



Welcome Letter & Office Policy

We would like to welcome you once again to our dental practice and explain a little about our office policies and goals. We believe in the theories of modern dental care which do not support the old premise of "When it hurts- fix it." Through proper preventive care and regular checkups, we believe that it is highly likely that most of our patients can expect to keep all of their teeth for many years to come.

Our patients can expect from us:

1. A high degree of professional skills with dedication to your oral healthcare.
2. A minimization of costly reconstructive work through proper preventive care.
3. The highest effort to make your visits as comfortable as possible.
4. The right treatment at the right time.
5. Fees that are fair and just for the services provided.

In return, we expect from our patients:

1. Cooperation in making and keeping appointments.
2. A conscientious effort toward good oral hygiene.
3. Recare visits to maintain optimum oral health.
4. Arrangement for the payment of fees at the time of service. We accept payment in the form of cash, check, Visa, Master Card, Discover, America Express and Care Credit

Returned Checks: You will be asked to pay cash for any returned checks and an additional \$25.00 fee to cover the charges by the bank.

Failed Appointments: Missed appointments or short term cancellations (within 24 hours) without proper notification will be charged a \$50.00 fee. It is unfair to other patients who are in need of appointments.

**If you fail two appointments without canceling in advance or not showing you will be dismissed from the practice and will need to seek dental care from another dentist.

Patient's or legal guardian's signature _____ Date _____