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Office Policies

We are grateful that you have entrusted our office to provide services for your oral health care needs. We ask for your current and up-to-date patient information and health history on the orange form. If you have dental insurance, please bring your dental insurance card with you to each office visit. It is your responsibility to inform us in a timely manner of any changes to your billing information. If an insurance company denies payment for incomplete or incorrect information, it is your responsibility to make payment in full.

Payment is required for each office visit. If you have dental insurance, a payment for your deductible, co-payment and non-covered services will be expected at your office appointment. We ask that you come prepared to pay at each visit.

We submit dental insurance claims as a courtesy to our patient; however, the patient is ultimately responsible for all services rendered. For your convenience, we accept cash, checks, VISA, Mastercard, American Express, and Discover. We also are a partner with CareCredit, a healthcare financing service for charges exceeding three hundred dollars (\$300.00). In office payment plans are rarely accepted.

Accounts payable over 45 days from the date of service are considered delinquent. The balance at that time is subject to finance charges and statement fees.

Patients will be given a treatment plan for all services over five hundred dollars (\$500.00), in order to make sure that they are aware of the costs, and that they can make arrangements to meet their financial obligations.

Appointments/No Shows: We ask that you give our office 48 hours notice if you are unable to keep your appointment. Missed appointments or short notice cancellations are subject to Broken Appointment charges and/or dismissal from the practice.

Print Name

Signature

Date