



OFFICE POLICIES

Welcome to Happy Teeth Family Dentistry! We are committed to providing the highest quality of dental care to our patients. The following is an explanation of our office policies. We will be happy to answer any questions that you may have. We look forward to meeting you!

APPOINTMENTS

Your appointment time is reserved especially for you. Out of respect to our staff and other patients, please plan accordingly to arrive on time. If you cannot make your scheduled appointment, please provide us with 48 hours notice. You may be charged for a cancelled or rescheduled appointment with less than 48 hours notice.

FINANCIAL POLICIES

To keep our services affordable to you, we accept the following forms of payment:

- Cash
- Personal check
- Personal credit card

We ask that you pay for treatment at the time of service, including the portion that is not covered by dental insurance. Please be aware that interest will be added to unpaid balances at the rate of 1.5% per month.

As a courtesy to you, we will assist in processing insurance claims, which can be a time consuming and complicated process.

For patients with dental insurance only: Happy Teeth Family Dentistry may release information about my treatment for purposes of processing any dental claims. I would like my benefits paid directly to Happy Teeth Family Dentistry. I agree to pay any outstanding balance on my account after a period of 60 days regardless of slow insurance company processing, disputed claims, employer eligibility requests, lack of eligibility or benefits, or any other delays. I agree that I am fully responsible for the payment of all procedures performed in this office. I understand that my insurance carrier may pay less than the actual bill for services.

By signing below, I have read and agree to the terms of service with Happy Teeth Family Dentistry

Signature (responsible party) _____ Date _____

Printed Name _____