



Office Policies

Cancellation: The appointments are reserved time for you only. A minimum notice of two business days is required to avoid possible cancellation fees.

Payment: Payment is required at the time of each appointment. We accept cash, debit, Visa and Mastercard.

Insurances: Payment is required at the time of each appointment. As everyone's insurance details are unique it is not possible for us to be accountable for knowing all the details pertaining to your specific plans coverage. As a courtesy, we will be more than happy to assist you with processing your dental claims; either electronically or manually on your behalf.

Privacy: According to the Privacy Policy Act (PIPEDA) Barton Dental Office will hold all patient information strictly confidential. Patient authorizations/signature is required prior to the release of any information to a third party other than a collection agency.

I have read and understand the policies listed above.

_____	_____	_____
Patient Name	Signature	Date