

COULTER FAMILY DENTISTRY

574-271-8771

OFFICE POLICIES

Our office hours are Monday through Thursday from 8am to 5 pm. We are closed daily for lunch from 1pm to 2pm.

SCHEDULING APPOINTMENTS: You are responsible to inform the office within two (2) business days if you are unable to make your scheduled appointment. Any appointments scheduled on a Monday need to be cancelled no later than 5:00 p.m. on Thursday to avoid a cancellation fee. If you fail to show for an appointment or cancel last minute, the following actions will take place: first violation will be a warning, second violation will result in a \$35 missed appointment fee, and the third violation will result in dismissal from the practice.

PAYMENT: We will file with all insurance companies but are not a participating provider. All of our treatment plans are estimates and never a guarantee. Any remaining balance not paid by the insurance company is your responsibility. We provide treatment plans according to the limited information we receive from your insurance company. Estimated co-pays are due in full at the time of each appointment. You will be billed for any payment not received from your insurance company within sixty (60) days of your treatment. Your account will be forwarded to an outside agency if your balance is not paid in full within ninety (90) days. You will then be responsible for all legal fees, interest and/or collection agency fees in addition to your balance. Returned checks will be charged a \$25.00 fee. Please understand the importance of knowing your insurance plan. It is your responsibility.

WARRANTY: In order for us to stand behind our treatment, you **MUST** maintain your routine care appointments. This includes bi-annual cleanings, x-rays, exams, and the use of a night guard if recommended.

Patient Signature

Date

email form to bcoulter@coulterfamilydentistry.com