

**Policy Regarding Dental Insurance**

It is your responsibility to check with your insurance company to determine benefits covered under your insurance policy. You must be aware of this information either through your employee insurance handbook or by calling your insurance company or the HR representative at your company.

Dental insurance is a contract between you and your insurance company. Our staff is willing to assist you with interpreting and maximizing your dental benefits and filing claims on your behalf; however, coverage is ultimately up to the discretion of your insurance company.

**YOU ARE RESPONSIBLE FOR ANY CHARGES NOT COVERED BY YOUR INSURANCE COMPANY.**

**Policy Regarding Cancellation and Missed Appointment**

In order to be respectful of the dental needs of other patients, we ask that you contact our office at least 24 hours in advance to reschedule. Failure to notify our office after the second time will result in a \$30.00 charge. The \$30.00 charge will be applied to any future dental treatment. It will not, however, be considered a payment toward an existing balance.

Thank you for your consideration.

I HAVE READ AND UNDERSTAND THE ABOVE INFORMATION:

\_\_\_\_\_

Print Name

\_\_\_\_\_

Patient Signature

Date

\_\_\_\_\_

Parent or Guardian Signature