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**Joseph J. Portale, D.M.D., M.A.G.D.**

*Discovering Sensational Smiles Daily*

## Welcome To New Patients

We welcome the opportunity to be of service to you and your family. To best serve your dental health needs, we wish to acquaint you with our office policies.

### **APPOINTMENTS:**

Once an appointment is made, please remember this time has been reserved for you. A minimum charge of \$200 will be made for failed or cancelled appointments without prior notification of 48 hours.

### **INSURANCE:**

An insurance policy is an agreement between the patient and the insurance company. The patient is responsible for payment of all fees. We do not render our services on the basis that the Insurance Company will pay all our fees. Most insurance companies pay only a portion of the dental investment. Although we are happy to file the necessary forms to see that you receive the full benefits of your coverage, we make no guarantee of any estimated coverage. We will file primary insurance, and secondary insurance when patient provides EOB. All insurance co-payments and payments of services not covered by insurance are due and payable at each visit.

For treatments requiring multiple appointments, such as crowns, inlays, onlays, veneers, dentures and root canals, payment is due at first visit.

### **COURTESY:**

For your convenience we offer the following payment options:

1. Cash (2% discount)
2. Personal Checks (with driver's license) (2% discount)
3. Credit Cards (Mastercard, VISA, Discover or AMEX)
4. Care Credit (extended payment plan if qualified)
5. Springstone (extended payment plan if qualified)

If at anytime you have questions regarding any treatment or service, please discuss them with us promptly and frankly. We will make every effort to address your concerns.

Signature of responsible party \_\_\_\_\_ Date \_\_\_\_\_

*Cosmetics ~ Implants ~ Smile Designs*