

Office Policy and Payment Agreement

This is an agreement between Maple Park Dental Centre, as a creditor and the Patient/Debtor named on this form. Please take a few moments to review our office policies and inform us if you have any questions or concerns.

PAYMENT

Payment is due at the time services are rendered. You may choose to pay via cash, check, credit/debit card, or Care Credit. A \$30 fee will be charged for a returned check.

If you have dental insurance we will file insurance for you (unless otherwise stated by your insurance contract). However, you will be responsible for any co-pay and/or deductibles on the day that the treatment is performed. Insurance is a contract between you and your insurance company. We are not a party to this contract. We bill your insurance company as a courtesy to you. Although we may estimate what your insurance company may pay, it is the insurance company that makes the final determination of your eligibility and payments. If your insurance pays less than what we have expected you will receive a statement in the mail showing any changes to the account.

MISSED/FAILED APPOINTMENTS

Patients who do not show up for appointments or cancel without 24 hours notice will be charged \$35.00 per appointment. This fee must be paid before you or any family member will be seen in our office again. Possible dismissal from the practice would be the result of 3 failed appointments. If you are running more than 15 minutes late we may ask you to reschedule your appointment.

SAFETY AND INFECTION CONTROL

Maple Park Dental Centre strives to meet government regulations concerning infection control and the safety to our patients therefore we have a few guide lines that need to be followed.

- No food and/or drink are allowed beyond the reception area.
- **During patient treatment, ONLY patient being treated is allowed in the operatories.**
- Cell phones are not to be left on in the operatories during procedure.

Signature _____ Date _____

(Patient or Legal Guardian)