



## Commonwealth Dentistry Office Policies & Practices

Welcome to our practice! We would like to thank you for choosing us to meet your dental needs. We have a friendly staff who are here to help you in anyway we can. We provide a wide range of services including cosmetic dentistry, bonding, veneers, fillings, crowns, bridges, dentures, partials, whitening, tooth removal and associated surgeries, dental implant placement and restoration and others. We also offer conscious sedation and nitrous oxide sedation for those patients who are anxious about their dental care. The comfort and quality of your care and experience is paramount to our team. Please take a moment to review the following policies and share your communication preferences with us.

We will file insurance claims for most any insurance company. As a courtesy to our patients, we will estimate patients co-payments which will be due at the time of your dental visit. While we take time and care to estimate your policy's coverage and benefits, it is ultimately your responsibility to pay for any service(s) not covered by insurance and know the details of your specific policy.

Initial \_\_\_\_\_

There is a broken appointment fee of \$20 per 15 minutes for any appointment that is not canceled within 24 hours. We do understand when emergencies arise.

Initial \_\_\_\_\_

We accept cash, checks, Mastercard, VISA, Discover, American Express and Care Credit. Payments may be made online by visiting our website [www.commonwealth-dentistry.com](http://www.commonwealth-dentistry.com). We also work with our patients for in house payment arrangements, however, these arrangements must be made before treatment is rendered.

Initial \_\_\_\_\_

How would you like to be notified for appointments (check all that apply):

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

---

Patient's Name

Date

---

Patient's (or Legal Guardian's) Signature

Date