

# Comprehensive Dentistry for Adults

## Office Policy

So that we can better serve you our patient, we ask that you arrive on time as we strive to see you at your appointed time. We endeavor to confirm appointments by phone several days prior to your appointment. ***Please confirm your appointment*** as this is a reserved time for you.

If you are more than 15 minutes late for an appointment we reserve the right to reschedule your appointment. We will check with your provider and they will determine if they have enough time to complete the scheduled procedure. Missed or broken appointments will first be sent a letter reminding of our policies; repeated occurrences will be charged and or dismissed.

Excessive failed or broken appointments, non-compliance, abusive behavior or failure to meet financial obligations are reasons for termination or dismissal from our practice.

Patients are asked not to bring children in to treatment areas or leave them unattended in the waiting room. Patients under the age of 18 may be accompanied by one adult in the treatment area. If not a scheduled patient you must be cleared by the staff to go into the treatment area.

For safety reasons, patients are asked to turn off cell phones and pagers while in the treatment areas.

Consent Policy – We make every effort to understand your specific needs and provide you with a treatment plan and options. No treatment is ever provided to a patient without their consent. Patients have the option to decline the recommended treatment plan.

Unless specific arrangements have been made, ***payment is to be made at the time of service*** for any balance not covered by your insurance carrier. All accounts with a balance over 90 days will be sent to a collections agency and an additional 35% collection fee will be added to your balance.

It is our policy to give you the highest quality of service and a healthy smile that will last a lifetime.

---

Signature

---

Date