



Welcome and thank you for choosing Amicus Dental Centers! We would like to take this opportunity to introduce you to our practice and to offer assistance in making your visit a comfortable one. The initial visit for an adult will take approximately 90 minutes. Please bring a photo ID and any insurance cards with you. The Federal Trade Commission now mandates that all adult patients present a valid photo ID in hopes of preventing identity theft.

New Patient Forms:

We will need a registration form, a medical history and a HIPPA form from you. These forms are enclosed. Please BRING COMPLETED FORMS with you to save time at your initial visit appointment.

Financial Policy:

Amicus Dental Centers will gladly file dental insurance claims for all of your visits to our office. It is not the responsibility of Amicus Dental Centers to know your insurance carrier benefits. If there is a deductible or co-payment due from you, it is expected at the time of service. After 90 days, any portions not paid by your insurance provider become your responsibility. We accept cash, check, debit card, credit card, or CareCredit.

Appointments and Cancellation Policy:

Amicus Dental Centers makes every attempt to schedule your appointments at times that are most convenient for you. We are open at 8:30am every morning and stay open late and we strive to stay on schedule. There may be times when our practice experiences delays because of emergencies or the discovery of a more serious problem that requires immediate attention. Rest assured that we are making every effort to honor your time and give you the attention you need.

Amicus Dental Centers asks that if you cannot keep your appointment time that you give us 24 hour notice of cancellation. In the event of a no show or same day cancellation, a \$25.00 broken appointment fee may be assessed.

Treatment Estimates

Before any treatment is initiated, we consult with our patients to ensure there is full understanding of the need for treatment, the procedure by which treatment will be rendered, and the estimated cost of the treatment. Just as with any health condition, the discovery of a more substantial problem during a procedure can alter the recommended course of action. We will always keep you apprised of any changes necessary, your options in procedure, and how they affect the cost of treatment.

Thank you for choosing Amicus Dental Centersto take care of all your dental health care needs. We strive to be perceptive and sensitive to the feelings of our patients at all times; to be empathetic and sympathetic to their physical and emotional needs. Above all, we strive to give each patient the best quality dental care in every possible respect, constantly updating our knowledge and methodology.

We look forward to being your dentist and your friend.

The Team of Amicus Dental Centers

Cancellation/Missed Appointment Policy

Our goal is to provide quality medical care in a timely manner. In order to do so, we have had to implement an appointment/cancellation policy. This policy enables us to better utilize available appointments for our patients in severe pain needing immediate care.

Cancellation of an Appointment:

In order to be respectful of the medical needs of other patients, please be courteous and call the office promptly if you are unable to attend an appointment. This time will be reallocated to someone who is in urgent need of treatment. If it is necessary to cancel your scheduled appointment, we require that you call at least 24 hours in advance. Calling early in the day is appreciated. Appointments are in high demand, and your early cancellation will give another person the possibility to have access to timely medical care.

How to Cancel Your Appointment:

To cancel appointments, please call 954-505-3269. If you do not reach the receptionist you may leave a detailed message on the voice mail. If you would like to reschedule your appointment, please be sure to leave us your phone number and let us know the best time to return your call.

No-Show Policy:



A "no-show" is someone who misses an appointment without calling 24 hours in advance to cancel. "No-shows" inconvenience those individuals who need access to medical care in a timely manner, as well as the physician. A failure to show up at the time of a scheduled appointment will be recorded in the patient's chart as a "no-show". The first time there is a "no-show" there will be no charge to the patient. Any additional "noshow" will result in a fee of \$25.00 for regular appointments and \$50.00 for procedures. A credit card authorization form or \$50 deposit will also be required prior to future appointments. If a patient accumulates 3 "No-shows", he or she may be asked to leave the practice.

Cash Only:

If you are uncomfortable using a credit card, following your first "no-show" a \$25.00 cash deposit will be required to schedule future appointments and a \$50.00 cash deposit will be required prior to procedures. This amount will be applied to your bill on the day of the appointment and any remaining balance will be refunded at this time. No checks.

Late Cancellations:

Late cancellations will be considered as a "no-show". Exceptions will only be made in extraordinary circumstances. Cancellations made more than 24 hours in advance of your scheduled appointment time will not be assessed a cancellation fee. I understand this policy and authorize Amicus Dental Centers to assess cancellation and no show fees according to the above outlined policy to the credit card listed below.

Patient (or responsible financial party)	Date	Printed Patient Name
<input type="checkbox"/> 	<input type="checkbox"/> 	/
Credit Card Information	Discovery Number	Expiration