

Dr. Michael J. Hansen, D.D.S.

Office Policies

We require a **24-hour notice of cancellation** if you are unable to make your scheduled appointment. After missing the second appointment, without notice, your account will be charged a \$35.00 service fee.

If you are a new patient with no dental insurance, we require payment the day of your visit. If you pay by cash or check, or are a senior citizen(age 62 or older), we will provide you with a **5% discount**.

If you are a patient with dental insurance, we will submit your visit to your insurance company for you and bill you for the remaining balance after your insurance has paid. If you require any major services (crowns, bridges, dentures,extractions, root canals), we will require half of the patient portion when the work is started.

Our billing cycle for patients is every thirty days. After 90 days, the remaining unpaid balance will start accruing interest on your account.

If your bill has been outstanding for more than 90 days, we will not schedule any future appointments until your bill is paid in full.

We accept major credit cards as well as flex spending debit cards.

SIGNATURE: _____

DATE: _____