



61 Pine Street
Bristol, VT 05443
Phone (802) 453-6777
Fax (802) 453-6352

WELCOME TO MOUNTAIN HEALTH DENTAL CARE!!

Appointments

Please arrive 15 minutes earlier than your scheduled appointment. Late arrivals may need to be rescheduled. We ask you respect our schedule and we will do our best to accommodate yours. If you are unable to make your appointment, please contact us at least 24 hours in advance to reschedule. You will receive an automated confirmation call prior to every appointment.

_____ (Please Initial)

- **No-Show Policy:**

Appointments are important to all who need care. After the second missed appointment we are unable to put you into the schedule. We may be able to take you as a "walk-in" patient, however it will depend if there's room in the schedule. There may also be a wait time for walk-ins. _____ (Please Initial)

- **Financial Policy:**

Please bring your insurance card with you to your appointment and notify us of any changes in your insurance coverage. All co-pays and deductibles are due and payable at time of service. Payment plan options are available upon request. _____ (Please Initial)

- **Telephone/Address Information:**

Please notify our front office staff if you have any address or telephone changes.

- **Translation and Language Services**

Mountain Health Center offers translation services for our patients as well as Telecommunications Relay Service (TRS) and American Sign Language.

» **Reminder to Parents:** Children under 16 years of age must be accompanied by a parent or legal guardian. Exception: written consent can be provided by parent or legal guardian in case of absence.

Print Name

(Please see other side)

Referrals to other Providers

If your provider has determined that you must be seen by an outside specialist such as an oral surgeon you may require a referral. Depending on your insurance, pre-certification may also need to be completed in order for your insurance company to pay for your visit(s) with the specialist.

We will send the referral over to the provider. Depending on which office you are referred to will depend on whether you will need to make the appointment yourself or if the specialist will contact you to make the appointment. The front desk person will help you determine how to pursue your specialists visit.

Medical Records and Patient Confidentiality

It is our responsibility to protect the confidentiality of your medical records at all times.

Records may only be released with the written consent of the patient or the patient's legal guardian. If you would like your records transferred, you must sign a medical record release giving us permission to share your records or send information to another office. Please allow 10 business days to transfer/copy your medical records.