

# Koopah & Koopah

## Appointment Guidelines

An appointment in our schedule is a bond of trust that we will be here to serve you and you will be present for treatment. We strive to create a schedule that most efficiently provides for the dental needs of all of the patients we serve.

Because of the level of service we provide our patients, your appointment is especially held just for you, so that we have the right amount of time for your procedure at our office. We do not double book your time to respect your time as you do ours.

Please arrive on-time to your scheduled appointment. Late arrivals cause schedule delays for those patients who arrive promptly at their reserved time. Late arrivals will be worked into the schedule if time permits or re-appointed to respect the time of others.

Additionally, while we understand that things may come up, it's very important that we receive notice of a change in plans at least **48-hours** in advance to make the reserved time available for an opportunity to care for patients with dental needs desiring that time. To avoid a charge on your account of **\$95 per hour** please adhere to the above guidelines, this includes any missed appointments or any appointment that did not give adequate cancellation notice.

## Our Commitment

We respect our patients' time and make every effort to remain on schedule. Some visits are more complicated than initially anticipated, and emergencies we are responsible to address immediately that may delay us. If we are significantly delayed, every effort will be made to notify you beforehand so you may choose to come later or reschedule.

If you are going to be late, we ask that you please notify us. If you are significantly delayed, your scheduled treatment may be modified or you may be asked to reschedule your appointment.

Thank you for understanding the value of our appointment guidelines to each of our patients

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Financial Policy

## Financial Information

Our doctor(s) and staff are proud to be a team whose primary mission is to deliver the finest and most comprehensive dental services available today. We are concerned about your dental care and want to ensure you that it is performed in the most responsible manner. In order to assist you with the investment in your dental health, we have outlined our payment policy.

Payment/Estimated co-pay is due in full at the time of service. For your convenience we accept cash, checks, money orders, and credit card payment.

If you have any problems or questions, please ask our staff. They are well informed and up-to-date. They can be reached by phone at 415-421-2652. Please call if you have any questions or concerns.

## Third Party Financing with Care Credit

We're pleased to offer our patients CareCredit, North America's leader in patient payment plans. CareCredit lets you begin your treatment immediately – then pay for it over time with low monthly payments that fit easily into your monthly budget.

CareCredit works like a credit card, but is exclusive for healthcare services. With no up-front costs and no pre-payment penalties, CareCredit lets you pay overtime and frees up cash and credit cards for the other things you want or need. CareCredit offers low monthly payment plans for healthcare procedures not commonly covered by insurance, including dental treatment. Plus, you can use your card again and again to pay for additional treatment for yourself or family members in any CareCredit practice.

- Low minimum monthly payments
- No up-front costs or pre-payment penalties
- Learn more by visiting [CareCredit.com](http://CareCredit.com) or contacting our office.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**We look forward to taking care of your smile!**