



A Smile Dental Clinic's Office Policies

INSURANCE AND PAYMENT

Patient's responsibilities

- Dental plans are not customized to your individual dental health needs and may or may not cover all your treatment needs.
- Know what your plan covers including services, percentage coverage and/or treatment limits. Ask your plan purchaser/plan provider for details.
- You must pay the co-payment – the portion not covered by the plan.
- As a service to patients, we accept the assignment of benefits and collect the covered portion of the costs directly from the plan provider.
- Lab fees may also factor into your treatment depending on the type of dental procedure required. Costs are determined by an outside lab and may or may not be covered by your plan. Any costs not covered by your plan are your responsibility.

Dentist's responsibilities:

Our responsibility is to your health. Our dentists will:

- Provide treatment recommendations based on your dental health care needs; this may or may not be covered by your plan.
- Submit a pre-determination to your plan provider, if appropriate. This will provide an estimate of what your dental plan will cover prior to treatment.

APPOINTMENTS

- 2 business days' notice is required to reschedule a booked appointment unless an emergency. Your appointment time is specifically reserved with you in mind.
- We know your time is valuable and we will make every effort possible to stay on schedule and in return we would appreciate our patients to arrive on time as well. If more than 15 minutes has lapsed, unfortunately we may have to reschedule your appointment.

Signature _____ Date _____