

Jeff Beasley D.M.D.
Family Dentistry
Policy
Effective 2007

1. Co-pays

- a. Insurance co-pays are due at the time of check-out.
- b. If you can not pay your co-pay, we will be happy to reschedule your appointment.
- c. Deductibles and patient responsibility amounts that are not paid will result in the patient being requested to pay for the next visit ahead of seeing the doctor.
- d. We no longer accept Medicaid as a secondary insurance.

2. Forms of payment

- a. We accept cash, credit cards, checks, money orders, care credit.

3. Cancellations & No Shows

- a. It is a courtesy to cancel an appointment which you can not keep. This allows the doctor to schedule another patient in the time he had reserved for you.
- b. Cancellations must be called to our office 24-hours ahead of your appointment time to be considered as a true cancellation. Anything else is considered a broken appointment.
- c. If you are more then 15 minutes late for your appointment time , it will be counted as a broken appointment.
- d. A second broken appointment, you risk being dismissed from the practice.

4. Paperwork

- a. An appointment is required for the completion of patient forms.
- b. We formally update our patient records every two years. We ask for your cooperation when presented with update paperwork at the front desk.
- c. all patients are required to bring the correct insurance card and information.

5. Minors

- a. If both the mother and the father have insurance coverage on a child, the primary insurance is considered the parent who has the earlier birth month and day (not year.)
- b. If the birth parents are divorced, responsibility for payment of the visit belongs to the parent who brought the child to the office visit.
- c. No patient under the age of 16 is to be left without a guardian while undergoing treatment.

Please turn off your cell phone while in treatment area
No eating in waiting area