



Dr.Selvan's Office Policy

Welcome to our practice. To keep our office running efficiently, please:

- Call our office for an appointment 732-679-8300 or a request can be made on our website 24/7 www.DrSelvanDDS.com
- You can e-mail us anytime : drrvselvan@gmail.com or leave a voicemail.
- The Patient registration form is on our website. You can print, complete then bring it with you. You can also complete the form in our office.
- Please be in our office 15 minutes prior to your appointment time with your photo ID and a current dental insurance card.
- Please provide us with your current: address, phone numbers, e-mail, insurance and medical history.
- All appointments are confirmed a week in advance. Cancellations must be made 48 hours prior to your appointment or a fee of \$100. will be charged to your account. This payment must be made prior to rescheduling. If you arrive late for your appointment, you will have to wait until the scheduled patients are seen or re-schedule.

Dental Insurances:

- If you have a dental insurance policy, it is a contract between your employer and the insurance carrier.
- As a courtesy, we will file dental claims/ pre-treatment estimates on your behalf. Please note, it is your responsibility to follow through with your insurance carrier.
- On all return checks there will be a \$50 charge plus all bank fees.
- THANK YOU FOR YOUR PATRONAGE.

Please sign, Patient/legal guardian _____

Please Print Name _____ Today's Date _____