

DOWNTOWN DENTAL CENTRE OFFICE POLICY AND CONSENT

In our continued commitment to provide the highest quality dental care available to all of our patients and to have those services comfortably affordable, we are pleased to offer you these options for payment.

CASH, DEBIT, VISA, MASTERCARD

We will, as a courtesy, process your insurance benefits in our office, which will relieve you of this time consuming and sometimes complicated task.

We are committed to support you in understanding your dental health, so that you will always be able to make the best choices.

I authorize release to my insuring company plan administrator, the information contained in claims submitted electronically and WHEN APPLICABLE hereby assign my benefits to Drs. Philips, Custoreri, Feeley, Ghent and/or associates and authorize payment directly to Downtown Dental Centre. Further, I agree that I am fully responsible for the total payment of all procedures performed in this office. This includes any treatment that is not a benefit of any dental insurance that I may have.

MISSED APPOINTMENTS

Appointment times are reserved especially for you. If you come in late, the Doctor may request that you reschedule the appointment and you may be charged a fee of \$75. If for any reason you should need to change your appointment, there will be no charge, provided you give us **2 business days** notice. If an appointment is cancelled with less than 48 hrs, a potential fee of \$75 hygiene and \$150 fee for Doctor may be applied to your account. Please help us serve you better by keeping your scheduled appointments. We are here to assist you in any way possible. Please make your questions and concerns known to our team. Our goal is to ensure that you have an outstanding experience.

Signature (Responsible Party)

Witness

Date