



BETH C. DUNSMOOR, DDS, PA
2771 NC HWY 55
CARY, NC 27519

OFFICE POLICIES

We are pleased to have been chosen to provide your dental healthcare! We welcome you to our practice! Please review our office policies below:

1. **Financial Policy:** Full payment for the first visit is required at the time of service and may not be paid by check. We will accept insurance assignment for subsequent visits, with your copayment and/or deductible payment due at the time of service. We will bill you for any difference between the amount paid and the insurance allowance once we receive the insurance payment. Payment at the time of service is required for uninsured patients.
2. **Account Responsibility:** Our agreement to services is with you, not your insurance company. We will do our best to maximize your insurance benefits, but it will remain your responsibility to pay any charges not covered by your insurance carrier. We will file with your primary insurance carrier for each visit after the initial, with assignment of payment made to our office.
3. **Methods of Payment:** We accept MasterCard, Visa, Discover, Checks (after the initial visit), Debit Cards and Care Credit services. A \$35.00 Service Fee will be charged for all returned checks.
4. **Late Fees:** After 45 days, unpaid accounts will accrue a late fee of 1.5% per month.
5. **Children's Appointments:** Any patients under the age of 18 must be accompanied by an adult for their scheduled visits.
6. **Children in the office:** Adult patients who have scheduled appointments are requested not to bring minor children with them. We want to be able to give our patients excellent care, which is difficult with a young child in attendance. Our front office staff cannot be responsible for children while a parent is having a visit at our office.
7. **Missed Appointments:** We require a 24-hour notice for cancellation of an appointment. For missed appointments scheduled with the hygienist there will be a \$50 charge and with Dr. Dunsmoor, there will be a \$100 charge. We do not over-book our appointment times so the time set aside for each patient is very important to both our staff and our patients.
8. **Late Arrivals:** Arriving more than 15 minutes late for an appointment may require that we reschedule you for another day. We will attempt to work-in late patients, but also need to stay on schedule for our subsequent patients.

Please let us know if you have questions about our office policies, we are happy to provide you with any additional information!

By my signature below, I acknowledge that I have read and understand the policies outlined and accept financial responsibility for my account.

Signature of Account Guarantor: _____ Date _____

Print Patient Name: _____ DOB _____

Staff Witness: _____