



Sang Y. Shin D.D.S.  
General Dentist

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Welcome to our practice! Thank you for making us your choice and joining with us in caring for your dental health. By becoming our patient, you have created a partnership, which we hope will last through the years.

Our partnership is prevention oriented and dedicated to your health. We are committed to providing superior dental care and are proud of our dedication to our patients. Our goal is to help you feel and look your best while focusing on long term dental health.

Our office hours are Monday, Thursday and every other Friday, from 8a to 5p, Tuesday 9a-6p. Closed Wednesdays and every other Friday we are open for administrative purposes only. Because communication is important, we will advise you of treatment needs and estimated expenses in advance, even assist you with your insurance billing. We are here to serve you so please do not hesitate to contact us regarding any matter.

Since we reserved time for your treatment, we ask that if there is a need to cancel, please give us at least 24 hours notice. **If we do not receive this in advance there will be a \$45.00 charge per hour for your scheduled appointment.** Your insurance will not pay for this charge. Our reason for this is that we have many people that are in need of dental treatment. If you do not show for your appointment then we have passed up the possibility to help someone who is in need.

To assist you with your dental care investment, we provide the following payment options; **we do not accept personal checks and payment is due at the time of service:**

1. Cash - **without** insurance there is a 5% discount and for seniors there is a 10% discount.
2. Visa/MC/Discover - we accept credit cards as a payment of treatment.
3. Springstone – Patient payment plans that allow you to pay over time with convenient low minimum monthly payments. Accepted as payment only for cash patients. \*Subject to approval.

In the event your account comes sixty days outstanding and no arrangements have been made on your account, it will be turned over to our outside collection agency. The accounts will appear on your credit report. The responsible party further agrees to pay all legal cost, including reasonable attorney fees and court costs. In all collection action, venue will be in the county of the collection agency's choice. If prior arrangements are made with the office to pay by check and it is returned you will be assessed for a \$25.00 return check fee.

Dr Shin and Staff

Signature \_\_\_\_\_