

GATEWAY DENTAL ASSOCIATES OF WAREHAM  
OFFICE POLICY

Welcome to our office, it is our pleasure to serve your dental needs. We are a full functioning dental practice, staffed by 4 Doctors of Dentistry, 3 assistants, as well as 4 hygienists. Please note that your time is important to us. Procedures and appointments are scheduled in time blocks to fit your individual needs. For emergencies after office hours, a doctor can be reached by phone.

- Please have your insurance information available for each visit, and inform us of any changes in your personal or medical data.
- Allow us 48 hour notice of a cancellation.
- If you are late, you may be asked to reschedule your appointment.
- Our appointment policy allows for only 1 failed appointment or 2 cancellations. Should you exceed this limit, you will be subject to a \$75 broken appointment fee or we will not be able to reschedule your appointment.
- In order for you to receive the best care it is mandatory that you meet American Dental Association standards of one re-care appointment every six months including necessary radiographs and exams by the doctor. Patients who have periodontal disease need maintenance appointments every 3 months. We will schedule your re-care appointments before you leave the office.
- We offer a courtesy call 2 days prior to your scheduled appointment. If your phone is blocked or we are unable to leave a message at the number provided to us, you are responsible for your appointment.
- Co payments and deductibles are to be collected at time of visit.

PLEASE NOTE THE FOLLOWING

- Bridges, crowns, partials and implants must be paid either in full at the start date, or ½ at the first appointment and the remaining upon insertion. Bleaching and other cosmetic procedures not covered by insurance must be paid in full on day of visit.