



Sudbury Elite Smiles, PC

p. 978-443-6081

f. 978-440-9425

office@sudburyelite.com

Thank you for choosing Sudbury Elite Smiles for your dental needs. To avoid any misunderstanding, we would like you to be aware of our office hours, financial policies, and cancellation policies.

Hours: Tuesday 10am-8pm ,Wednesday 8am-6pm, Thursday 8am-1pm

Financial Policy:

Patients who carry dental insurance understand that billing of dental insurance is a courtesy we provide to our patients. Please understand that the contract regarding your dental benefits is among you, your employer, and your insurance company. Your obligation to the practice is to pay for treatment, regardless of the amount that may or may not be reimbursed by your insurance company. We will cooperate fully with the regulations and requests of your insurance company that might assist in the claim being paid. Once insurance has paid their share, a statement will be sent to you for any remaining balance and will be due upon receipt.

Patients without Dental Insurance and Payment Options:

We accept the following forms of payment: Cash, check (make out to Sudbury Elite Smiles), Visa, Master card, Discover, and American Express. In addition, we offer care credit, a payment program offering a full range of No Interest and extended payment plan for treatment. Payments will be due at the completion of treatment.

No-Show Cancellation Policy:

We strive to provide quality dental care in a timely manner. We reserve the time slot solely for the patient scheduled. When making an appointment, please keep your schedule information in a place where you will be easily reminded. Our front desk does call/text to confirm an appointment the week before it is scheduled.

At the same time, we do understand unforeseeable events may arise. If you need to cancel or reschedule your appointment, please inform the office at least 48 hours ahead of time. This will enable other patients the urgent dental requests to fill the spot. You will be charged \$50 for a missed appointment and may be dismissed from the practice after 3 missed appointments. Again, a missed appointment is when you simply do not show up for your scheduled visit without 48-hour notice.

We thank you for working with us to ensure that services are provided to all our patients in the best manner possible.

I have read and understand the policies of the practice and agree to the terms as stated.

Patient or Guardian Signature

Date