**Financial Policy**

Please be aware that the professional fees are due on a day services are being rendered. We use Ontario Dental Association fee guide as a standard/guideline for all the dental procedures. Patients are fully responsible for the entire treatment amount. It is simply a contract between the Insurance Company and the Employer that determines what benefits can be paid towards dental treatment. There are literally thousands of different plans, and while we can often inquire on your behalf, it is ultimately your responsibility to know the terms of the contract – your benefits coordinator would be the ideal person to contact if you are unsure of the details. Any amount that is not being covered by your Insurance Company is the patient’s responsibility to pay. We will need to keep a major credit card on file, which will only be used in a situation where there is a complication with your coverage. However we will notify you before we process the credit card for which ever reason.

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Initial

**Cancellation Policy**

Your appointment is a time reserved for you. It is your responsibility to record this time for future reference. As a courtesy, we will remind you of your appointment by phone as the date approaches. We kindly ask 2 business days notice prior to your appointment to change or cancel an appointment. Any Late notice or missed appointments may be subject to a minimum $60 charge. I have read and understood this financial policy and aware of my responsibility for payments the day services are provided.

____________________________________      ___________________________________
Signature                                  Date