

AMERIDENT GROUP
6555 E. Telephone Rd. #8
Ventura, CA 93003
(805) 642-2790

OFFICE POLICIES (Revised 10/01/2006)

- 1.) Hours of operation:
Mondays 9am-5pm, Tuesday through Thursday 9am-6pm. First time patients are seen between the hours of 9am-12noon and 2pm-4pm
- 2.) Separate appointments may be required for diagnosis and treatment including prophylaxis (cleanings).
- 3.) Individuals other than the patient being seen are not allowed in the operatory. *Also, kindly turn off cellphones and pagers once seated.*
- 4.) Appointments cancelled or broken without one full business day's notice will be charged up to thirty dollars per 1/2 hour of appointment time. No show fees must be paid in person prior to re-appointing. Patients arriving 10 minutes or more late are subject to being rescheduled.
- 5.) Payment is expected prior to being seated. Acceptable forms of payment are cash, check, Visa, or Mastercard. For treatment plans in excess of \$1000.00 financing is available through the Dental Fee Plan (ask for brochure).
- 6.) If any check is returned due to insufficient funds, there will be an additional charge of \$30.00. Failure to make good on checks returned will result in three times the face value of the check plus collection costs.
- 7.) Our employees will treat all patients with full and complete respect. If a patient chooses to behave in a disrespectful manner, they will be asked to leave and forbidden to return.
- 8.) We reserve the right to refuse service at any time.

PATIENT ACKNOWLEDGEMENT OF NOTICE OF PRIVACY PRACTICES

I hereby acknowledge that I have read and understand the general policies listed above. I also acknowledge that I have reviewed the Notice of Privacy Practices, and that I have been offered a copy of it.

Signed: _____ Date: _____

***Please list below if you would like anyone other than yourself to be able to schedule appointments, ask questions regarding treatment and/or procedures and/or payment for those procedures. We thank you in advance for your assistance in this matter.
