



### **Patient Guidelines**

1. Please let us know 24 hours prior to appointment time if you are unable to keep your appointment for any reason. We do have an answering machine for you to leave a message if it's after business hours.
2. Your dental health is important to us and we want you to know how important it is for you to keep your dental appointments. Please do not make an appointment that you cannot keep. If you are consistently unable to keep appointments we will not be able to continue to reserve time for your dental appointments which may lead to dismissal from our office.
3. Please let us know if you have moved or will be moving. We like to send postcards to let you know when you should come back for your next appointment.
4. Please call to confirm your appointment the day before if you have not heard from us. We try to call, however sometimes we are just unable to reach you, we would love to hear from you so that we can keep the time reserved for you.
5. Please make sure that we have the correct insurance information. Unfortunately, you are responsible for any unpaid claims due to missing/incorrect insurance information.
6. If you do not have insurance and are concerned about your balance on your account, you are required to contact us to set up a financial arrangement.
7. We will try our best to treat everyone, however sometimes we are unable to treat uncooperative patients.

By signing this you agree and understand the guidelines for either you and/or your family member's dental care.

Name of Patient: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Patient/Guardian: \_\_\_\_\_