



**GEORGE B. GETTINGER, D.M.D.**

PERIODONTICS & DENTAL IMPLANTS

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## OFFICE POLICIES

The office staff and Dr. Gettinger welcome you as a patient.. We encourage you to be knowledgeable and ask questions about your financial responsibilities as well as your dental care.



**CELL PHONES** – Our open floor plan is not conducive to ringing phones and conversations. It interferes with the treatment being provided for you as well as the care of patients in the adjacent rooms.



**INSURANCE** - We accept all forms of dental insurance. We actively participate with Delta Dental of RI, Delta USA, Blue Cross Dental of R,I and Dental Blue of MA. Our office will submit for all plans the necessary forms and clinical information in order to obtain benefits. You, as the patient, have the legal responsibility for providing accurate and up to date information. Please be aware that we are not representatives of your insurance company and are not responsible for misleading or incorrect information you or they might provide. It is sometimes difficult to account for treatment performed in other dental offices **Therefore it is your responsibility to keep track of your insurance dollars paid in a calendar year.**



**FINANCES** - Prior to treatment you will be given a treatment plan where the cost for your care will be presented. To keep billing costs down, be prepared to pay for the procedure, or your insurance co-payment for the procedure, on the day the procedure is performed. It is also understood that you are responsible for any balance that may remain after your insurance has made payment. If a bill must be sent a finance charge of 1.5% per month (18% annually) will be applied to unpaid balances greater than 30 days. If financial concerns are preventing you from obtaining necessary treatment, payment arrangements can be made. We participate with Care Credit and Capitol One Financial services.



**APPOINTMENTS** - You are expected to make every effort to keep your scheduled appointments. We reserve the right to charge, at our discretion, \$30 for a broken appointment and \$100 if that appointment is for surgery. A broken appointment is a “forgot to come” or canceled appointment with less than one (1) *business day* notification.

Again, we encourage you to ask questions about your treatment *and* your financial account. It is important that you understand your responsibilities.