

Office Policies Regarding:

Appointments:

I understand that:

- I must present my insurance card at *every* appointment.
- Payment is expected at the end of *each* appointment.
- If I arrive more than 10 minutes late for my child's scheduled appointment, the appointment may need to be rescheduled.
- A legal guardian must be present and remain in the office while their child receives treatment.
- Changes or cancellations must be made no less than 24 hours prior to the scheduled appointment.

**** Chronic history of missed dental appointments and/or tardiness will be reported to your insurance company; thereby, this could affect your benefits****

Fluoride:

In accordance with the treatment recommendations of the American Academy of Pediatric Dentistry, every child receives a fluoride treatment at each cleaning appointment. It is your responsibility to know if this fee is covered by your insurance at each visit.

Dismissal From Our Practice:

Unfortunately we must dismiss patients who:

- Miss **TWO** scheduled appointments in one year. A rescheduled appointment due to tardiness is considered a missed appointment.
- Fail to schedule and/or keep treatment appointments within 30 days after decay has been detected and treatment has been recommended.
- Cannot handle or commit to their financial obligations to this office.

If you have any questions regarding these policies, please do not hesitate to ask the front desk staff.

I understand and agree with the above stated policies regarding appointments and dismissal procedures. I have also read and signed a copy of the "Notice of Privacy Practices" brochure.

SIGNED _____ **DATE** _____