

STONY PLAZA DENTAL OFFICE POLICIES



PATIENT ACKNOWLEDGEMENT

I, the undersigned, acknowledge that I received the Dental Board of CA's Dental Materials Facts Sheet & the Notice of Privacy Practices today.

X-RAY DUPLICATION

Should you require this office to duplicate your x-rays, you must sign a "Release of Patient Information" form & allow 10-15 days for duplication processing. There may be a duplication fee depending on your insurance. Legally we must retain the originals in your patient chart for 10 years.

EMERGENCY APPOINTMENTS

We are happy to accommodate our patients who are having true dental emergencies. However, there will be a waiting period as we naturally must see our patients who have scheduled appointments. This period of time is undetermined as there is no way to know when there will be a break in the schedule. Our staff will do everything we can to assist you in a timely manner.

MISSED APPOINTMENT POLICY

As a courtesy to all of our patients, we schedule our patients to be seen as promptly as possible. If a patient misses an appointment or is late, it puts undue stress on our staff, schedule & patients who are on time. If you miss an appointment without giving 24-hour notice to our staff, there is a personal charge of **\$25.00**. The penalty for the second missed appointment is the same. We prefer not to collect this fee. We would much prefer that you keep your appointment.

Thank you for your cooperation.

I, the undersigned, understand Stony Plaza Dental's office policies

Signature ----- Date -----

Witness ----- Date -----