



**Appointments:**

Patients are seen by appointment. Your scheduled appointment time has been reserved specifically for you. We kindly request a 24 hour notice if you need to cancel your appointment. A fee of \$50 will be charged to appointments cancelled within 24 hours of the scheduled time.

**Office Visits:**

Despite careful scheduling, emergencies can cause delays. We try very hard to stay on time. If your appointment time is affected due to an unforeseen emergency, we'll try to notify you. We know that your time is valuable, too. You will receive the same quality dental care no matter how our schedule is running.

**Fees & Payment Options:**

We base our fees on quality, expertise, time, and service. We ask you to pay at each visit, unless other arrangements have been made in advance of your appointment. To make payment more convenient for you, we accept personal checks, debit cards, and all major credit cards.

**Dental Insurance Policies:**

We participate with many dental insurance companies. While your dental insurance policy is an agreement between you and your insurance company, we will be happy to assist you in preparing and sending the necessary claim forms to most insurances. Please remember that no insurance company attempts to cover all dental costs. Because dental insurances vary greatly, we can only estimate your coverage in good faith, but cannot guarantee coverage due to the complexity of insurance contracts. The best way for you to know what your individual insurance may cover is for you to personally contact your insurance company. Payment to our office remains your responsibility, regardless of how much your insurance does or does not pay. As a service to our patients, we will bill insurance companies for services and allow them 45 days to render payment. After 45 days, you are responsible for the entire balance, paid in full.

*I have read and agree to abide by the policies set forth by Galleria Dental of Alexandria.*

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**Patient's Signature**

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**Date**

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**Patient's Printed Name**