



*Tye Family Dentistry*

## **New Patient Policy**

### **Required Information**

On your first visit please bring the following information:

- Any current X-rays that were taken by a previous dentist. Digital X-rays can be emailed to our office from your previous dentist upon request. Previous X-rays should be dated and of diagnostic quality. If the images are unclear, we may have to take additional X-rays at your appointment. Our email address is [TyeFamilyDentistry@secureds.com](mailto:TyeFamilyDentistry@secureds.com). This is a secure email, so your personal information will not be compromised.
- A list of medications you are currently taking
- Any current medical concerns or conditions
- A valid photo ID or driver's license (parent or guardian if under 18 years old)
- If covered by dental insurance, an insurance card including the name of the subscriber, subscriber's date of birth, member ID or social security number, and the subscriber's employer.
- Completed new patient forms that can be accessed on our website, [TyeFamilyDentistry.com](http://TyeFamilyDentistry.com). If all forms are not completed prior to your visit, we ask you to arrive 15 minutes early to your scheduled appointment time.

### **Insurance Verification**

Prior to your appointment, our billing staff will verify your insurance coverage so they can give you an estimate of co-pays, fees, etc. As a courtesy, we will send your claims electronically to your insurance company even if our office is out-of-network.

Reimbursement varies depending on the insurance company, policy, and network status. We do our best to inform you prior to treatment what your cost and or copay will be.

### **Patients that are under the age of 18**

Patients that are under the age of 18 must be accompanied by a parent or legal guardian. Patients that are over the age of 18 are considered responsible for all charges to their account on the date of service, even if they are a dependent on the insurance policy.