

# Alpine Family Dentistry Office Policies

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Welcome to all new patients and patients of record!

We strive to give our patients the best care possible. It is the standard of practice in Michigan to have a minimum of one exam per year with your dentist. Also, bitewing x-rays are recommended annually and a full series or panorex x-ray is recommended every five years. Your dentist cannot make a complete diagnosis without these tools.

Our office payment policy is fee for service. All fees or co-pays after estimated insurance are due and payable at the time of service by cash, check, or credit card. As a courtesy, our office will bill your insurance. You are responsible for any amounts not paid by your insurance. Our office does offer a cash discount (cash or check only) for non-insurance holders.

Another office policy is that we kindly ask for 24 hours notice to reschedule or cancel your appointment. We reserve the right to charge if 24 hours notice is not given, and this fee must be paid prior to scheduling another appointment.

As a courtesy to you, our automated system will remind you of your appointments by text or email. We will no longer make phone call confirmations. Please ensure that we have your current cell number and email address.

I agree to pay for any dental services at the time they are rendered (for insurance holders, the estimated co-pay). I understand that I am responsible for any amounts that are not covered by my insurance. I also agree to give 24 hours notice if I am unable to keep my appointment, and realize I will be billed accordingly if I do not.

***I have read, understand, and agree to the above office policies.***

Signature \_\_\_\_\_ Date \_\_\_\_\_

***Whom may we thank for referring you?***

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Effective 09/18/2019