



OFFICE POLICY

Welcome to Oronoco Dental! This office has been designed specifically for your care and comfort. We hope to provide a NEW and enjoyable dental experience with excellent service and communication. Our mission and goals are consistent with guidelines from the American Dental Association (ADA), and have been developed to ensure the highest level of comprehensive care. Here at Oronoco Dental, you are a unique part of our family and your treatment will center on your needs and wants. We feel it is important for you to understand your oral health. This mutual understanding will enable us to prioritize and develop a treatment plan and customize an oral health program that is specifically for you!

As a new patient to Oronoco Dental, we want you to be aware of our office policies. The following represents our policies and options. If you have questions or concerns, please consult the front desk – we are always happy to help you.

1. Your appointment time is reserved exclusively for you. We realize that unforeseen circumstances befall us all. **However, we do require 48 hours notice to avoid a broken appointment charge of \$50.** Although the office does attempt to make a courtesy email and text message regarding your appointments, we consider these appointments to be your responsibility.
2. All radiographs in this office will be digital. Digital radiographs give you 70% less radiation than conventional radiographs. A standard digital full mouth series of radiographs is approximately the same amount of radiation as a half day at the beach! We strongly recommend that all patients of this practice receive a full mouth series of radiographs at least every 5 years and bitewing radiographs every year.
3. During your initial exam appointment, intra-oral photographs, when needed, will be taken in addition to a full mouth series of radiographs. Intra-oral photos are highly recommended so that you can see exactly what we see. The ability to track conditions over time visually is a modern advancement in dentistry.
4. We kindly ask that all physician instructions, such as pre-medication requirements, and significant medical conditions, be provided in writing.

5. It is our office policy to recommend all patients fluoride varnish treatment after routine cleaning appointments. With the increased usage of bottled water, which does not contain fluoride, we are attempting to supplement the only daily fluoride many patients are getting using conventional toothpaste.
6. We would like you to remember that dental insurance companies provide the member with dental benefits-not dental insurance. While there are a few dozen major insurance companies, there are literally thousands of plans. Therefore, we are happy to find out your insurance information if we are participating with your dental insurance. Your employer's negotiated contract with your company dictates the extent of your plan's dental coverage. Dental insurance helps offset the cost of dental care, but is not intended or designed to cover all dental procedure fees – nor are they uniquely tailored for your care. They may pay all, part, or none of services rendered.

We ask that should you have any questions with regard to our office policies now or ever, please do not hesitate to ask us. We are here for you! Finally, it is our best compliment if our patients share positive experiences at our office with friends, family and co-workers.

Please sign below if you acknowledge the office policy above.

Signature _____ **Date** _____

Relationship (Self/Parent/Guardian) _____