

Angella Tomlinson, D.D.S, P.A.
General Dentistry
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Office Guidelines

Financial Policy:

- A. In order to help keep cost of Dentistry down and to continue to provide quality care to our valued patients, we accept payment in full by cash, credit/debit, or check.
- B. Due to the complexity of insurance plans today and the continuous changing of insurance payment policies, the staff cannot guarantee that the patients' insurance company will pay the amount quoted. The patients' estimated portion will be collected at the time the reservation is made. As a courtesy, the staff will file the insurance on the patients' behalf and the patient is responsible for all amounts not covered by the insurance carrier after 60 days.
- C. Alternative arrangements can be made where the patient pays the full amount and files the insurance claim directly with the insurance company for reimbursement.
- D. Early detection oral (mouth) cancer screening test is done annually at the cost of **(\$50.00)**. Some insurance companies do not cover this procedure, so we will collect the fee and submit it to your insurance as a courtesy.
- E. Affordable payment arrangements are available through Care Credit or The Lending Club. ****Ask our staff for more information****.
- F. Appointment reservations: A deposit may be required to reserve your appointment for certain procedures.

Emergency Patients:

Every attempt will be made to see patients on an emergency basis in order to address their needs. Patients may have a wait time as we try to accommodate them into our schedule.

Late Arrivals:

We realize that your time is valuable; therefore patients who are not on time for their reservation will be rescheduled.

Missed or Cancellation:

A fee of \$25 is charged for patients that miss or cancel more than 2 times in a calendar year without 48-hour notice.

Appointment Reservation Policy:

We recognize that reservations made in advance may sometimes need to be rescheduled. A minimum advance notice of 48 hours is required to reschedule your reservation. Reservations can only be rescheduled by speaking to an appointment secretary. Messages left on the recorder, are not considered to be proper notification.

Telephone Messages:

Messages left during office hours will have a 48 hour turnaround time.

After Hours Emergencies:

Current patients of record please call us at: **Cell #: (813) 504-2806**