



FAMILY AND COSMETIC DENTISTRY

303 AMHERST STREET
NASHUA NH 03063
TEL 603.880.7004 • FAX 603.880.3554

OFFICE POLICY REVIEW

1. Payment is due in full at time of service for patients who *do not* have dental insurance. An estimated co-payment is collected at time of service for any restorative (fillings, crowns, etc.) work done for those patients who do have Dental Insurance. We cannot guarantee the amount your dental benefit plan will pay, however we can give you an estimate based on what many insurance companies pay based on traditional plans. The amount estimated as your copayment is due at the time of service.
2. We accept VISA, Master Card, DISCOVER, American Express, personal checks and cash.
3. We do not provide in-office budget plans, however, we can assist you in applying for Care Credit and Springstone budget plans.

CANCELLATION POLICY

If you are unable to keep your appointment, we ask that you notify our office 24 hours prior to the scheduled appointment to avoid a missed appointment charge.

CONFIRMATION CALLS

Confirmations are a courtesy that we extend to our patients. However, we expect our patients to be responsible for remembering scheduled appointments. If you prefer not to have your appointment confirmed please let us know.

EMERGENCIES

A dental emergency situation exists when a patient is in urgent need of dental attention. The patient must first contact the office to describe the emergency so the degree of attention can be assessed.

1. Please call our office by 9 A.M., or as soon as the dental emergency occurs. Call first; please do not walk in.
2. Please be flexible. We will be notifying you when to come in for treatment. Please come in at the time that we indicate is available. We have set aside short periods of time during the day to handle emergencies.

We understand that often patients would like to come in after work or school, but since this is not a scheduled appointment, we must work you into the schedule at a time when it will be less disruptive to the patients who have scheduled appointments on that day.

3. Please be patient - we are working you in and you might have to wait.

Important reminders

Please notify us immediately if any insurance changes occur.
Patients are responsible for all charges; insurances are billed as a courtesy.
Please follow your insurance guidelines closely.
Notify us of changes in your contact information.