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WELCOME TO OUR PRACTICE!

Our team is delighted to welcome you to our practice and we are all pleased that you have chosen us to serve your dental needs. You will find that Swords and Phelps Dentistry offers patients the type of personal attention they desire and deserve. We are dedicated to providing every patient with the highest level of quality care. Our team takes pride in our dedication to our patients and we want you to feel right at home with us. Our goal is to help you feel and look your best through excellent dental care.

YOUR PERSONAL APPOINTMENT TIME

An appointment in our office is considered a confirmed appointment at the time the appointment is made. Our time, just like your time, is very important and our staff does not wish to have you miss any appointments. Your reserved appointment means that our doctor(s), treatment room with instruments set up for you, and the entire staff has been allocated for your dental treatment. We do, as a courtesy, call you 2-3 days prior to your appointment and remind you of the date and time of your upcoming appointment. You will be given an appointment card and it is then your responsibility to remember and keep your appointment. Our office reserves the right to charge for any broken appointments. By keeping your appointments or giving us at least a forty-eight (48) hour notice it will eliminate the need for us to charge a broken appointment fee. Thank you for your commitment to us.

FINANCIAL AGREEMENT

The patient (guardian) agrees to be and hereby is fully responsible for total payment of procedures performed in this office including any amounts not covered by any dental insurance or prepayment program that the patient may have. It is our office policy to request payment at the time of your visit. We will file any insurance that you may have. Upon confirmation of your insurance eligibility and list of benefits, you will be allowed to pay only your estimated co-payment and deductible, so long as your insurance will allow you to assign benefits to this office. However, private insurance is a contract between you and your insurance company. We will not become involved in disputes between you and your insurance company regarding deductibles, co-payments, covered charges, secondary insurance, "usual and customary" charges, etc. other than to supply pertinent factual information as necessary. If your account balance is not paid within 90 days of the monthly billing date, an interest fee of 1.5% on the balance then unpaid and owed will be assessed each month as allowed by law.

NOTE: All rights of exemption are waived and a signature below equals agreement to pay all cost of collection, including attorney's fees.

Our office is HIPPA compliant and your signature below indicates you have reviewed a copy of the Swords & Phelps Dentistry Notice of Privacy Practices, as well as the above provided information.

Signature of Patient (Guardian) _____

Date _____