



Roy G. Daniels DDS
Dentistry
Cosmetic • General • Implant

Welcome to our office. We appreciate the opportunity to provide your dental care. We've provided this information sheet to review and refer to for information about our office or visit our website at www.sedonadentist.com

Dr. Daniels

Dr. Roy Daniels graduated from Loma Linda School of Dentistry in 1984 and began his practice in Sedona in July 1984. He is a member of the American Dental Association (ADA) and is a Past President of the Arizona Dental Association (AzDA) and the Northern Arizona Dental Society. He has served as a delegate to both the ADA and AzDA House of Delegates.

Dr. Daniels has actively served on the board of directors for Delta Dental of Arizona beginning in 2002 and is the current secretary of the company.

In 2005 Dr. Daniels was appointed by Governor Janet Napolitano to serve as a member of the Arizona Board of Dental Examiners, the agency that regulates dental professionals in Arizona.

Dr. Daniels is an examiner for the Western Regional Examination Board (WREB), one of two nationally recognized dental examining boards for dentists and dental hygienists in the United States.

Office Hours

Open 8:00 a.m. to noon and 1:10pm to 4:00 p.m. Monday through Thursday. Our office is closed daily for lunch from noon to 1:10 p.m. Wednesday morning we have staff continuing education from 8:00 a.m. to 9:00 a.m.

Appointments

Patients are seen on an appointment basis only. Occasionally there are emergencies, and we try to advise patients if our schedule is delayed. We must ask that you give us the courtesy of 24 hours notice if you are unable to keep your scheduled appointment. This will allow us to schedule in other patients who are waiting for necessary treatment. Except in extreme circumstances, there will be a charge of \$25 for appointments broken without 24 hour notice. Patients who repeatedly fail to keep appointments will be asked to leave the practice.

Telephone Calls

You are encouraged to call with questions or problems. Our staff takes and returns messages after speaking with the doctor. At times you may be asked to come in for an appointment to discuss a problem which would be difficult to handle over the phone. Dr. Daniels will not take calls when a patient is in his care, calls will be returned if requested.

Emergencies

After hours, if you have a problem that cannot wait, the doctor can be reached by phone. Please call our main number, 282-3246, listen to the message, it will tell you how to reach Dr. Daniels in an emergency. Please use this for urgent dental problems, and call during regular business hours for non-emergencies.

Fees and Payments

We want our patients to be able to comfortably afford dental care. We will gladly discuss our financial policies with you before beginning your treatment. Payment in full is due at the time of treatment, unless arrangements are made beforehand with the office manager. If you have a deductible or co-payment due for insurance with whom we will send a request for payment, this money is due at the time of service also. MasterCard, Visa, Discover, American Express, ATM Cards are accepted. Financing is also available from Care Credit, ask us for details or visit our website.

Insurance

As a courtesy to you we may accept assignment of benefits from your insurance company. Remember, your insurance is a contract between you and your insurance company. You are responsible for the payment of all treatment fees on your account. If the insurance company fails to pay within 45 days, we will ask you to pay. and request that you call your insurance company and ask why they are delaying your claim. This office cannot make a totally accurate estimate of the insurance benefits to be paid, since it does not have access to all insurance company records. We cannot bill any insurance without a current information card, or if we are unable to verify your coverage.

Responsible Person

The policy of our office is the parent who requests treatment for the child is the person responsible for all fees for services rendered. We will provide a receipt at the time of service that you may sent to the "ex", the court, or to your attorney for your reimbursement. Please do not involve us in custody conflicts!