

Kenneth Dupree, D.M.D
Master Academy of General Dentistry
2390 Country Hills Drive, Suite #105
Antioch, CA 94509-7437
(925) 755-1100

OFFICE POLICY

Scheduling of appointments –

We have reserved what we feel is the appropriate time necessary to complete your treatment at each appointment. In the event that you are unable to keep your scheduled appointment, a twenty-four (24) hour notice is appreciated. If the office is not notified, a \$25.00 fee will be charged for each broken appointment.

Insurance –

The submission and acceptance of your insurance is at the discretion of the practice. We accept most insurance, but not all. We are not contracted with any insurance company. We will be provided with non-guaranteed insurance information so all information provided to you regarding your copayment is an estimate and not a guarantee of payment from your insurance. You will be responsible for whatever the insurance company does not cover. Your co-payment or the portion of the fees that is not covered by your insurance will be due at the time services are rendered. If you do not have insurance, full payment is due when services are rendered.

Payment for Services –

To keep our cost down, payment for services will be required when services are rendered. We accept cash, personal checks, MasterCard or VISA. We also work in relationship with Care Credit for long term financing. All returned checks will be accessed with a \$15.00 returned check fee plus the charge from the bank. At the discretion of the practice, we will refer to the District Attorney's Office for legal recovery. A 1-1 ½ % finance charge (18%APR) will be added to accounts in the event that accounts are not paid.

Consent:

I understand the above information and agree to be responsible for dental services provided for me or my dependents at the time of services.

Signature

Date