

Crystal Beach Dental Office Policies Form

Thank you for choosing Crystal Beach Dental. We will do our best to make your visits pleasant and comfortable because we take pride in the dental care we deliver. Our aim is to help you reach and maintain an optimum level of dental and oral health. We are open to serve you, answer any questions or schedule an appointment during the following hours:

**Monday 9:00 - 4:00, Tuesday 8:00 - 5:00, Wednesday 8:00 - 5:00,
Thursday 8:00 - 7:00, Friday 9:00 - 1:00 (Closed Weekends and Stat Holidays)**

Appointment Policy: Once an appointment has been made, please remember that this time has been reserved specifically for you. If you are unable to keep the appointment we reserve the right to charge a fee of \$50 for all missed appointments without 2 full business days notice.

Financial Policy: Due to the changes and delays to many of the insurance companies payment schedules, Crystal Beach Dental has changed the way we process your dental claims. We now require the treatment provided to be paid in full at the time of the appointment. However, we will continue to electronically submit your claim to your insurance company on your behalf and they will then reimburse you according to your insurance policy agreement.

Insurance Policy: Our office is committed to helping patients maximize their benefits. Not all services are covered benefits in all contracts. Some insurance companies arbitrarily select certain services they will not cover. Your insurance is a contract between you and your employer, and the insurance company. We are not a party to that contract, our relationship is with you, the patient, not your company. All treatment will be discussed ahead of time so you can make an informed decision.

I have read the policies described in this form. I agree to abide by the terms outlined. I understand and accept my financial responsibilities.

Signature of Patient/Responsible Party

Date