



GUIDELINES AND POLICIES FOR PATIENTS INSURED BY DSHS

In order to continue to provide the very best dental care for our patients insured by DSHS, this office has established the following guidelines and policies:

APPOINTMENT CANCELLATION AND/OR RESCHEDULING:

Please call at least 24 hours in advance to reschedule or cancel your child's appointment. Patients who fail to give proper notice will be charged a **\$25.00 cancellation fee**.

PROOF OF INSURANCE COVERAGE:

Please bring a current dental card to verify proof of dental insurance for your child. Patients without a current dental card may be turned away.

FAILURE TO KEEP APPOINTMENTS:

Patients who fail to keep their appointment (no show), **will not be rescheduled** and your file will be inactivated.

I have read and understand the policies and guidelines outlined above.

SIGNATURE _____ **DATE** _____