



CHDA

Cherry Hills
Dental Associates, P.C.

FAMILY COSMETIC AND
IMPLANT DENTISTRY

Michael J. Schwab, D.M.D.

John D. Pfalzgraf, D.D.S.

Sandra C. Ambida, D.M.D.

Colleen Concepcion, D.M.D.

Welcome to Cherry Hills Dental Associates! Here is some information about our practice.

The Doctors: Dr. Michael Schwab, Dr. John Pfalzgraf, Dr. Sandra Ambida, and Dr. Colleen Concepcion.

Business Hours: Monday-Thursday: 7:00am – 6:00pm, Friday: 7:00am – 2:00pm.

We are off for all major holidays and some days before and after the holiday. Please contact our office for the exact dates.

Emergencies: Our emergencies consist of "emergency phone call services." If any treatment needs to be done, it will be appropriately determined by the doctor on call as to what care is necessary.

Appointments: We respectfully request that you notify us 24 hours ahead of time in the event you cannot make your scheduled appointment as that we have a sufficient amount of time to accommodate other patients. Continual failure to provide a 24 hour notice and /or failing to show up for appointments may result in the imposition of a \$25.00 per hour missed appointment fee.

Insurances: We accept most indemnity, PPO insurance and Careington dental plans. As a COURTESY to you, we will file your claim with your insurance. However, it is vital that you obtain the correct information from your dental insurance. We need the group number, the name and social security number of the person who has the insurance, name of the company and employer. This is vital to having the claim properly filed. Also, please understand that it is YOU who has the contract with the insurance company. As a subscriber to your specific insurance plan, you are responsible for knowing the terms and limitations of it. Cherry Hills Dental Associates, P.C. is not responsible for charges incurred as a result of any particular service not being covered and/or paid for by your plan, nor can the staff of Cherry Hills Dental be responsible for knowing the terms of your policy. You are responsible for any treatment and visit charged for and not covered under your plan. If you have any questions about your insurance benefits, please contact your human resources manager at your work or call the insurance company directly.

Co-payments: Per our contract with your insurance company, copays are due and will be collected at the time of service unless prior arrangements have been made.

Collections: We understand that at times there are extenuating circumstances that may limit your ability to pay off any outstanding balance. In these types of situations we may be able to arrange a payment plan. Arrangements must be made with Jane, the business manager, of our office. However, balances beyond 90 days old and where a payment plan has not been established may be turned over to an outside collection agency.

These policies are subject to change at any time. A current copy of this policy will always be available to you either at the office or via fax.

Cherry Point Office Building
4800 Happy Canyon Road
Denver, Colorado 80237

Mailing Address
P.O. Box 370410
Denver, Colorado 80237

(303) 757-8446
Fax (303) 639-5650
www.chdanews.com

CHDA-70

Reorder: EOS (303) 663-8006