

Welcome to Our Office

Our goal is to provide each patient, their family and friends, with comprehensive quality dental treatment in a friendly, healthy and caring manner, utilizing the most current techniques and technologies, to respond fully to your individual needs and preferences.

By choosing to have our office assist you in your dental health, you are agreeing to the following:

☒ I authorize the doctor and staff to perform appropriate therapeutic and diagnostic procedures, such as x-rays, periodontal charting, study models, etc., to make a thorough diagnosis of the patient's dental needs. I understand that some of these procedures may not be covered by insurance or dental plans, but are necessary for proper diagnosis and treatment. I will be informed of fees prior to receiving services.

☒ I understand the following protocol for X-rays & Exams is used in this office.

We are not able to provide any dental services for patients without X-rays meeting the standard of care. X-rays and Dental Exams are two of the most important diagnostic tools in a Dental office. In our office, we use digital X-ray equipment to minimize radiation. Our standard of care requires a Full Mouth Series (FMX) or Panoramic X-ray for all patients at 3-5 year intervals. A doctor's exam and limited Check-up X-rays are performed at 6-12 month intervals depending on the patient's dental health. These films check for pathology in the roots, sinuses, nerves, and surrounding bones.

If you have recently had X-rays taken at a previous dental office, please assure that diagnostic quality copies in an acceptable format are sent to us prior to your visit. If we have not received recent X-rays by your

appointment, we will take new ones at your visit.

For our patients with dental insurance: please note that most insurance companies limit the frequency with which X-rays are covered. Therefore, if you are unable to obtain recent films (within six months) from your dentist(s), your new X-rays might not be covered by your insurance.

We do not make clinical decisions based on dental coverage. We base our protocol on what is best for the patient. The early diagnosis of pathology will reduce the risk of disease and ultimately costs less in the long run.

☒ I understand the following protocol for Dental Materials & Technologies is used in this office.

Many types of materials and technologies are available to treat dental conditions. Our doctors and staff regularly attend continuing education courses to improve the quality of care provided. To better care for our patients, we incorporate some enhanced technology and some advanced materials that are part of the standard of care in dentistry. Some older materials and techniques are still within the standard of care but are not part of our practice.

☒ I acknowledge that I understand this office does not use silver amalgam fillings for restoring teeth. I understand that by selecting this office, I am choosing not to have silver amalgam fillings. Other materials and techniques for making crowns, dentures or other dental procedures may use more advanced treatments and will be explained at the time of diagnosis. I understand that some insurance and dental plans do not cover advanced restorations and procedures and I will be responsible for and will be informed of the cost difference if any.



I understand the following protocol for Cleanings & Periodontal Disease is used in this office.

In dentistry, there are several terms for "Cleaning" teeth. Our office follows a strict protocol for evaluating the condition and health of the gums and bone surrounding your teeth. If you have healthy gum tissue, free of active disease, a "Cleaning" or "Prophy" would be diagnosed. We recommend that a Prophy be done 2-4 times per year based on your individual condition.

For our patients with dental insurance: please note that most insurance companies limit the frequency with which Prophys are covered. "Gum Disease" or "Periodontal Disease (Perio)" is a common infection that is the number one reason adults lose teeth. If you are diagnosed with Perio, a Prophy will not eliminate the disease and would be below the standard of care for treatment. Our office will not perform a Prophy once you have been diagnosed with Perio. We are ethically obligated to recommend the proper treatment of Perio, which would include a treatment of Scaling & Root Planing with Irrigation of oral antibiotics, sometimes referred to as a "Deep Cleaning". Once the disease is eliminated, you will be placed in an ongoing Periodontal Maintenance program at 3-4 month intervals. Since Perio disease can recur or progress, a Prophy will no longer be the standard of care.

For our patients with dental insurance: please note that most insurance companies limit the frequency with which Perio Treatments are covered. We do not make clinical decisions based on dental coverage. We base our protocol on what is best for the patient.

☒ I understand the following protocol for Treatment Plans is used in this office.

We will provide you with a written treatment plan, including estimated costs. All charges for services provided are ultimately your responsibility, even if our original estimate differs from the final cost. We are happy to discuss your treatment plan/estimate and answer all of your questions before your treatment.

Please be sure you understand all recommended services and charges before treatment begins. We are here to assist you in understanding your treatment and fees but you are in charge of your dental health and any dental benefits and we cannot make decisions for you.

☒ All fees and co-payments are to be paid at the time of services. Some major treatment procedures may allow for payment plans if arranged by us prior to treatment.

☒ I understand the following protocol for Dental Insurance is used in this office.

Dental insurance claim filing is a courtesy we extend to our patients. Insurance is a contract between you, your employer, and the insurance company. We have no influence over these arrangements. It is your responsibility to understand your insurance benefits and limitations: not all services are covered by insurance. Because each policy is different (sometimes even for patients with the same employer) we may not know in advance what will or will not be covered. We are a preferred provider for only select insurance plans, so you should not assume coverage without first checking with your insurance. If your insurance plan and/or benefits change, please contact us at least two business days prior to any visits for an updated treatment estimate. Our written

treatment estimates are based upon verbal information provided to us by your insurance company, but are NEVER a guarantee of coverage. If your actual coverage is different than estimated, we will refund or bill the difference to you based on the Explanation of Benefits (EOB) from your insurance.

☒ If your insurance does not pay your claim(s) for more than sixty days after treatment, for any reason, the outstanding balance will be billed to you and is due immediately.

☒ I assign all insurance benefits, if any, to the doctor and understand that insurance coverage is only a benefit and is not a replacement for my responsibility to the doctor for professional care. I understand that treatment is provided to the patient, not the insurance company. I understand that the insurance company is responsible to the patient.

☒ I understand that payment is due at or before the time of service, including estimated insurance co-payments, unless financial arrangements have been made in advance. I agree to pay interest and service charges on balances over 90 days. I also agree to pay for any collection and or/legal fees incurred on overdue accounts.

☒ I also understand there will be a charge for returned checks or late payments.

☒ I understand that any medications, appliances or toothbrushes received in this office cannot be returned.

☒ Major appointments, such as crown and bridge, cosmetics, root canal treatment, periodontal treatments, etc., may require a deposit to reserve the doctor's time. I understand that this deposit is non-refundable without 7 days notice

☒ I understand there will be a charge for broken appointments unless 48 hours notice is given (we do not accept cancellation on the answering machine). With less than 48-hour notice (72 hours for Saturday appointments), a minimum fee of \$100, or a deposit to reserve the appointment time again, may be required. As a courtesy to other patients who would like convenient appointment times, we ask that you make every effort to keep a scheduled appointment. Timely appointments are the first step in making a commitment to better dental health and we appreciate your efforts in keeping your appointment. We may need to reschedule an appointment if a patient is more than fifteen minutes late. To reschedule an appointment due to late arrival, a minimum fee of \$100 or a deposit to reserve the appointment time again, may be required.

☒ Privacy and Confidentiality: As per the Health Insurance Portability and Privacy Act (HIPPA), our office keeps all of your information strictly confidential. We sometimes leave messages confirming appointments and other information by email, text message or on answering machines. Please notify us if you have a concern about this policy.

☒ I hereby acknowledge that a copy of this practice's "Notice of Privacy Practices" and "Dental Materials Fact Sheet" has been made available to me. I have been given the opportunity to ask any questions regarding this Notice.

☒ Acknowledgment: I have read the above statements and agree to these policies for myself and any person for whom I am financially responsible. I have had the opportunity to ask questions about these statements and have signed a digital copy of this document and received a copy.