



2900 Godwin Blvd. Suffolk, VA 23434

BROKEN APPOINTMENT POLICY:

When you reserve a time with us please make every attempt to make your appointment. We do not “double book” appointments. This time is set aside specifically for you. Two weeks prior to your appointment you will receive an email, text message, or a phone call if you do not wish to receive text messages. When you receive this message please email, text, or call to confirm the time that you have already reserved with us.

We have a **2-business day** cancellation policy. If you need to change or reschedule your reserved time with us, please give us at least a **2-business day** notice so that we will be able to fill this time with others waiting for treatment. If you cancel, fail to show for your confirmed appointment, or arrive excessively late and treatment cannot be completed as planned, a broken appointment fee could be assessed to your account. Please be aware if you have multiple broken appointments we reserve the right to release you as a patient and ask that you seek treatment at another Dental Practice.

LATE ARRIVAL:

If you are over 15 minutes late for your appointment, we reserve the right to reschedule your appointment for a later time.

CONSENT FOR FINANCIAL AGREEMENT:

I understand that the insurance benefit and fees are only an estimate based on insurance coverage information on file at the time of service. If my insurance has limitations, restrictions, fee increases, or circumstances that alter the insurance benefits listed, I will be responsible for any balance that my insurance does not cover.

FINANCIAL AGREEMENT:

The undersign agree(s) to pay all charges made by the dental providers. If all charges are not paid when due, the undersign agree(s) to pay 33 1/3% of attorney’s, or collection agency fees, which shall be deemed incurred upon referral for collection, plus cost, and interest at the current rate applicable by Statute to Virginia Judgements.

Signature of Patient _____ Date _____