

OFFICE POLICY

Welcome to Dr. Saleems' dental practice! Our office strives to provide each one of our patients with the best dental care possible! Our office policy asks that you provide at least 24hrs notice for all cancelled appointments.

- **There is a \$ 65.00 fee for all broken appointments.**
- **If you are a Medicaid patient with a broken appointment, you will be DISMISSED from the practice. Patient Initials (_____).**

• **Any patient transferring from another dental office, Dr. Saleem WILL NOT continue any treatment that was begun by another provider (Crown, Bridge, Root Canal, Dentures). If procedure is in process, you must complete it with the provider that initially began. If returning to the previous provider is not an option for you, please CONTACT YOUR INSURANCE.**

- **If any X-Rays' were taken at your previous dentist, please have them transferred to our office BEFORE any restorative treatment can begin. This is the responsibility of the patient.**
- **If a patient refuses to have diagnostic X-Rays, they cannot be seen.**
- **All major services will require a prior authorization from your insurance company. For Medicaid patients, you may be limited to covered services. We ask that all patients contact their insurance with any questions.**

- **CELL PHONE, VIDEO, AND PHOTOS ARE NOT ALLOWED DUE TO HIPAA PRIVACY PRACTICES**

Sign _____ Date _____
(Patient Signature)

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