



**Olivia S. Cajulis, D.D.S. Inc.**

4910 Van Nuys Blvd., Suite 210

Sherman Oaks, CA 91403

(818) 995-1072

Thank you for selecting our practice for your dental needs. Our goal is to provide the best available treatment to treat and maintain healthy gums and teeth. Please share with us any concerns you may have regarding your visit today.

### REGARDING INSURANCE

We will gladly file all dental claims for the given treatment programs. It is important to keep us up-to-date on any changes on your coverage. The balance is your responsibility whether your insurance carrier pays your treatment or not. Deductibles and co-payments are due upon service.

### MISSED APPOINTMENTS

It is our desire to provide a high-quality dental care and individual attention for you in a timely manner. We pre-plan and prepare for your visit and hope you have done the same. Should any scheduling changes be required, **we ask that you notify our practice at least (2) working days in advance to avoid a \$75 cancellation fee.** Our practice is set up to send reminders electronically and we hope you take advantage of this service.

### FINANCE CHARGES

A finance charge of 1.5% of the balance will be added to outstanding accounts over 60 days. After 90 days, the account will be turned over to the collection agency. Collection and attorney fees are the patients or legal guardian's responsibility.

### FOR YOUR INFORMATION

**Treatment Coordinator:** Barbara

**Billing:** Barbara [officemanager@oliviacajulisdds.com](mailto:officemanager@oliviacajulisdds.com)

**Emergency, off hours:**

Dr. Cajulis (818) 730-6758,

[drcajulis@oliviacajulisdds.com](mailto:drcajulis@oliviacajulisdds.com)

**Patient Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Patient Name:** \_\_\_\_\_

**Treatment Coordinator:** Barbara