



Edward Urbina, D.D.S.

General Dentistry

IMPORTANT FACTS REGARDING OUR PRACTICE

APPOINTMENTS: We recognize how very valuable your time is, therefore, our office policy is to schedule as effectively as possible so you do not have to wait. We have early morning and evening hours available for those patients who find it difficult to keep appointments during normal business hours.

Patients must arrive no later than ten minutes from their appointment time to ensure their appointment for that day.

CANCELLATIONS OR BROKEN APPOINTMENTS: We are able to extend a "no charge" fee to our patients who give our office 24 hour notice of a need to change their appointment time. Patients who do not give our office this courtesy will be assessed a \$50.00 charge for each appointment missed.

INSURANCE INFORMATION: As a service to our patients, our office will continue to process insurance requests. In order to do so, we ask that you do the following:

- Bring your dental insurance booklet with you. (We will need to make a copy of your current benefits.)
- Bring your completed insurance form. This form requires your signature.
- Be knowledgeable about the benefits and effective date of your own insurance coverage and the coverage for your spouse and dependents. Policies may vary.

Your dental insurance is an agreement between you and your insurance company. An estimate of your dental charges is available to you at any time.

FINANCIAL POLICY: We strive to keep our office fees as reasonable as possible for our patients. Payment is to be received the day that services are rendered. We ask that all new patients joining our practice take care of their initial charges, regardless of the insurance involvement.

Accounts that are 30 days overdue will receive a 1.75% service charge. We can offer you payment through your VISA, Mastercharge or our dental charge card. We will gladly answer any questions about this subject that you might have.

Thank you for taking the time to read our office policies.

Patient Signature

Date