



Appointment Policy: We are excited to announce a new scheduling policy which will include reserving longer appointment times for each patient. This will allow us to spend more time with your child. Since we will have longer appointments, it is even more vital to the efficient running of our practice that you respect the time that has been reserved for your child's appointment. We ask that you make a solid commitment to honoring your scheduled appointment times with our office. We have established new appointment policies to ensure that our office can operate as smoothly as possible with additional time allowed for our patients.

FOLLOWING ARE THE GUIDELINES THAT WILL ALLOW US TO PROVIDE THE BEST QUALITY OF CARE FOR YOUR CHILD IN AN EFFICIENT AND TIMELY MANNER:

1. If you are unable to keep your reserved appointment, we require **48 HOURS NOTICE** prior to cancellation or rescheduling. In the event of an emergency please provide us as much notice as possible.
2. "Prime Time" appointments (7:00-9:00am and 2:30-4:30pm) are very desirable for our patients and we are proud that we can offer them for your busy schedule. Due to the high demand of these appointments, if you cancel without 48 hour notice, you will forfeit the ability to schedule your child during these times.
3. In consideration of other patients if you arrive more than 10 minutes late for your child's appointment you may be asked to reschedule.
4. Repeated issues with appointments which are not honored may result in our office not being able to reserve another appointment for your child. Your child will be placed on a "will call" list for future appointments.

Cleanings and Check Ups: Our office and the American Academy of Pediatric Dentistry recommend preventive appointments every 6 months to help maintain good oral health, early detection of decay and evaluate growth and development. Maintaining a 6 month preventive visit will help keep your child in good health and prevent costly restorative treatment. While in orthodontic treatment, preventive appointments might be suggested every 3 to 4 month. Children younger than 3 years old may also benefit from more frequent cleanings and exams.

Decay: If further dental treatment is required, we recommend and stress the importance of completing treatment in a timely manner to help prevent more extensive and costly procedures.

Insurance: As a courtesy to you we will be billing your insurance company for your child's visit today. We expect to receive payment from your insurance company within 30 days of your child's appointment. If we do not receive payment, the amount we were expecting will become your responsibility, and we will request payment in full within 10 days.

I understand:

- I need to respect my child's reserved appointment time but not cancelling or rescheduling without 48 hours advance notice.
- Payment for my child's dental procedures will be due on the date of service unless previous arrangements have been made.
- I understand that prolonging my child's dental work may result in more extensive and costly treatment.
- If I arrive more than 10 minutes late for my child's reserved appointment time I may be asked to reschedule.
- Habitual broken appointments may result in not being able to schedule a confirmed reserved appointment with our office. My children may be placed on an "at will" basis for all appointments.
- My insurance is a contract between my employer and the subscriber. Should my insurance decide not to remit payment in a timely matter I may be responsible for the payment on the services provided.

Parent or guardian _____

Date: _____