

TPI DENTAL

Office Policies and Procedures

For Surgical Patients

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PATIENTS' RIGHTS AND RESPONSIBILITIES: SURGICAL PATIENTS

Due to recent circumstances, TPI Dental has felt it necessary to implement the following patient responsibilities. Please note that these responsibilities will be effective **January 1st, 2023.**

SURGICAL PATIENTS' RESPONSIBILITIES:

The following responsibilities are set aside for surgical patients of TPI Dental. Please check the boxes to indicate your understanding and acceptance of these responsibilities:

- You have the responsibility to ask questions and to seek clarification in order to fully understand your dental condition, treatment and/or surgical procedure.
- You have the responsibility to weigh the potential consequences of not following the surgical advice of your dentist.
- You have the responsibility to become familiar with your dental plan benefits, policies, and procedures regarding surgeries. For clarification, you should call the customer service department of the respective dental plan with any questions.
- You have the responsibility to cooperate with TPI Dental so that we may administer benefits in accordance with your dental plan. Since there are many different insurance companies and coverage plans, it is your responsibility to know what your dental plan coverage allows, the deductibles and co-insurance payments.
- You have the responsibility to express any concerns regarding your surgical procedure to TPI Dental.
- You have the responsibility to provide information needed by your dentist to enable him/her to provide the most appropriate and effective care.
- You have the responsibility to meet your financial obligations in a timely fashion.
- You have the responsibility to keep scheduled appointments or give adequate notice of cancellation to TPI Dental. It is our policy that 50% down-payment of your scheduled procedure is made prior to your surgery date. Surgical time is allotted in hour segments. As such, short notice cancellations and no-shows on the day of surgery does not allow sufficient time for our office to fill such a large gap. As TPI Dental confirms appointments 2 to 3 days before their dates, should you cancel your scheduled surgical appointment on the day of, patients will forfeit their deposit for wasted surgical time.

- For implant surgery, you have the responsibility to make a 50% down-payment two (2) weeks prior to the surgery date via an electronic link which will be provided by Dr. Koylass. This is to facilitate having all components ready in time.
- You have the responsibility to follow the dentist's instructions regarding home care treatment post-surgery, understanding that the success of all treatment is in part affected by patient care.

PATIENT CONSENT:

Please sign and date to show your acceptance of TPI Dental's Policies and Procedures:

Patient Name: _____ Date: _____

Patient Signature: _____

Signature on behalf of TPI Dental:

Name: _____ Date: _____

Position: _____

Signature: _____

Company Stamp:

