

Antonio Relucio Jr. D.D.S.

OFFICE POLICY

- ❖ There is a 24 hour notice required to reschedule or cancel an appointment. This allows us time to offer your appointment to another patient in need. There will be a \$25.00 fee for your missed appointment without a 24 hour notice. Your second missed appointment will not be rescheduled and will lead to patient dismissal.
- ❖ Health Families patients, in the event of non-payment for services do to eligibility status patient is responsible for any balance. If you have any questions please ask the receptionist or call Healthy Families @ 877-580-1024 _____.
- ❖ There is a \$5.00 co-pay required from all patients with Healthy Families for major services only. Major services are such as root canals, crowns, etc. You will be informed if major services are required for treatment.
- ❖ As a courtesy to our patients we will bill your dental insurance company for you. We cannot guarantee coverage or benefits and can only estimate what your insurance will pay. We will collect your estimated portion on the day services are rendered and send you a billing statement should your insurance pay more or less than we estimated.
- ❖ We do require payment on the day services are rendered and for your convenience we accept Visa/Mastercard, cash and personal checks.
- ❖ For returned checks there will be a \$25.00 fee and payment will be required in full cash or Visa/Mastercard only.

If you have any questions or concerns please speak with the front desk.

Patient/Guardian

Date