

DRUSKOVICH DENTAL, P.C.  
45140 M-51 WEST  
DECATUR, MI 49045  
269-423-7866

OFFICE POLICIES

1. All patients are to have a scheduled appointment. No walk-in appointments.
2. To avoid a broken appointment charge, 24 hour notice is required for all cancellations. A \$30.00 fee will be charged for all missed appointments.
3. Patients are expected to arrive exactly at the time of their appointment. Patients who arrive after 1/3 of the appointment time has elapsed will not be seen at that time and will be responsible for a late cancellations charge before another appointment is made.
4. Full payment is expected at the time of service.
5. Insurance: We will gladly bill your insurance company. Payment of your estimated portion is expected at time of service.
6. We accept payment in for the form of cash, check, Visa or MasterCard.
7. There is a \$15.00 charge for a returned check.
8. For their protection, please make sure small children in the waiting room are attended at all times.
9. New patients are required to have an initial exam and a full series of x-rays at their first visit. Cleaning and restorations will be scheduled at a later date.
10. Emergency time is normally kept open 4 days a week at 12:00 noon. Patients who have kept up on cleanings and exams will be offered next available emergency time. Patients who have neglected cleanings and exams are not guaranteed emergency time and will be given the next available appointment.
11. Patients who have missed three (3) appointments or cancelled without giving 24 hr. notice in a period of three years may be dismissed from our practice.
12. Patients that are sent to a collection agency will be dismissed from our practice.

These policies will help keep the office running efficiently.  
Dr. Carl & Staff

Signed \_\_\_\_\_ Date \_\_\_\_\_