

HOADLY PARKWAY DENTAL CARE OFFICE POLICY

Cancellation Policy – We require 24 hour cancellation notice. We reserve the right to charge \$47.00 for missed appointments and \$75.00 for diagnostic tests if not canceled with the 24 hour time frame.

Claim Filing Policy – Filing insurance claims is a service we provide to our patients. We will only file one time. It is your responsibility to follow up and make sure your claim was paid in a timely manner. There will be a \$10.00 charge to refile a claim. This charge is not payable by your health insurance.

Records Release – Records will be copied for a patient's personal use at the rate of \$0.50 a page with the maximum charge of \$25.00 per patient. Records will not be released until the account is paid in full. A signature is required.

Personal Information – It is your responsibility to let us know if there are any changes to your insurance information or changes to your mailing address.

Date: _____ Signature: _____

