

Matthew J. Stadler, D.D.S., P.S.

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IMPORTANT FACTS REGARDING OUR DENTAL PRACTICE

APPOINTMENTS: We recognize your time is valuable, therefore our policy is to schedule as effectively as possible so you do not have to wait. When you make an appointment, please be sure that you will be able to keep it.

Patients must arrive no later than ten minutes from their appointment time to ensure their appointment for that day. _____ **Initials**

CANCELLATIONS / BROKEN APPOINTMENTS: If you cannot make an appointment as scheduled, please notify our office within 24 hours. We will not charge those patients who give our office a 24 business hours notice of a need to change their appointment. Patients who do not give our office this courtesy will be assessed a \$115 charge for each appointment missed. Multiple missed appointments may cause patients to be excused from our office. _____ **Initials**

INSURANCE INFORMATION: As a service to our patients, our office will process insurance requests. In order to do so, we ask that you do the following:

- Bring in your DENTAL insurance card with you.
- Be knowledgeable about your benefits and effective dates of insurance coverage for yourself, your spouse, and dependents. Policies do vary.

Your dental insurance is an agreement between you and your insurance company. Estimates of your dental charges are available to you at any time. _____ **Initials**

FINANCIAL POLICY: We strive to keep our office fees as reasonable as possible for our patients. Patients' portion of charges will be collected the day services are rendered, unless previous arrangements have been made. _____ **Initials**

RETURNED CHECK CHARGES: All checks returned unpaid will be subject to a \$45 charge. Cash, certified check, or money order may be required for all future payments. _____ **Initials**

Patient Signature

Date