



MICHAEL VANARIA, D.M.D

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Office Policy Updates for Dr. Michael Vanaria

1. Please update all of your **CURRENT** insurance information upon your arrival each visit. This insures accurate billing for insurance claims. Also, please confirm that we have correct phone numbers, including cell phones, so that we may reach you to confirm your appointments or to speak with you if necessary.
2. Please be aware that we now have a larger staff to help serve your needs. Patients may arrive before others and be called later because they are scheduled with a specific person for a specific procedure.
3. We will continue to file your insurance claims as a courtesy. Please note that the “patient portion” or co-pay is due when services are completed.
4. Our office now offers a financial alternative called **CARE CREDIT**. This company specializes in medical and dental financing to help every patient complete the work they need and desire! Please ask one of our staff to help you decide if this is right for you.
5. Monthly statements reflect your portion due, **AFTER** insurance claims have been paid. This amount is due upon receipt.
6. We confirm all appointments the day before your scheduled time. This insures that we allocate the time necessary for your care. Please be aware that a missed appointment hurts 3 people, you, the doctor or hygienist and the person who could have used the time. A cancellation charge will be made for broken appointments unless 24 hours notice is given to cancel or change same. We will be as compassionate as possible with this policy!