



OFFICE POLICY

We would like to make your visits as pleasant, comfortable and convenient as possible. The following will explain to you our procedures and policies, which have been established so that we may serve you as a promptly and efficiently as possible.

APPOINTMENTS

The doctors and staff at Forest Hills, will make every effort to begin treatment at your appointed time; however, dental emergencies do occur frequently. When this happens, we ask for your understanding. If this causes problems with your schedule, please feel free to reschedule your appointment. If you find that you cannot keep your appointment, kindly give us at least 24 hours' notice (1 full business day). **A fee will be charged to any patient who fails to give 24 hours' notice or fails to show for an appointment.** For safety reasons, we ask that only the patient be allowed in the operatory while work is being completed. Parents will be asked to come back for exams on children.

INITIAL VISIT

Unless you have an emergency, your first appointment will be a thorough examination, including appropriate x-rays. A summary (**estimate**) of services to be rendered and the cost of the completed treatment will be given to your prior to the start of any further dental treatment.

CHILDREN

We are happy to treat children of any age. We recommend that a child have his/her first dental examination between his/her third and fourth birthdays. We do not initiate dental treatment on your child's first visit unless he/she is experiencing discomfort. We may also need to refer your child to a pediatric dentist. Children must be accompanied by an adult at all times while in the reception area. **Please accompany all children (up to the age of 18) for their initial dental visit, as your consent is needed before any treatment can begin.** The parent or guardian who brings the child for the visit is responsible for payment independent of what a divorce decree may state. Reimbursement must be made between the divorce parties. **We can NOT intervene.**

I have read and understand these policies:

Patient Name

Signature of Patient/Guardian

Date