



Policies and Procedures

Dental Insurance:

We are glad to assist you in obtaining the maximum benefit from your dental insurance plan. Once your plan coverage has been verified, we will accept assignment of payment from your insurance company. Most plans only cover a portion of the dental fee, which means you will be responsible for your deductible and the portion we estimate your plan will not cover. Payment of your portion is expected at the time you are in our office for dental care, unless prior arrangements have been made.

Payment Options:

For your convenience, we accept VISA, Mastercard, American Express and personal checks. Individual financial arrangements can be made to assist you with your budget. For any treatment that exceeds \$1,000, we extend a Courtesy Saving of 5% when all fees are paid at the beginning of treatment.

Appointments:

Our appointments are scheduled to respect your time. We reserve a specific time for your care and we make every effort to see you at that appointed time. We appreciate your promptness and consideration in not changing your scheduled time. However, if you do need to change an appointment, a 48 hour notice is expected. If you DO NOT contact us before this 48 Hour window whether in person, phone, and/or voicemail a \$45 fee will be assessed on your account. If this balance is not paid you will be sent to collections. If this offense happens 3 times you will be dismissed from our practice and we will coordinate transferring your treatment to a licensed Georgia dentist.

Thank You for Your Cooperation!