

	<h2>Office X-ray Policy</h2>
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The following policy will be implemented by the Office of Dr. Bernard Sanders:

X-ray films taken with a office promotion/discount are non transferrable. If you require x-rays to be sent to another dentist for additional treatment we will send those by email to **one (1)** dentist of your choice. If you require the x-rays to be sent to additional dentist or for personal use there will be a **\$50** fee for Bitewing films and **\$100** for Full mouth series films. We also must receive written consent to have the x-rays transferred. The consent must include the name, address and email of the dentist/person to whom we are releasing x-rays to.

I agree and will abide by the above policy

PATIENT SIGNATURE

DATE

	<h2>Office Policies And Procedures</h2>
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The following polices will be implemented by the Office of Dr. Bernard Sanders:

EFFECTIVE: JANUARY 1, 2013

1. If you have insurance, we will gladly process you claim however, we request that you pay YOUR ESTIMATED portion BEFORE services are rendered.
2. Sending statements is time consuming and expensive for everyone. There will be a \$5.00 fee assessed to your account if more than two statements need to be sent. All accounts that are six months overdue will be sent to collections.
3. Cancellation of 3 or more appointments or failure to notify the office 24 hours before your scheduled appointment will result in a \$25.00 charge to your account.
4. There will be a \$50.00 deposit for all ROOT CANALS, CROWNS, BRIDGE AND DENTURE appointments.
5. Patients more than 20 minutes late will have to be rescheduled. Please call as soon as possible to check for availability.

I agree and will abide by the above policies and procedures

PATIENT SIGNATURE

DATE