

The Dental Spa
12516/12351 Dillingham Square
Lake Ridge, VA 22192
(703) 580-1443 / (703) 580-8288
Fax (703) 590-2382

OFFICE POLICIES

The following are the office policies for The Dental Spa. If you have any questions, please do not hesitate to ask the Spa Coordinators. A copy of our policies is available to you upon request.

INSURANCE

We accept most major dental insurances. As a courtesy to our patients, we will file claims with your *primary* insurance company only. If at any time your insurance changes, please let us know *prior* to your dental appointment.

PAYMENTS

Payments are expected when services are rendered. A *deposit* is due upon scheduling your next appointment. A deposit of \$50 is due for minor restorative and periodontal treatment, \$100 for major restorative, periodontal and endodontic treatment, and 1/3 deposit of total patient cost for implants, bridges, lumineers, ortho, and dentures. ***This is not optional.*** The deposit will be used toward your deductible and copayment. However, a 24 hour notice is required for cancellation of appointments. If this is not honored, the deposit will be used toward the Cancellation/No Show Fee. For any questions or concerns, please see our Office Manager.

Financing is available. Financing arrangements should be made *prior* to your dental appointment. If you are interested in applying for financing, please feel free to inquire at our front desk. The following are methods of accepted payments: Visa, MasterCard, American Express, Cash, Checks or Care Credit.

CANCELLING APPOINTMENTS

A 24 HOUR NOTICE IS REQUIRED FOR CANCELLATION OF APPOINTMENTS. Scheduled appointments are the responsibility of the patient to honor. There will be a \$25.00 penalty per ½ hour for appointments cancelled without at least a 24 hour notice. This fee is charged to the patient, not the insurance company.

Patient Signature

Date