

WELCOME TO OUR OFFICE

APPOINTMENTS

When an appointment is reserved, it is reserved for you alone. If it becomes necessary to change your reserved time, we require at least a 24 hour prior notice. If a 24 hour notice is not received, you are subject to a minimum charge of \$50.00 per appointment. Repeated cancellations or missed appointments may result in loss of future appointment privileges.

PAYMENT

We require payment for services at the conclusion of your appointment; this includes appointments for children not accompanied by a parent or other adult. We accept MasterCard, Visa, Discover, American Express, cash and personal checks.

DENTAL INSURANCE

As a service to our patients with dental insurance, we will file your insurance claims for you. Patients with insurance will be responsible for all insurance co-pays at the conclusion of their appointment. An insurance policy is a contract between the patient, their employer and the insurance company. It is the responsibility of the patient/policy holder to know their insurance coverage and its limitations. Patients will be responsible for any balance unpaid by their insurance company.

EMERGENCY CARE

Patients with a dental emergency should call the office as early as possible. Patients experiencing a dental emergency that cannot wait until the office opens should call the office and leave a message for Dr. Warden. Our telephone system will page Dr. Warden and she will return your call as soon as possible.

I understand and agree with the terms of this document.

Signature of Patient, Parent or Guardian

Date