such dental care to third party payers and health practitioners. I authorize and request my insurance company to pay directly to the dentist or dental group insurance benefits otherwise payable to me. I understand that my dental insurance carrier may pay less than the actual bill for service. I agree to be responsible for the payment of all services rendered on my behalf and on behalf of my dependents.

Signature

Date