***Office Policies***

*In order to better serve our patients, we have established these office policies.*

*Please let us know if you have questions on any of our current policies.*

***Late Appointments:*** *If a patient is greater than 10 minutes late we will do our best to accommodate them into our schedule. There may be a long wait as our patients who do arrive at their scheduled time will be seen first. If a patient is more than 20 minutes late, we kindly ask you to reschedule.*

***Missed Appointments:*** *Failure to show-up for appointments could result in a $25.00 fee for every ½ hour of your scheduled appointment.*

***Cancelled Appointments:*** *We realize that sometimes cancellations cannot be helped, but we kindly ask for a 24 hour notice of any cancellations.*

***Co-Pays:*** *Co-pays are due at the time of check-out.*

***Past Due Balances****: Past due balances are due at the time of check-out.*

***Insurance:***

*If you have dental insurance, we bill it as a courtesy for you. If you have a co-pay it is your responsibility to pay at the time of check-out. If you are unable to pay for your co-pay we kindly ask you to reschedule your appointment.*

*If you have dental insurance and are unable to provide us with a card, we are unable to bill your insurance. We will require you to pay in full at the time of service. If you are unable to pay that day’s charges in full, we kindly ask you to reschedule your appointment.*

*If you do not have dental insurance, we require you to pay in full at time of service. If you are unable to pay for the day’s charges in full, we kindly ask you to reschedule your appointment.*

*For your convenience we accept cash, personal check, Visa, Mastercard. & Discover.*

*Sign here if you accept this policy: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_*

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