

Sparks Dentistry

913 Ridgebrook Road Suite 206 | Sparks MD, 21152 | (410) 472-9650

Office Policy

Sparks Dentistry is committed to providing you with the best possible care. As your dental provider, we want to help you understand and plan for your oral health. The following is a statement of our Office and Financial Agreements.

We ask that you please read, agree, initial and sign the agreement before any treatment is rendered.

Regarding Insurance

There are constant changes being made by our employer and insurance carriers to your coverage, deductibles, and annual maximum. These changes are not being shared with us. Therefore, it is impossible for us to know exactly what your policy covers.

In order for us to maintain our high level of service to you we provide the courtesy of submitting the insurance claim on your behalf and supporting you with maximizing your benefits. However, we are unable to carry your insurance balance for longer than 60 days. Policy coverage, changes and follow-up on unpaid claims is your responsibility. _____ (initial)

Delinquent Accounts

After 90 days, accounts that are not paid in full may be sent to a third party collection agency. These accounts are also subject to a collection fee of 1.9% per month. _____ (initial)

Office Hours:

Monday	9:00 AM – 7:00 PM
Tuesday	9:00 AM – 7:00 PM
Wednesday	9:00 AM – 7:00 PM
Thursday	9:00 AM – 5:00 PM
Friday	9:00 AM – 1:00 PM
Saturdays	9:00 AM – 3:00 PM (We are open 2 Saturdays a month)

I have read, understand and agree to the above Office Agreements

Patient/ Guardian Signature:

Date

Patient Name (Please Print):