

Welcome to Baylee Dental. Allow us to share our Office Policy with you.

**We have reserved this time exclusively for you.** Our confirmation system will use several means to contact you regarding your reserved time. Unless you tell us otherwise, we will e-mail, text, and/or leave you a reminder message on your home answering machine or with someone who answers your phone if you are not home. We will continue with our efforts to reach you until **you respond to our messages**.

**24 hours' notice is appreciated if you are unable to keep your reserved appointment.**

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- Our office policy requires a **copy of a Driver's License** to be on file for each patient.
- If you have insurance we will also require a copy of the responsible party's card to file the claim on your behalf. We will create an insurance claim for you to submit in a stamped envelope provided by our office. **Reimbursement will be sent directly to you.**  
**I understand that although I may have insurance, I am the responsible party for this account and will be expected to pay in full at the time of service.**
- Pre-authorization will be sent as a courtesy when requested by the patient.

### **Our policy concerning radiographs (X-rays)**

What are the guidelines? We base our decision to take radiographs on the recommendations of the ADA and standard of care as defined in the United States and Florida. Radiographs are the only way to diagnose bone loss, cavities between teeth and root tip infections that require endodontic (root canal) treatment. Often, we see small problems through the use of radiographs and treat them before it becomes a more significant one. We use a digital radiography system which uses a much lower dose of radiation than the traditional film based system. As a result, we have significantly reduced the exposure to our patients. In addition, the digital system allows us to magnify the images and see problems more clearly thus aiding our ability to diagnose.

As a patient of Baylee Dental we need to have a current full mouth series of radiographs. If you have a copy from your previous dentist they need to have been taken within the past three years and be of diagnostic quality. If the copy is blurred or of poor quality, a new set will be taken.

**It is Baylee Dental's policy for annual recare appointments** to do an exam, visual oral cancer exam, intraoral photos and necessary bite-wing x-rays to meet the standard of care. Please allow additional time for this appointment.

There is no law that requires x-rays to be taken in certain intervals; however this is a standard of care issue and the dentist must ensure that she/he is meeting the minimum standards of performance in diagnosis and treatment. New full mouth x-rays are recommended every 5-6 years to be determined by the doctor and evaluated on an individual basis. You will be given advanced notice of these required x-rays to allow for the additional time and cost for this appointment.

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