

Julie B. Skoby, DMD

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Phone: (352) 377-5757

Please sign to acknowledge that you have read and/or been given a copy of the office policy.

- ◆ Our office hours are Monday through Thursday 8-5.
- ◆ Our cancellation policy requires 48 hour notice during regular business hours. If you are scheduled on a Monday, please contact us by the previous Thursday morning. There is a \$50 untimely cancellation/missed appointment fee. This charge is not meant as a punishment but a way of compensating the office for lost production time. After two untimely cancellations, we reserve the right to discharge you from the practice.
- ◆ Payment is expected at the time of service. We will be happy to file your insurance claims for you. You are responsible for what your insurance doesn't pay. Patients are billed at the beginning of each month. Any accounts over 30 days will be assessed a service charge of 1 ½% per month on the unpaid balance. Any payments over 5 days late will be charged a \$25.00 late fee. Any accounts over 90 days will be turned over to a collection agency.

Patient signature

Date