

Elham Amini, D.D.S., P.C.

General Reconstructive Dentistry

Dear Patients,

Our dental team is happy to welcome you (and your family) to our dental practice. We are pleased that you have chosen us to help care for your oral health. We want you to know that our dental team is committed to providing you with the highest quality of dental treatment, and we will do so in a gentle, efficient, and knowledgeable manner. The first visit to our office will consist of a complete oral examination. We will be taking x-rays and performing any other tests that are needed to make a complete diagnosis of the condition of your mouth, teeth and gums. We will then be able to determine the treatment required.

Our payment policy is:

- Payment is due at the time of treatment by cash, check or credit card. The returned check fee will be \$27.00 per incident, and the amount of the check will be paid in cash or credit card only.
- If using dental insurance, please bring the insurance card to your appointment. If for any reason your dental insurance does not cover the treatment, you will be responsible for the balance.
- If for any reason you do not take care of your portion of the payment in a timely manner, your account will be subject to late charges/interest fees and possibly sent to our attorneys for collection. You will be responsible for all collection costs including but not limited to actual attorneys' fees and interest at the rate of 10% per annum from the date of the invoice plus the balance owed on your account.

Unless an emergency comes up, we will always try to be prompt, and we would appreciate you being prompt as well. If you need to reschedule your appointment, **PLEASE GIVE US 24-HOUR NOTICE TO AVOID INCURRING A BROKEN APPOINTMENT CHARGE.**

Sincerely,

Elham Amini, D.D.S., P.C.
And Staff

Please sign and date below

(Name)

(Date)