



# FINANCIAL AND SCHEDULING POLICY

We are pleased you have chosen Tiny Tooth Dental for your child's dental care. We need your understanding and cooperation in the following guidelines regarding your appointments and the filing of your insurance claims and payment. **Please read and sign** the following financial and scheduling policy. It is structured to allow the office to best accommodate the needs of all patients.

## INSURANCE AND FINANCIAL POLICY

- Our office may be contracted as a preferred provider for your insurance company. If your insurance is through a company with whom we are not contracted, please check your contract carefully to determine if you are required to see a preferred provider for that company. Understand that if you choose to see a non-preferred provider, your insurance may not pay the full amount or pay at all.
- All applicable deductibles, co-payments, and co-insurance amounts are due at the time services are rendered. We accept cash, checks, Master Card, Visa, Discover, American Express and Care Credit. Some dental services may not be covered by your contract. In the event a given procedure is not covered for any reason (i.e. frequencies limitations, benefit maximum reached) payment for these services is your responsibility. You are responsible for payment regardless of an insurance company's arbitrary determination of fees.
- While the filing of insurance claims is a courtesy, we gladly extend to you, **ALL CHARGES ARE ULTIMATELY YOUR RESPONSIBILITY FROM THE DATE SERVICES ARE RENDERED.** Billing charges may apply should your account be delinquent by 60 days or more.

## SCHEDULED APPOINTMENT POLICY

- To ensure your child receives the best dental care available, we agree to respect your time and do our best to make the scheduling process fast and efficient. Should we need to reappoint your child due to office conflicts, we will contact you to schedule another date and time that will meet your needs.
- As the parent/guardian of your child, you are responsible for all appointments scheduled at Tiny Tooth Dental. The office will attempt to provide a courtesy call/text prior to your child's dental appointment; however, it is ultimately your responsibility to appear on time for all visits.
- If you are unable to keep a scheduled appointment, please notify Tiny Tooth Dental at least **24 hours** before your appointment or you will be subject to the missed/broken appointment policy below. This courtesy will allow the office to better meet the needs of all patients.

## BROKEN APPOINTMENT POLICY

- All missed/broken appointments are subject to a **\$50.00** fee per child, and all future appointments can be cancelled if the fee is not remitted.
- Prepaid conscious sedation fees are **NON-REFUNDABLE** for all missed/broken appointments. This includes failure to follow pre-sedation instructions and the doctor is unable to render treatment the day of the appointment.
- If your children are enrolled in Medicaid, they will be **DISMISSED** from the practice after **ONE** missed/broken appointment and future visits will be cancelled. To return to the practice and keep future scheduled appointments, a **\$50.00** fee will apply.

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Print Parent/Guardian Name

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Parent/Guardian Signature

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Date