

**PLEASE READ AND SIGN**

**OFFICE POLICY AND PHILOSOPHY**

Welcome to the office of Dr. Eric Batterton and Staff! We are glad you are here! We want to work with you to find the best solutions to your dental needs. We also want you to feel as comfortable as possible, so please let us know what we can do to put you at ease.

Your time is important to us, and we will try to be as punctual as possible. We need your help in this, so please try to arrive at your appointed time.

If you should have a dental emergency we take pride in taking care of you as soon as possible and we will make time to see you the same day of your call when you need us.

**So that we may help others in need of urgent care, please give us 2 business days notice if you are unable to make your appointment.** This is very important so we do reserve the right to charge a **\$50.00 fee** for appointments missed without this notice.

**Payment is due at the time of service.** This includes the portion of the bill for treatment that the insurance company is not expected to pay. In the event that we need to send a bill to you, please pay it promptly or contact us if you need help. All accounts that are not paid in full within 60 days of treatment or insurance reimbursement will have a 1.6% monthly finance charge added.

If you need to make payments on your account we offer plans through Care Credit, which is like a credit card especially designed for your healthcare needs. You can apply before, during or after treatment. We have applications at the front desk or you can apply online at [www.carecredit.com](http://www.carecredit.com).

One last thing we would like you to keep in mind: Dental Insurance Benefits are negotiated between your employer and the insurance company. Therefore, benefits can vary tremendously and **we can only estimate individual coverage**. For larger procedures we can mail or electronically send in a request to your insurance company so that they will tell us how much they will cover. We can also help by going over your policy with you.

Thank you for taking the time to read this, and do not hesitate to ask us any questions.

Sincerely,  
Eric Batterton, D.D.S and Staff

Date: \_\_\_\_\_

Please Sign: \_\_\_\_\_