



Welcome to our practice! We have reserved this time especially for you. Modern dentistry can improve your smile's health and provide long-term, life-enhancing benefits. We use leading-edge technology to achieve excellent esthetic and functional results. Our team of friendly, caring professionals is specially trained in the latest techniques, and we are dedicated to providing services of the highest quality in a comfortable, state-of-the-art environment.

**Please read thoroughly and complete all attached forms. This information will become part of your confidential, medical record with our office.**

**Please present the following at your appointment: (1) current dental insurance information, (2) pertinent dental records AND x-rays from previous dental office, (3) this form (*signed and dated*), and the (4) additional enclosed forms (*signed and dated*).**

*(If receiving these forms by mail or online, please complete these forms PRIOR to your appointment. It is essential that you arrive approximately 10 minutes prior to your appointment time so that we may prepare your chart and as not to inconvenience those patients that follow you. Patients who do not have completed forms when they arrive at our office may be asked to reschedule. New patient appointments can last up to 2 hours for adults and 1 hour for children.)*

#### OFFICE POLICIES

- We ask for the courtesy of 24-hours notice if you cannot keep your appointment. A CANCELLATION FEE will be assessed if an appointment is cancelled with LESS THAN 24-hours notice AND/OR if an appointment is MISSED.
- Please notify our office if you will be running late. Late patients can be seen only at the discretion of our office staff and doctor so as to not inconvenience those patients scheduled to follow.

#### FINANCIAL POLICIES

- We are happy to file PRIMARY insurance claims as a courtesy to our patients. Secondary insurance claims will NOT be accepted as primary insurance co-payments. However, our office can assist you with the necessary information needed to complete the secondary insurance claim.
- **At the time of service**, please note that you are expected to pay any primary insurance co-payment, primary insurance deductible or other "out of pocket" amounts not payable by primary insurance. Service charges of 1½% will be applied to account balances outstanding after 60 days. Balances not satisfied within 90 days will be sent to Nationwide Credit.
- Our office can assist with primary insurance pre-determination(s). A processing fee will be assessed per primary insurance pre-determination.

***The Office Staff of Dr. Eric Duncan, DMD***

PATIENT/GUARDIAN SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_