

WELCOME TO THE PRACTICE OF DR. JASON ANNAN, DDS

Thank you for entrusting us with your dental needs. Our goal is to provide you with quality care in a friendly, comfortable atmosphere. This information is designed to guide you through the rapidly changing world of dentistry and insurance plans. **Please read carefully and sign at the bottom of the page indicating your understanding of our policies and procedures.**

General Office Policies

We believe your time is as valuable as ours. We do not overbook patients except in cases of emergencies and do our best to stay on schedule to avoid any delays to you. Please assist us in our efforts to stay on time in the following ways. **Please arrive on time for your scheduled appointment.** If you are more than 15 minutes late it may be necessary to reschedule your appointment at a later date.

1. If you are a new patient, please arrive 15 minutes early to allow for time to complete necessary medical and insurance forms. If paperwork was mailed, faxed, or computer downloaded in advance, please bring the completed forms as well as your insurance card and drivers license to the office on the day of your appointment. Enclosed you will find a record release form for you to send to your previous dentist. It is cost effective and diagnostically helpful for you to contact your current dentist and have them send your most current x-rays to our office before your appointment. Our receptionists are required to keep patient demographic information up to date. Please understand that we may ask you for any changes of address or phone number on subsequent visits. This information helps us to better serve you.

2. Please realize that it is each individual's responsibility to keep track of appointments made. If you need to cancel an appointment, please give us 24 hours notice so that we may schedule another patient in the time slot reserved for you. On occasion you may not receive a reminder call, however, please realize it is each individual's responsibility to keep track of appointments made. **Missing scheduled appointments creates problems for the office and for other patients that maybe waiting for an available appointment time.**

Our office hours are Monday and Wednesday, 8:00 - 5:00, and Tuesday and Thursday 8:00-6:00. We are open the first Friday of every month from 8:00 – 3:00. Emergency appointments can usually be scheduled within a few hours of your call.

Insurance

As a courtesy to you, we will bill your insurance company. You will be responsible for the difference. **Payment, self-pay and deductibles are due at time of service.** It is the Ultimate responsibility of the patient to understand his/her insurance coverage. Insurance policies may change and carriers do not always give us correct or consistent information. ***In the event of denials, delayed insurance payments, or non-covered services, the patient is responsible for all services rendered after 30 days.***

We thank you for understanding our financial policies. Our goal is to make your visit with us pleasant and professional. If you have any questions, please feel free to ask our staff for assistance. Thank you for choosing us for your dental care.

Patient/Parent/Guardian

Date

We accept Cash, Check, Visa, Mastercard, American Express and Discover