OFFICE POLICIES

FULL PAYMENT IS DUE AT THE TIME OF SERVICE

We are a fee-for-service practice and payment is expected at the time of service. We accept many forms of payment including: Visa, MasterCard, American Express, cash, and checks. We **do not** offer any "in-house" financing or monthly payment plans, but do offer assistance with third-party financing through Care Credit and Citi Health Card. If you would like to apply for third-party financing, please consult our front office staff.

We will work directly for you and should agree to a treatment plan and payment in advance to scheduling surgical procedures. For planned surgical visits, we require payment one week in advance to reserve your time. You are subject to a $500.00 surgical set-up charge if you miss your appointment unless you have given us 48 hours' notice or have a legitimate emergency. We will file all claims with your dental insurance as a courtesy to you for reimbursement.

Delinquent Accounts

We reserve and will exercise the right to report any account 90 days past due to a Collection Agency. All expenses incurred as a result will be the patient's responsibility, as permitted by law

Missed Appointments:

Appointments are valuable blocks of time and when an appointment is broken or cancelled with short notice, we are often prevented from filling that time and helping other patients. Please give at least a 24 hour notice when you will not be able to make your scheduled appointment. This will allow us time to help other patients and helps keep cost down. There will be a charge for all consultations and cleaning appointments broken or cancelled with less than the required 24-hour notice. You are subject to a $75 charged for missed exams and cleanings. A 48-hour notice must be given to cancel any surgeries or a $500 charge for missed surgical procedures will be applied to your account. (This does not apply to post-op, follow-up, or emergency appointments.) Additionally, if you are more than 15 minutes late for an appointment, you may have to reschedule.

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Signature   Date