

Adventure Dental

Pediatric Dentistry and Orthodontics



FINANCIAL POLICIES, ARRANGEMENTS AND CONDITIONS

Child's Name _____ Date of Birth _____

Welcome to our office! We are pleased that you have chosen us to take care of your child's dental needs. To make our time together most efficient and enjoyable, these are our office policies,

PLEASE READ CAREFULLY!

1. Be on time for your appointment. If you are more than 10 minutes late, you risk cancellation of your appointment and inactivation of care.
2. **We cannot treat your child without a current Provider One card.** If you do not present a current card, it may result in a broken appointment and inactivation of patient.
3. Inform us of changes in your eligibility. You will be billed if you are not eligible. It is also your responsibility to inform us of any change of address or phone number. Patients who cannot be contacted by the telephone or mail service for over 6 months will be inactivated.
4. The amount of paperwork and office time to process Provider One insurance far exceeds that of other policies. The cost of providing this service is also much higher. Because of this, we have a very strict attendance policy as follows:
 - **A BROKEN APPOINTMENT MAY RESULT IN DISMISSAL FROM OUR OFFICE.** Any pre-authorization will be voided. We will provide emergency treatment for a period of 30 days. This will allow time for you to find another dentist who accepts Provider One.
 - **A 48-hour notice MUST be given for cancellation of an appointment**
 - **APPOINTMENTS MUST be CONFIRMED at least 48 hours prior to appointment or the appointment will be cancelled** -Telephone voice-mail is available 24 hours a day.
5. Divorced Families: You are responsible for billing the court appointed individual that is responsible for the medical bills. The divorce decree or parenting plan is between you, the parent and/or guardians.
6. We do not retro bill any state funded insurance if not presented on the day of treatment.
7. Since we are a pediatric specialty office with limited space, healthy, well children will be referred to other providers once they have acclimated comfortably or reached the age of 7. This allows us to make room for other little ones that need that extra TLC.

These policies are for the benefit of everyone. If you have any questions, please ask our office staff.

I have read and fully understand the above policies.

Signature _____ Date _____

Relationship to child _____