



Sciascia Dental

WELCOME TO OUR OFFICE

Thank you for choosing our office for your dental care. We are very pleased to be able to assist you in caring for your dental health. Obtaining and maintaining good dental health is a team effort. From us, you can expect the finest in complete, modern dentistry in a safe, comfortable and caring atmosphere. **YOU** also are an important part of the team. Without your participation in your care, it would be impossible for us to fully meet your dental needs. Your compliance in home care and in scheduling timely appointments – and keeping those appointments – can often make the difference between success and failure in your dental care. Please let us know if you have any special needs or concerns, or if you have any questions at all regarding your treatment or our office policies.

The following is an outline of some of our office policies that we feel are important in enabling us to provide efficient, cost-effective treatment to our patients.

OUR APPOINTMENT POLICIES

Following your appointment today, our receptionist will make an appointment for any necessary treatment. Please make a note of this appointment date and time. We will attempt to remind you of your appointment by telephone or postcard, but in many cases we are unable to contact patients for this purpose. *Therefore, it is your responsibility to remember your appointment and notify us if you will be able to keep that time.*

We will reserve an appointment that will be convenient for you and will allow us to give you the most expedient care possible, so we can be most efficient in treating all who require our care, please make every effort to keep your appointment. We have set aside that time to give careful attention to your dental needs. If you must change your appointments, **PLEASE GIVE US AT LEAST 24-HOURS NOTICE** so that another patient can take advantage of our services. **MISSED APPOINTMENTS** may adversely affect your treatment or may delay or prevent someone else from receiving our care. Therefore, we reserve the right to charge a fee for those appointments that are missed or changed on the appointed day if we cannot use that time to treat another patient.

Please help us to care for your dental health effectively and at a reasonable cost by keeping your reserved appointments.

OUR PAYMENT POLICIES

We expect fees be paid at the time of service. Acceptable payments are cash, check, money order, Mastercard, Visa, American Express, and Discover. Checks can be held on an individual basis. We also offer financing through an outside financing agency with short-term interest free options and long-term plans, subject to approval.

PATIENTS WITH DENTAL INSURANCE:

Please provide us with complete and accurate information regarding your coverage. We will make every effort to *estimate* your benefits and co-payment amounts based upon the information we have regarding your particular insurance plan. We will gladly file your claims for you; however, we do ask that you pay at the time of service for those services not covered and for any known deductible and estimated co-payment amount. Following payment by your insurance carrier, we will bill you for the balance of your co-payment or refund your overpayment. We will be happy to make special payment arrangements with you for your non-covered and co-payment amounts **prior** to your treatment.

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