

## Office Hours, Appointments and Cancellations

**This Office is open on the following schedule:**

Monday ..... 8:00 - 5:00  
Tuesday ..... 7:00 - 3:00  
Wednesday ..... 7:00 - 12:00  
Thursday ..... 7:00 - 5:00  
Friday ..... 8:00 - 5:00  
  
Lunch Break ..... 12:00 - 1:00

The office is closed on Weekends and major holidays. It is also closed at times when we are away attending continuing education programs to increase our skills and maintain knowledge of the latest developments to serve you better. Our answering service is always available to take messages when the office is closed and will tell you where to call in case of emergency.

We try to see all patients on an appointment basis and request that you call in advance so that we can reserve a time for you. The office number is:

**734-7521**

We make every effort to honor all commitments and request that you extend the same courtesy.

If you cannot keep an appointment, please notify us immediately. We ask that you give

## Emergency Care

We recognize that you can have an emergency situation arise and we will do our best to respond promptly. If you have such a situation please call the office as early in the day as possible. If it arises after hours, our answering service will advise you where to call.

## Fees and Payments

We make every effort to keep the cost of quality dental care affordable. We want to avoid the added cost of billing programs and request that all patients pay for the service at the time they receive them. For extensive treatment we realize that it may be impractical and are willing to discuss a payment plan in advance.

## Recall Visits

We hope that you share in our belief that regular preventative dental care is a sound investment. While the responsibility for returning for this treatment rests primarily with you, we are happy to provide the service of a written reminder. Please call for an appointment when you receive this notice.

## Insurance

Our office is happy to cooperate with families who are covered by Dental Insurance.

We ask that you read your policy to be sure you are fully aware of any limitations of benefits.

The fees we charge for services rendered to those who are insured are our usual and customary fees charged to all patients for similar services.

You should be aware that different insurance companies vary greatly in the type of coverage available. It is therefore impossible for us to estimate the extent of your coverage without contacting them first. We will be happy to do this for you. Please remember that you are responsible for the portion of the fee that is not paid by the insurance company. This amount is due at the time the service is provided unless other arrangements are made

As a courtesy to you, our patient, we will be happy to complete all forms pertaining to your claim and send them promptly to you or your insurance company. This often involves detailed paperwork, but we are happy to do it because we know how important it is to you.