

# General Office Information

Our office not only confirms your appointments via telephone calls, but also by email and text messaging. It is very important that you keep us updated with your most current contact information. Also, please be sure to add us to your online contacts to ensure that our emails do not get filtered into spam.

## 1 Business Day Cancellation Policy

When we reserve time for your appointment, we make room in our schedule so that we may devote our time and focus our efforts on serving your needs. Late cancellations or broken appointments mean we have empty time on our schedule when we could have been helping another patient. **There will be a \$50 charge for reserved appointments broken or changed without 1 business day of notice.**

## Bounced Check Policy

Any check returned for lack of sufficient funds will cause a \$20 fee to be applied to the guarantor's account along with the unpaid balance.

## Insurance Policy

If you have insurance, we will provide you with an **estimate** of what we think your insurance company will **probably** pay. It is the patient's responsibility to verify insurance benefits and network status prior to services being rendered. Though we do bill your insurance the day of your appointment, you are still responsible for all co-payments and balances due or not covered by your insurance company at the time of service. Billing statements are sent out monthly and payments are due by the dates posted on your statement. Please be aware that a \$10 late fee will be applied to outstanding balances of 60 days and greater, every month that is unpaid. Outstanding balances of 90 days and greater are turned over to collections. This is our standard office policy for all delinquent accounts. If ever there is a question about a bill, please contact us as soon as possible.

I understand and agree with the cancellation and financial policies from the office of Joshua H. Ehrlich DMD PC

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Print Name

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Signature of patient, parent or guardian

Date

Relationship to patient