

# Office Policies

We are open to serve you, answer questions or schedule an appointment during the following hours:

Monday: by appointment

Tuesday, Wednesday, Thursday, and Friday: 9am-6pm

### **Our Mission**

The goal of our office is to provide the finest quality dental care in a relaxing, caring atmosphere. We especially enjoy blending the science of dentistry with the eye of the artist to create your perfect smile!

## Insurance

Our office is committed to helping you maximize your insurance benefits. Because insurance policies vary, we can only estimate your coverage in good faith but cannot guarantee coverage due to the complexities of insurance contracts. Your estimated patient portion must be paid at the time of service. As a service to our patients, we will bill insurance companies for the services allowed them 45days to render payment. After 60 days, you are responsible for the entire balance, paid-in-full. There is a \$35 charge for duplications of dental records (including x-rays). If you have any questions, our courteous staff is always available to answer them.

### **Dental emergencies**

Call the office phone number at 626-795-2544 and follow the instruction.

## Broken appointment

We require 48hr notice to cancel or reschedule appointments. If an appointment is rescheduled within 48hrs of the appointment time or patient fails to show for the appointment a \$70 failed appointment fee per hour will be assessed to the account.

I have read the above office policy and understand the terms and conditions.

Patient's or legal guardian's/Representative's signature	Today's date