

**Maryann Griffith D.D.S.**  
**2340 E. Stadium**  
**Suite 6**  
**Ann Arbor, MI 48104**  
**(734)973-3200**

Thank you for choosing our office to serve your dental need. Please read over this form and acquaint yourself with our office policies and procedures.

1. Office Hours:
  - a. Our office hours are Monday through Thursday 9:00 a.m. to 4:00 p.m.
  - b. When our office is closed during a regular workday, our phone message will explain who to contact in case of an emergency
2. Appointments:
  - a. Patients are seen by scheduled appointment only.
  - b. Minor children (age 17 years and younger) must be accompanied by their parent or their legal guardian.
  - c. If a patient has one failed appointment\*, he or she will incur a \$50.00 per hour charge for each subsequent failed appointment\*.
  - d. We regret that no further appointments may be scheduled after two failed appointments\*.  
**\*Failed appointments** are:  
Missing a scheduled appointment.  
An appointment that has been cancelled with less than 24 hours notice.
3. Billing:
  - a. As a courtesy to our patients, our office will prepare your dental insurance forms. However, our office cannot render services on the assumption that our charges will be paid by an insurance company.
  - b. If payment has not been received by the insurance company, within 30 days of being submitted, the patient will be responsible for any balance due.
  - c. Patient statements are mailed monthly and prompt payment is appreciated. Any delinquent accounts will be sent to a collection agency.
  - d. There will be a \$25.00 fee for any check returned to our office from the bank

I have read and agree with the above:

Date \_\_\_\_\_