

# OFFICE POLICIES

## Sunny Smiles Pediatric and Family Dentistry

Please help us to better serve you by reviewing our office policies listed below.

- Initial: \_\_\_\_\_ We understand that unforeseen events may occur, however, we ask you to notify our office at least **48 hours** in advance if you are unable to keep your scheduled appointment. Any appointments cancelled or rescheduled without the proper advance notice is considered a “broken appointment”. After the first broken appointment we reserve the right to charge a **\$50** fee for any additional broken appointments.
- Initial: \_\_\_\_\_ Please plan to arrive 5-10 minutes prior to your dental appointments. Your appointment may have to be rescheduled if you are more than 15 minutes late.
- Initial: \_\_\_\_\_ We prefer that a legal guardian accompany your child/children to their visits. If this is not possible, we will require you to sign a permission slip allowing the Drs. and staff members at “Sunny Smiles” to provide treatment to your child/children.
- Initial: \_\_\_\_\_ Payment for services rendered is due at the time of service. For insurances that we participate with, we will gladly bill your insurance as a courtesy. We will do our best to provide you with an “**ESTIMATE**” of the amount your insurance will pay toward dental services. However, you are ultimately responsible for knowing the benefits and limitations of your plan.
- Initial: \_\_\_\_\_ If we do not participate with your dental insurance plan, we will be happy to provide you with a dental insurance form which is completely filled out, that you will submit to your insurance company for reimbursement.
- Initial: \_\_\_\_\_ Every effort will be made by Sunny Smiles to present a treatment plan which fits your budget and provides your family the best possible care. We accept cash, personal checks, and credit cards including Visa, MasterCard, and Discover.

Patient signature: \_\_\_\_\_

Date: \_\_\_\_\_