

Prime Dental Group
1752 S. Victoria Ave #200
Ventura, CA 93003

OFFICE POLICY

It is the desire of Dr. Lee and the dental team of Prime Dental Group to provide dental education and dental care of the highest quality. It is the policy of our office to help create and maintain healthy patients. Maintaining oral health is necessary in order to maintain total health.

We ask only a few things of our patients:

1. Our patients show up **ON TIME** for their appointments.
2. Our patients visit us **EVERY 3 to 6 MONTHS** for their maintenance visits.
3. All Financial Agreements are kept.
4. If our patients are unable to make their appointment we ask that they call at least **48 hours** in advanced to reschedule, If not there could be a **\$50.00** fee charged to the patient.
5. For larger treatment visits, please call **one week** in advance to reschedule and avoid a forfeit or charge of **\$250.00** or **20%** of your deposit, whichever is larger.

FINANCIAL POLICY

Office policy is that all accounts are paid in full at time of service unless prior arrangements have been made. Any account extended over **60 days** will have a **\$5.00** or **1.5%** service charge assessed to the balance of your account each month whichever is greater. Legal action may be taken on any account over **90 days** without payment. The patient is also responsible for any balance that the insurance does not cover.

I HAVE READ THE ABOVE POLICY AND ACCEPT FULL FINANCIAL RESPONSIBILITY

(Patient or Guardian Signature)

Date