

WELCOME TO THIRD STREET DENTAL – Dr. Ho & Dr. Mona

Welcome to our clinic. It is our goal to provide you and your family with the highest quality of dental care while maintaining a friendly and relaxing environment.

1. INSURANCE INFORMATION

As a service to our patients, we can bill your insurance company on your behalf. However, as a third party, we are not always able to acquire all patients' individual policy information. **We rely on you, the policy holder, to be knowledgeable on restrictions and dollar limits within your plan and communicate that information to us.**

2. PAYMENT POLICY

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Payment is due upon completion of treatment. Treatment recommendations are based on your dental health needs, which may differ from what your plan covers. Every insurance plan has its own unique "quirks" and exceptions. **It is the patient's responsibility to cover any costs associated with dental treatments rendered which may not be covered by your dental plan.**

3. CONFIRMATION POLICY

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When an appointment is booked, we reserve time for you. However, as a courtesy we contact you with a reminder prior to your appointment time. **We kindly request that you reply to the reminders. Failing to do so may result in having your appointment rescheduled.**

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4. CANCELLATION/ NO SHOW POLICY

The clinic requires a minimum of 2 business days' notice if an appointment must be cancelled or rescheduled. If less than 48 hour notice is given, a penalty fee of \$100 per hour or 30% of total treatment fee will be applied. Please be aware that insurance companies do not cover missed appointment fees.

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We at Third Street Dental look forward to taking care of your oral health and welcome you to our family of dental professionals

THANK YOU!

I have read the above policies of the Dental Clinic and understand my responsibilities as a patient. I also give permission to the Dental Clinic to communicate, sign and submit required forms to my insurance company on my behalf.

Date

Print Name

Signature