



OFFICE POLICIES

Payment

Payment is expected at the time of your appointment unless other arrangements have been discussed and agreed upon with us in advance. We accept cash, checks, Mastercard, Visa, American Express & Discover credit cards. If you have dental insurance, we will submit claims to your insurance company. However, your co-payment is required at the time of your appointment. Services not covered by your insurance company are your responsibility. If there is a balance after insurance payment, we will send you a bill.

Missed Appointments

There is a 24-hour cancellation policy for all scheduled appointments. Appointments cancelled or missed with less than 24-hours notice will be charged: \$75 Hygiene Appointments; \$125 Dr. Phoenix's Appointments. If you are more than 15 minutes late for your appointment, we will do everything to accommodate you; however, it may become necessary to reschedule you which will create a missed appointment charge. We reserve the right to dismiss patients after two appointments missed without 24-hours' notice.

Financial Policy

Insurance estimates provided to me by this office are not a guarantee of actual insurance payment. I also understand that I am ultimately responsible for all charges incurred for dentistry performed upon myself or my dependents in this dental office. Any insurance claim not paid in full will become my responsibility.

Privacy Practices

Our Notice of Privacy Practices is posted in our office and has also been provided to me.

Email

We may communicate with you using your email address. I am aware that there is some level of risk that third parties might be able to read unencrypted emails. I am responsible for providing us with any updates to my email address.

I have read and understand the policies above.

Patient (or Responsibility Party) Signature: _____ Date: _____