

Dr. Inna Dijour  
Soft Touch Dental Care  
3893 Route 516 Suite 2A  
Old Bridge, NJ 08857

### Office Policies

*Please Read and Sign*

- There is a \$30 charge for all returned checks.
- There is a \$50 charge for missed or cancelled appointments less than 24 hours prior.
- Confirming appointments is only a courtesy on our part, and not an obligation for us. If we are unable to confirm your appointment the day before, you are still liable for a \$50 charge if you do not keep your appointment without notifying us prior. Messages can be left on our answering machine.
- If you have more than one insurance, (a primary and a secondary) you must provide us with information for BOTH insurances at the time of registration. Your primary insurance will only cover a portion of basic and major procedures. Your secondary insurance picks up some of the difference. If you have a secondary insurance, and you do not provide us with the proper information, YOU will be liable for the remaining balance.
- If you are referred to a specialist, we are not responsible for their fees or co-pays. Insurance participation with the specialist can not be guaranteed by us.
- Patients are responsible for all co-pays as per agreement between the Doctor and insurance company. You are notified about all co-pays before any major work is started. After your dental work is started, you are obligated to pay your co-pays.
- We reserve the right to transfer any outstanding accounts (90 days or more) to a collection agency, unless prior payment arrangements are made. Additional fees may apply.

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Patient Signature

\_\_\_\_\_  
Date