

North Brunswick Family Dental and Orthodontics

Patient Office Policy Summary

Welcome to North Brunswick Family Dental and Orthodontics! We are committed to providing excellent care in a respectful and efficient environment. Please review our office policies below. By signing, you acknowledge understanding and agreement.

Appointments & Cancellations

- Please arrive on time for your scheduled appointment.
- Notify us at least 48 hours in advance if you need to cancel or reschedule.
- Missed or late appointments without notice may result in a \$50 fee per half-hour of reserved time.
- Repeated no-shows may result in limited scheduling options.
- Deposits are required for new patients and select treatments. Deposits will be applied to your balance or refunded upon arrival if no copay is due.

Financial Policy

- Payment is due at the time of service unless prior arrangements are made.
 - We accept cash, checks, debit/credit cards. A 3% surcharge may apply for credit card payments.
 - All payments are due at the time of service.
 - Accounts more than 30 days past due may incur a 2% monthly interest fee and may be sent to collections.
- Patients are responsible for any additional collection or legal fees.

Insurance

- As a courtesy, we submit dental claims up to two times per claim.
- If insurance does not pay within 45 days, the balance becomes your responsibility.
- Patients must understand their coverage and pay their portion at the time of service.
- If benefits are denied, appeals must be handled directly by the patient.

Records

- Records may be requested after any outstanding balances are cleared.
- Records provided electronically are free of charge.
- Records provided in physical copy are subject to a \$25 duplication fee.
- Complimentary consultation records (for example, free x-rays) will not be shared.

I have read and understand the above office policies.

Patient Name: _____

Signature: _____ Date: _____