

# Office Policies

We are happy to welcome you to Greenville Family Dental. We would like to inform you of the policies of our practice to avoid any future confusion. We have incorporated these policies to help our office run more smoothly and therefore allow us to keep our fees down.

## Appointment information

1. When you are here for a professional cleaning with our hygienist, she will help you schedule your next professional cleaning appointment. About two weeks before that next appointment, you will get a reminder to make sure the appointment will still work for you. We offer text message, email or phone call confirmations.
2. We require 2 business days' notice for any changes to your appointments. This allows us time to offer that appointment to another patient, and it keeps our practice running efficiently. After 3 short notice cancellations or "No shows" we will no longer be able to pre-schedule you for appointments.

## Account Information

1. All co-pays are due at the time of service and are payable by cash, check, credit card or Care Credit. A financial agreement will be signed for any patient portion that is \$250 or more.
2. Any account that is more than 3 months delinquent will have a finance charge of 18% computed yearly and added to it every month until paid in full.
3. Delinquent accounts will be sent to Small Claims Court and any court fees will be added to that account. Finance charges will continue to be added until paid in full. 3 months is considered delinquent.
4. A \$25.00 fee will be added to the account for non-sufficient funds checks.

I have read and understand the above information.

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Patient Signature

Date