

Welcome to Guildford Family Dental Clinic

APPOINTMENTS - A full **2 OFFICE BUSINESS DAY** notice is required and cancellations that are left on office voice mail will not be accepted to change your scheduled appointment. A cancellation fee of \$ 55 will be charged for your reserved appointment.

Our office will be more than happy to give you a **2 OFFICE BUSINESS DAY** courtesy reminder for any booked appointments you have booked. Appointment is considered confirmed unless you have called to cancel or change your appointment. ***It is your responsibility to remember your scheduled appointment.***

DENTAL INSURANCE – please present your dental card at each appointment

As a courtesy, our office will receive payment from your insurance company. It is your responsibility as our patient to provide us with correct insurance information. **NOTE:** When our office is checking your insurance eligibility, your insurance (if they disclose your insurance information to our office) is for the date we called and your insurance will give us the information they have on file.

****Please make sure you understand your dental insurance and you have confirmed your eligibility with your employee's benefits department before all your scheduled appointments.***

As of January 1st/15 We will REQUIRE the preauthorization documents that YOU receive, to be presented to our reception staff, no later than 4 days before YOUR SCHEDULED APPOINTMENT. Due to the POLICY HOLDERS PRIVACY ACT: Some Insurance companies no longer send these papers out to our office and we do require them to calculate your estimated portion or cost. Contact your insurance company or your plan benefits department if you need information regarding your policy.

****IMPORTANT**** You must notify the office if you have used your insurance limits at another dental office, your insurance is terminated, you have any changes to your employment status or if you have new insurance. ***If for any reason your insurance does not cover any appointment due to any of these reasons, you will be responsible for any outstanding balance owing to Guildford Family Dental***

AMALGAM (SILVER) VS COMPOSITE (WHITE) FILLINGS - Composite (white) fillings on permanent molars are not covered under most plan contract. Insurance company rarely covers for composite (white) filling on back molar teeth. Our office does **NOT** do Amalgam fillings. Your insurance plan will cover the equivalency of an amalgam (silver) filling.

ELECTRONIC BILLING - I authorize my dental office to send my dental claims to my insurance company electronically.

PATIENT RESPONSIBILITY - Inform us of medical changes, allergies, address and telephone changes and dental plan changes. Dental treatment may not be covered or may exceed your plan benefits. You understand that you are financially responsible to the dentist for the entire treatment rendered. ***Payment for any treatment not covered needs to be paid when services rendered, unless payment plan has been previously arranged by you and the dentist.*** I have read and fully understand the above office policy regarding my dental insurance & my patient responsibility.

Date: _____ Patient Name: _____

E-mail: _____ Patient/Guardian Signature: _____