



Dear Valued Patient,

Our staff would like to welcome you and thank you for selecting The Dental Associates of Lyndhurst for your personal dental needs. In the following letter you will find our office policies; please review it carefully and feel free to ask, call, email if any questions arise.

It is our belief that dental treatment can and should be delivered in a totally comfortable manner. We also recognize that your time and money are very important to you. With that in mind, and where treatment is indicated, we hope to restore optimum dental health in as few, well-planned visits as necessary. If you find it impossible to keep a scheduled appointment, please let us know at least twenty-four hours in advance so that another patient may use the time reserved for you. There may be a charge for missed appointments or late cancellations.

Payment is expected on the day of treatment unless other arrangements have been made prior to the appointment. For our patients with dental insurance, we will be more than happy to submit the fees for your treatment to your insurance company on your behalf. However, the financial responsibility for any uncovered treatment remains with you, even though a co-payment may be collected at the time of your appointment. Your insurance policy is a contract between you and your insurance company; we are not a party to that contract. We accept assignment of benefits as a courtesy to our patients. Any claim not paid by your insurance carrier within 60 days will be billed to you, the patient.

If at any time you have questions regarding treatment, fees or services, please feel free to bring them to our attention. We have enclosed, for your convenience, a health history, treatment consent, HIPAA Notice of Privacy Practices and HIPAA acknowledgement. Please complete them as fully and accurately as possible.

We also ask that you bring, or have sent via email or USPS, all X-rays taken by your former dentist. If none are available, we will need to take a complete series of X-rays to accomplish our comprehensive oral examination.

We sincerely appreciate your choosing our office to help you maintain your dental health.

Sincerely,

The Staff at The Dental Associates of Lyndhurst