



OFFICE POLICIES

We are committed to your dental care and request that you partner with us by reviewing and cooperating with the following office policies:

Appointments

Your appointment time has been reserved for you. Dr Dunn and staff greatly appreciate your effort to arrive approximately 15 minutes before your appointment time so that your medical history, dental insurance, and contact information can be updated on a regular basis. In the event that you have a conflict with your appointment time and must reschedule, we greatly appreciate your courtesy **of at least 24 hours notice** so that we offer your appointment to another valued patient. In the event that you miss a confirmed appointment, a \$45 fee may apply.

Financial Policy

Unless prior arrangements have been made in advance, all fees are due at the time of service. If there are financial concerns, please let us know before your appointment. For your convenience, we accept the following methods as payment:

CASH CHECK DEBIT CARD VISA / MASTERCARD / DISCOVER.

Upon approval, we also have interest-free financing for up to 12 months and long-term financing for up to 48 months (interest applies) with:

CITIHEALTH CARE CREDIT LENDING CLUB.

Insurance Policy

Your insurance plan is a contract between you, your employer / plan sponsor and the insurance company. If you have dental insurance, we gladly submit the claim on your behalf and assist you in getting direct reimbursement from your plan.

I have read, understand and agree to the Office Policies listed herein. I authorize the employees of Stephen H. Dunn, DDS, PA to correspond with my insurance carrier to ensure that all claims are processed properly.

Patient / Guarantor Signature

Date