

Overall Explanation Sheet including a few Policies

We have enclosed some forms for you to fill out **prior** to arriving at our office.

In order to help minimize the amount of paperwork, we are sending along only one "General Information Sheet". In the event that additional sheets are needed because information varies from child to child, please let us know and we will send out additional forms.

We have enclosed multiple copies of the "Health & Dental History Form" so one can be completed for each child we will be seeing.

Please plan on bringing the above completed forms with you to your first visit along with your dental insurance card.

Please be advised that that Payment is due in full at the time of service. We accept most dental insurance plans, however be advised that the patient will be responsible for any portion of the bill in which the insurance company does not pay. If you do not have insurance we accept cash, check, or credit cards. If you are in need of a payment plan we can refer you to a specialized company called Care Credit who is a company that specializes in loaning to patients and operates like a credit card company. Be advised that regardless of who is accompanying the child to the appointment, the person present will be responsible for payment for that days visit. We collect all payment at the beginning of the appointment. (If you would like a more detailed/legal version of our Financial Policy please notify us.)

In hopes of helping to make things easier on your family we have allowed your children to be scheduled in consecutive time slots. If you are unable to make these appointments please let us know at least 48 hours in advance. If your child or children are scheduled for a Monday appointment and you are unable to make it, please notify us by Thursday. (Please keep in mind that missed or cancelled appointments may limit us from being able to schedule your children this way in the future and may result in missed appointment charges, which are \$25 per appointment.)

If your child's appointment is not verbally confirmed the day or two prior to the appointment, we may schedule over the appointment and you may have to reschedule, so please be sure to return any phone calls that our office leaves on your voice mail. This is very important.

Please be advised that if you arrive more than 15 minutes past your scheduled appointment time, you may be asked to reschedule your appointment and we reserve the right to consider that a "missed appointment" and you will be charged a \$25 fee. We understand that children run on their own schedule, if you are running late please call to give us a heads up.

We do allow parents in the treatment area, however due to space only one parent will be allowed to accompany the child during the appointment.

Please keep in mind that only the child with the appointment will be allowed in the treatment area. If you have other children that are not scheduled to be seen by the doctor, they are welcome in our office, however they will not be allowed in the treatment area. In regards to this policy, it is up to you as a parent to use your discretion as to if you should bring other children with you or if it would be better to wait in the waiting room with them.

I have reviewed and consent to all of the above terms.

Person completing this form? *(sign)* _____

(print) _____

Name of Staff Witness? *(sign)* _____ *(print)* _____

Date: _____