

JOSEPH C. STYGER D.D.S., INC.

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OFFICE POLICY

1 – MISSED APPOINTMENT

Because of the high costs of providing quality health care, missed appointments result in higher costs to everyone. We ask that you let us know as far as possible in advance if you cannot make it to an appointment. **Appointments not cancelled at least 48 hours in advance will be considered broken appointments.** We certainly understand that things happen and an appointment can be missed or forgotten. **However, we reserve the right to charge \$150.00 for the second broken appointment.**

2- PAYMENTS AND INSURANCES

Payments for services are expected on the day that the services are provided, unless otherwise arranged. When insurance is involved, the expected patient's portion is expected at the time of service. Note that your insurance is an arrangement between you and your insurance carrier and possibly, your employer. **Our only involvement with your insurance is to try to help you with estimating your benefits and costs, and billing them for you.** We cannot guarantee what your insurance will pay. In fact, we have increasingly found that the information we get from insurance companies over the phone is not accurate. It is a frustrating problem for you and us. You, as the patient, are responsible for the total cost of your treatment. **If total payment is not received within 90 days, the outstanding balance becomes your responsibility.** We are happy to provide you with an estimate of our actual charges for the services that you may need.

WE APPRECIATE YOUR UNDERSTANDING AND COOPERATION

I have read and agree to these policies.

Name _____ Signature _____ Date _____