

# GLENSIDE DENTAL'S OFFICE POLICIES

***Broken Appointments:*** Glenside Dental requires at least 24 hours' notice to cancel or change an appointment during the week and at least 48 hours' notice to change or cancel a weekend appointment. If proper notice is not provided the failure to present at the time of a scheduled appointment will be recorded in the patient's file and ***the patient's account will be charged a \$50.00 broken appointment fee.***

***This charge must be paid prior to the patient's next scheduled appointment.***

Saturday and Sunday appointments are very desirable for patients at Glenside Dental, if a patient fails present at their appointment time for a weekend appointment, in addition to the \$50.00 broken appointment fee the patient will no longer be able to schedule any appointments on the weekend. ***If more than 3 appointments are broken future appointment privileges may be revoked and the patient may be dismissed.***

***Financial Policy:*** Glenside Dental accepts all major credit cards, debit cards, and money orders. ***Glenside Dental does NOT accept personal checks.***

***All payments are due at the time of service.***

Glenside dental does ***NOT*** participate in payment plans unless a patient's charges are over \$600.

If a patient has a charge over \$600 and would like to arrange a payment plan the patient must put at least half of the total amount down and arrange for an automatic payment to come out each month on the 31<sup>st</sup> of each month for up to 6 months until the remaining balance is paid off. If the balance remains unpaid at 90 days past due, the balance will be forwarded to our collection agency where collection fees and daily interest will be accrued. ***The patient will NOT BE SEEN until this is paid off.***

***\*\*These office policies are subject to change at any time. Glenside Dental reserves the right to dismiss any patient, at any time, without notice for any reason. \*\****