

Commitment Policies

Three Important Policies

A policy is a written statement which determines actions or activities of an organization. We have three important policies that we feel are important to share with you. We have put them in writing because we live by them and require that all of our patients live by them as well. We believe these policies are necessary although they may be different from what you are accustomed to in the past. Please read the following and sign to indicate that you understand these policies and will comply with them.

Commitment to Treatment Policy

We believe that all treatment that is begun should be completed. Incomplete treatment leads to problems, complications, and misunderstandings. Incomplete treatment leads to loss of teeth and further disease. Therefore, this policy states that all agreed to treatment plans, once they are started, will be completed. Some treatment plans, because of their design, take years to complete. However, to begin staged treatment, your commitment to both starting and completing treatment is required.

Commitment to Appointment Policy

We reserve time for each patient in our practice and rarely keep our patients waiting. An appointment written in our schedule with your name on it is a bond of trust that we will be here to serve you and you will be present for that appointment. Therefore, our office policy in this regard is firm and inflexible. You must be present for all scheduled appointments. We do not allow last-minute cancellations or changes. We also do not accept recorded messages on our emergency number for cancellation or changes. If you must change an appointment, we ask for at least 48 hours notice. Broken appointments will be charged a \$1.00 per minute of scheduled time. If a patient continues to break appointments, we reserve the right to dismiss that patient from the practice.

We realize arriving late is sometimes unavoidable, but this can cause a problem for our patients. Therefore, our late policy is: If a patient arrives more than 10 minutes late, we will evaluate the schedule to determine if the patient may still be seen without impacting our other appointments. The patient may be asked to reschedule.

Commitment to Financial Agreement

We believe we have a responsibility to use our best professional care, skill, and judgment in planning your dental treatment. We will discuss with you your treatment and any associated fees prior to treatment commencing. By signing below, you have indicated that you agree that all fees will be properly explained to you and you agree to fulfill your financial commitment to our office promptly and completely. No business or practice can fulfill its mission to its patients when a bond of trust is violated by failure to pay for services. Not living up to this trust violates this important business principle. If this account needs to be assigned to an attorney for collection and/or suits, the prevailing party shall be entitled to reasonable attorney's fees and cost of collection.

I HAVE READ, UNDERSTAND AND AGREE TO ALL OF THE ABOVE POLICIES.

Signature of Patient, Parent or Guardian

Date

Relationship to Patient