

Chris Hartung, DDS
1819 E. Innes Street
Salisbury, NC 28144

Office Policies

Welcome to our practice! Thank you for choosing us to meet your dental needs!

APPOINTMENTS:

Our office operates by appointment only. We feel that an appointment is a reservation of our time as well as yours. Unfortunately, if you are more than 15 minutes late, your appointment may need to be rescheduled. Please keep in mind that unforeseen dental emergencies may cause us to occasionally run behind. If this happens, please let us know if rescheduling your appointment would be more beneficial to you than waiting.

FEES:

All fees are due at the time service. We do not accept payment plans. We are happy to file your insurance, however, all deductibles and estimated amounts not covered by your insurance are due at the time of service.

INSURANCE:

As the insured member, you are responsible for all amounts not covered by your insurance. Please inform us of any changes related to your insurance as soon as possible.

BILLING AND PAYMENT:

Our office accepts cash, personal check, Visa, MasterCard, Discover, American Express and Care Credit. There will be a \$25.00 service charge on all returned checks. Billing statements will be sent monthly for those accounts with balances due. In the event that your account becomes delinquent, it will be turned over to collections and a collection fee of 20% will be added.

CANCELLATIONS AND BROKEN APPOINTMENTS:

We require 24 hour notice for all canceled appointments . A late cancellation or no show fee of \$25.00 will be added to your account for each broken appointment.

Signature

Date