**OFFICE POLICIES:**

**Office and Missed Appointments**

\*There will be a $25.00 charge for each for each hour of any missed appointment that has not been cancelled by **8:00 am the day prior to the appointment** (Illness, car trouble, and family emergencies are the exception). If the appointment is scheduled on a Monday, we must receive a cancellation call by Friday at 8am.

\*If missing appointments and cancellations become a habit, you will be on a call-in basis. That is where we will not pre-schedule you for any treatment but will see you on a call in same day basis. It may also result in you being released from our office.

Please understand we are not like most dental offices. We only see one patient at a time. So if you are not here at your appointment then that is taking away from someone that could be here.

**Billing Procedures**

**\*There will be a $30.00 charge on all returned checks due to insufficient funds.**

**\*Unpaid balances that are 90 out will go to a collection agency.**

**These policies are necessary in order to maintain an efficient and effective relationship between the Doctor and patient.**

**If you have any questions concerning these policies, please feel free to discuss them with us.**

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**SIGNATURE DATE**