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Dental works

Dr. Andrew Hoe

Our Team...

- **Dr. Andrew Hoe**
- **Stacie** – Treatment Co-ordinator
- **Claudia, Jenavie & Candice** – Registered Dental Assistants
- **Melisa & Miles** – Registered Dental Hygienists

OFFICE HOURS: Monday & Thursday 9am-5pm, Tuesdays & Wednesdays 8am-4pm, Fridays 8am-1

THE FOLLOWING INFORMATION WILL PROVIDE YOU WITH SOME GENERAL INFORMATION ABOUT OUR OFFICE POLICIES:

ACCOUNTS: We are happy to accept your dental insurance assignment (insurance cheques sent to us and you only pay the difference). In order for us to do this, the Dental Insurance Form must be completed in FULL. **Anytime there is a change in your dental insurance, this must be completed.** Please pick up a form from our office or our website www.bitedental.com under the ABOUT OUR CLINIC tab, then to the DENTAL INSURANCE tab. This can be dropped off or sent by fax or email. (403) 201-2597 or info.bitedentalworks@shaw.ca

YOUR ACCOUNT MUST BE CLEARED AT THE END OF EACH APPOINTMENT UNLESS OTHER ARRANGEMENTS HAVE BEEN MADE IN ADVANCE WITH OUR TREATMENT CO-ORDINATORS.

APPOINTMENT CHANGES: We require **TWO BUSINESS DAYS** notice to re-schedule and appointments

A \$50.00 FEE WILL APPLY IF YOU DO NOT PROVIDE US WITH THE APPROPRIATE NOTICE TO CHANGE SCHEDULED APPOINTMENTS.

NO CAVITY CLUB: if your child has a cavity free check-up (or completes any necessary restorative work) the can enter our "NO CAVITY CLUB" draw. Four times a year, we draw 4 names from all of the entrants and each winner will receive a \$25.00 gift certificate from either Chapters or Landmark cinemas. Limited to ages 12 & under!

REFERRALS: We appreciate your referrals of family & friends, it is the greatest compliment!

I HAVE READ THE ABOVE INFORMATION:

Patient Signature

Print Name

Date