



# Clinic Guidelines

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**San Antonio Christian Clinic relies on gifts and donations to operate the clinic.**

**Patient donations are greatly needed and always appreciated, but never required.**

**Please give whatever you can to help us to continue to provide care at the lowest cost possible.**

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## **What to Expect on Appointment Day**

1. Make preparations to spend a full morning or afternoon at the clinic, depending on your appointment time.
2. Make arrangements for child care or after school pick up and care.
3. If you have special needs, please consider packing a light lunch since there is no food service nearby.

## **Clinical and Lobby Regulations**

1. Unattended children (under age 15) are not allowed in the waiting area.
2. Children (under 18) are not allowed in the clinical area.
3. Cell phones must be on silent mode in the clinic.
4. Cell phone conversations should be conducted outside the clinic.
5. No food or drinks are allowed in the clinic.
6. Office phones are not available for patients.
7. Help yourselves to reading materials.

## **Treatments and Fees**

1. Most dental treatments are free of charge.
2. Lab work and other prosthetics are generously discounted.
3. Fees must be paid by cash or money order.
4. Fees must be paid in full the day impressions are taken.
5. Eligibility must be renewed annually.

## **Cancellations and Emergencies**

1. Cancellations must be called in 24 hours in advance
  - a. Missed appointments without notice are considered “no shows”
  - b. Three “no shows” within a 6-month period result in disqualification.
2. Availability for emergencies is very limited and only two emergencies are accepted each day.

**With my signature, I affirm my understanding of SA Christian Dental Clinic guidelines.**

Name:

Date: