

## Scheduling Policy

Our office follows guidelines which will help us be in control of our schedule and serve our patients better. In order to be able to see our patients in a timely manner and respect their time, we must have a confirmation of your appointment at least 24 hours in advance of the appointment time.

We will call you two days in advance to confirm your appointment. If we are unable to SPEAK DIRECTLY WITH YOU, we will leave a message, either on your voice mail or with a person in your household. However, leaving this message does not constitute a confirmation.

WE MUST SPEAK WITH YOU (or your representative) DIRECTLY to confirm the appointment. Please call us to confirm your appointment, or let us know that you will not be able to make it.

We will make a second attempt to confirm the day before the appointment. If we have not spoken to you or your representative to verify that you are coming, we will cancel the appointment and offer it to another patient who may be waiting to be treated.

In the unforeseen event that the office is running behind, a courtesy call will be made to the patient so they may reschedule their day or, if they desire, to reschedule their appointment should the time change create a problem.

## Financial Policy

All services are due in full at the time of service. We accept checks, cash, debit or credit cards.

While the office does not accept payment plans, one can apply for a line of credit for dental work, such as Care Credit. We can let you know within a few minutes how much you would qualify for using this payment plan.

The office does not accept payment from your insurance company. As a courtesy for our patients, we will file their insurance claim to your insurance company, and they will reimburse you directly.

Your signature below signifies that you understand the above and are in agreement with our scheduling and finance policies.

Thank you for your trust in us.

Ray G. Behm Jr, DDS

\_\_\_\_\_  
Print patient name

\_\_\_\_\_  
Patient signature

\_\_\_\_\_  
date

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