

LISA A. BLOCK, D.M.D., M.S.

*Dentistry for Children and Adolescents*

3519 56<sup>th</sup> ST NW, SUITE 140

GIG HARBOR, WA 98335

(253) 858-8581

FAX: (253) 858-2189

## GUIDELINES AND POLICIES FOR PATIENTS INSURED BY DSHS

In order to continue to provide the very finest dental care for our patients insured by DSHS, this office has established the following guidelines and policies:

- **APPOINTMENT CANCELLATION AND/OR RESCHEDULING:**

Please call at least 24 hours in advance to reschedule or cancel your child's appointment. Those patients who fail to give proper notice will be **charged a \$25.00 cancellation fee.**

- **PROOF OF INSURANCE COVERAGE:**

Please bring a current Medical Coupon to verify proof of insurance for your child. Those patients without a medical coupon for the current month cannot be seen.

- **FAILURE TO KEEP APPOINTMENTS:**

Those patients who fail to keep their appointment (no show), **will not be rescheduled** and your file will be inactivated.

I have read and understand the policies and guidelines outlined above.

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