

# OFFICE POLICY

## Appointments

We schedule hours of service by appointment only.

**This time is reserved especially for you,**

Please arrive 5 – 10 minutes before your appointment.

A broken appointment fee of **\$50.00** will be posted to your account for any same day or late cancellation.

If you arrive **20 minutes** late for your appointment, your appointment will be rescheduled.

## Office Hours

Monday 9:00am – 6:00pm

Wednesday 9:00am – 6:00pm

Thursday 9:00am – 6:00pm

## Financial

In order to maintain cost of treatment to a comfortable minimum by not billing out statements, co-payments and/or patient portion payments are due at time of services rendered.

We accept **American Express, MasterCard, Visa, Discover, Debit, Personal checks and Cash.**

If in the event, your check is returned due to insufficient funds, a \$25.00 charge will be added to the original amount of the check.

*A finance fee will be applied to all accounts with a 30-day balance or more.*

## Care Credit

Our financial arrangements consist of interest free plans from 3 – 6 months.

Care Credit applications processed while you wait.

## Insurance

As a **courtesy** to you, we investigate your insurance plan, and offer to accept patient portion in anticipation of receiving forthcoming estimated insurance portions.

However, dental insurance estimate is not a guarantee of payment and you will be responsible for any fees your insurance plan does not cover.

If you participate with Horizon Blue Cross & Blue Shield, amongst several Local Union Plans, payment will be submitted to you, the patient.

You are responsible for payment in full at time of service.

I \_\_\_\_\_, *have read, understand and accept the office policy procedure and agree to act accordingly.*

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*Signature of Patient or Guardian*

*Date*