



Dental Offices, LLP was founded in 1954 to provide high-quality, comprehensive dental services to the residents of Schenectady, NY and the neighboring communities.

Welcome to Dental Offices, LLP! Our Doctors and Staff are committed to establishing a personal relationship with our patients and providing the highest quality dental care, in the most professional and compassionate manner, for each and every patient we encounter. Thank you for your confidence in us! Please take a moment to review our office policies.

Office Hours:	Monday-Friday:	8:00AM to 5:00PM
	Saturday hours:	Once per month 8:00AM to 2:30PM
	After-hours emergencies:	Call the office for instructions to reach the doctor on call.
Surgery Hours:	Monday, Wednesday, Friday:	9:00AM to 4:30PM

Appointment scheduling

We recognize that your time is valuable and we will make every effort to schedule appointments at your convenience and when time is available. *Please be on time for your appointment so we can keep on schedule.* Occasionally, emergencies do arise which may alter our schedule, but please realize that we will always do our best to see you in a timely manner. As a courtesy to our patients, our staff will attempt to confirm your appointment 2 business days ahead.

Payments

Payment is due on the day the services are rendered. Several payment options are available for your convenience, including MC, Visa, Discover and American Express. There is a \$20 fee for all returned checks. You may be required to make all future payments by cash, bank check or credit card if any additional returned checks are received.

Insurance

For your convenience, we will do everything possible to assist you in obtaining maximum benefits if you have dental insurance, including estimating the coverage you have available, preparing pre-authorizations and submitting charges to your insurance company to expedite your proper reimbursement. Please understand that while our general dentists do not contract with your insurance company, we gladly file dental insurance claims as a courtesy to our patients. You may contact our oral surgery department regarding their participation with insurance companies. Our knowledgeable staff is happy to assist you with all insurance questions.

Broken appointments

When you request an appointment, your records are prepared, a room is reserved and special instruments are readied for your visit. *Please give us 24 hours notice if you cannot make your previously scheduled appointment.* A history of multiple missed (broken) appointments may result in a \$50 fee and dismissal from the practice.

We ask that you silence your cellular phone while in all areas of the office as a courtesy to our doctors, staff, and other patients. Any phone interruption may impact patient care and impinge on the privacy of other patients.

Thank you for trusting your smile to Dental Offices, LLP!



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