

**Please read carefully, Sign & Date!**

Welcome to our dental office. Your health, comfort, and individual needs are foremost in our minds. Please read carefully the following information in order to familiarize you with our office policies. If you have questions or concerns please feel free to call – we’re here for you!

**Scheduled Visits**

It is very important to recognize that the appointment time given to you is Reserved for you alone! We schedule appointments in this matter to minimize any waiting on your part.

**Insurance & Payments:**

Insurance patients please note: The total fee charged is your obligation.

We offer a variety of payment options for your convenience. We will go over those options at length after Dr. Thurman’s diagnosis. You will have the opportunity to choose the option that best fits your needs.

I understand for **ALL** appointments (except preventative) that 50% of my balance due is required when I schedule my appointment and the remainder of my balance is due at my 1<sup>st</sup> appointment. I understand that a \$100 non-refundable reservation fee will apply for all appointments (1 hour or more), and that 48 hours notice is required for any changes in scheduling. I am also aware that insurance balances over 60 days will be due in full! I understand my financial options and obligations as described above.

**Cancellations:**

We need at least 48 hours notice if you need to reschedule, and in the event of an emergency we ask that you notify us as soon as possible.

Our policy concerning cancelled appointments with less than 48 hours notice and also appointments reserved and not kept is as follows:

**First Occurrence:** A policy letter is mailed to your home as a courtesy with the exception if more than 1 family member is scheduled on the same day-\$50.00 per person fee is charged.

*Exception:* Appointments one hour or longer will automatically be subject to a \$100.00 charge unless in the event of an emergency. Work conflicts are not emergencies.

1. Second Occurrence: A \$50.00 missed appointment charge will be posted to your account.
2. Third Occurrence: A \$100.00 missed appointment charge will be posted to your account.
3. Missed Appointments thereafter: We reserve the right to place you on our “quick call list” and you will be offered an appointment time ONLY when an opening becomes available on a daily basis.

**Emergencies:**

We will be happy to see our patients who are experiencing dental pain on an emergency basis. If you have a dental emergency, please call as early in the day as possible. We work in most of our emergencies between the hours of 8:00 a.m. to 4:00 p.m. depending on availability. For new patient emergencies, payment is due in full at time of service.

**Patient Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_