

Cheryl Atiga, DDS Inc.

Soft-Touch Dentistry

25395 Hancock Ave. Suite 220
Murrieta, CA 92562

Office Policy

Please review the following policies and sign at the bottom. If you any questions or concerns about our policies, fees, or what your responsibility is, please feel free to ask.

- All patients must completely fill out our "Patient Information" and "Health History" forms before seeing Dr. Atiga.
- Financial Policy: Full payment is due 1 week before services are rendered. (Unless other arrangements have been made in advance. Example: Insurance billing) We accept CASH, CHECKS, VISA, MASTERCARD, DISCOVER, CHECK DEBIT CARDS, CARE CREDIT, AND CITI HEALTH CARD.
- All patients are responsible for paying their portion of the fees one week before services are rendered.
- Monthly payment: Available O.A.C. through Care Credit and Citi Health Card. More information is available upon request.
- All patients are responsible for their accounts regardless of insurance.
- Minor: The adult (parent or guardian) completing the forms and bringing the child to their appointment, is responsible for the payment of the account for that child, regardless of insurance.
- Missed appointments: We ask for a courtesy of 48 hours notice be given when changing an appointment date. A broken appointment charge may apply if adequate notice is not given.
- Senior courtesy offered.
- Composite Resin Filling Disclosure- Dr. Atiga uses composite (tooth colored) resin material instead of the amalgam (silver) filling material. Depending on your insurance policy, you may be responsible for the difference in fees. Should you have any questions please feel free to ask.

Regarding Insurance

Insurance is designed to help pay for part of the cost of dental treatment. Some insurances offer 100% coverage for preventative cleanings, but for the most part, it is only partial coverage for treatment. Our office does accept assignment to have the insurance payment paid directly to us for the service we provide you, however, we will estimate the amount that the insurance may not pay and that is the amount payable by you before the treatment is rendered. After the insurance payment is received, you will be notified if a balance still exists. **KEEP IN MIND THAT NO INSURANCE IS EXACT. THE TOTAL AMOUNT OF THE TREATMENT, REGARDLESS OF INSURANCE, IS THE PATIENT'S RESPONSIBILITY.**

Thank you. Please let us know if there are any questions regarding the above. We're happy to help!

Patient/ Guardian's Signature

Date

Print Patient's Name