



BLACK DIAMOND

— *Dentistry* —

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WELCOME TO DR. SIPES' OFFICE!

Thank you for trusting us with your dental care needs. Dr. Sipes, and our staff have a commitment to bring you the best service and dental treatment possible. In order to make your entry into our practice smooth and efficient, we request that you read this letter outlining policies and some common questions with regard to our practice.

FINANCIAL: We are providers for most major insurance companies and are happy to bill them for our services on your behalf. Your portion will be due at the time of your appointment. We will do our best to give you an estimate of your portion due.

APPOINTMENTS: We request that new patients come at least 15 minutes early for completion of all necessary paperwork. Our staff tries very hard to keep on schedule, and your help in this is greatly appreciated. We have a short notice and broken appointment policy. We need 48 hours notice of cancelling or rescheduling appointments. For a Monday appointment, notice on Thursday would be sufficient. A fee of \$45 will be charged to your account if this policy is continually broken.

It is important that we have the correct phone numbers, address, and insurance information at all times. This is our only means of contacting you, processing insurance, and billing.

We look forward to a long and healthy association.

Sincerely,

Dr. Sipes and his staff