

# Office Policies

## OFFICE HOURS:

Our usual office hours are Monday 10:00 - 6:00, Tuesday and Wednesday 8:00 - 5:00, and Thursday 12:00 - 6:00. We typically do not see patients on Fridays.

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## LOCATION:

Our address is 8120 S. Holly St. #208 Centennial, CO 80122. Our website [www.argylefamilydental.com](http://www.argylefamilydental.com)  
Phone: 303-770-2254. Fax: 303-770-2285 E-mail: [info@argylefamilydental.com](mailto:info@argylefamilydental.com)

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## OUR FINANCIAL/ INSURANCE POLICY:

It is your responsibility to know your insurance plan and your benefits. There are too many insurance plans for us to know each one. You may request any work be preauthorized with your insurance company for a better estimate. We will bill your insurance company directly if you have provided us with all the necessary information to do so. Please understand the agreement of the insurance carrier to pay for dental care is a contract between you, your employer, and the carrier. There may be limitations and exclusions to coverage. The patient portion is set by the insurance company. It is ultimately your responsibility to see that your bill is paid in full.

All co-pays and deductibles are due the day of treatment. If your deductible has not been met at the time of your appointment, **we will collect a portion.**

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## LATE ARRIVALS, NO SHOW AND CANCELLATIONS

Our providers do their best to run on time. We require you to check in 15 minutes early for all appointments. If you are 10 minutes or more late, you may be rescheduled. All cancellations should be made no less than 48 hours prior to your appointment, please do not leave messages on the weekends for cancellations. For emergencies, we do have an after-hours answering service which you can reach by calling our main office number. Office appointments which are canceled with less than 48 hours notification may be subject to a cancellation fee of \$2 per minute reserved for your visit. Repeat problems with making your appointment time may require a non-refundable deposit to reserve time for you.

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INHERENT RISKS OF DENTISTRY

All procedures carry some risk. This may include, but is not limited to, the need for additional procedures such as redoing previous work, root canals, crowns, possible loss of a tooth or implant, infection, pain, numbness, and swelling. Damage may also occur to adjacent teeth, fillings, or tissues. Please let us know if you've had any allergic reactions or adverse reactions in the past. No dentistry will last forever, and you should expect to replace your dentures, fillings, crowns, and even implants, at some point. Please ask your doctor if you have any questions. We are here to help you understand exactly what is being done, why it is recommended, and what the outcomes may be.

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NOTICE OF PRIVACY PRACTICES

I have read, understand, and agree to the guidelines noted in the Notice of Privacy Practices. The full text of the Privacy Practices are available in the office at any time, and also at the bottom of our website at [www.argylefamilydental.com](http://www.argylefamilydental.com).

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By signing below, I understand and agree to the Office Policies

Patient or patient representative name \*                      Date \*                      Signature

First Name                      Last Name                      Month    Day                      Year