Dr. Joseph N. Catlett, Jr., D.D.S., P.A.
Dr. Virginia Mayo, D.D.S.

IMPORTANT INFORMATION FOR OUR PATIENTS

DENTAL INSURANCE…

We are glad to assist you in obtaining the maximum benefit from your dental insurance plan. Once your plan coverage has been verified, we will accept assignment of payment from your insurance company. Most plans cover a portion of the dental fee, which means you will be responsible for your deductible or co-pay and the portion we estimate your plan will not cover. Payment of your portion is expected at the time you are in our office for dental care, unless prior arrangements have been made.

Please note: Full payment is expected at your first visit if no insurance information is provided to our office in advance.

PAYMENT OPTIONS…

For your convenience, we accept cash, Visa, MasterCard, Discover, and personal checks. For any treatment over $1000.00, we offer a courtesy savings of 5% when all fees are paid at the beginning of treatment with cash or check. We also offer CareCredit as a payment option.

APPOINTMENTS…

Our appointments are scheduled to respect your time. We reserve a specific time for your care and we make every effort to see you at that appointed time. We appreciate your promptness and consideration in not changing your scheduled time. However, if you do need to change an appointment, a 48-hour notice is expected. In the event that two appointments are missed, a deposit will be required prior to rescheduling.

We welcome you to our practice and will be happy to answer any questions that you may have.

Note: Insurance patients please sign below for your file. Thank you.

I hereby authorize the release of all information from my records to my insurance companies.

_____
Signed by patient Date

I hereby authorize payment of all dental payments payable to me to go directly to my dental provider.

_____
Signed by patient Date