

Handcrafted Dentistry
4208 S. Alston Ave. Durham, NC 27713

**Acknowledgement of receipt of Notice of Privacy Practices and
Compound Authorization**

By signing below, I acknowledge that I have received a copy of this office's Privacy Practices. You may refuse to sign this acknowledgement.

Patient Name: (Last)_____ (First)_____ (MI) _____

Address: _____

(City)_____ (State)_____ (Zip)_____

_____ I have been asked whether I choose to designate other persons/entities to receive my health or dental information. I **do not** choose to designate such persons on the Compound Authorization form.

_____ I give my permission for Caitlin Singleton, DDS, PLLC to release listed information to the entities named below.

- Spouse / Significant Other** (Provide Name): _____
 - Financial Billing Information
 - Medical / Dental Information
- Parent/ Family Member or Other** (Provide relationship and Name): _____
 - Financial Billing Information
 - Medical/Dental Information
- Employer / Workers Compensation** (Provide Name): _____
 - Information about return to work and/or work restrictions and any absences that result from appointments.
- School/ Preschool / Daycare** (provide name): _____
 - Information about absences that result from appointments
 - Activity Restrictions

Signature: _____ Date: _____

Patient Unable / Unwilling to sign

Witness: _____

Revocation /Amendment

Name / Signature: _____ Date: _____

Reason for change: _____

Financial and Cancellation Policy

At Handcrafted Dentistry, your oral health is our priority, and we've done everything we can to ensure you will receive the treatment you need at a price that fits your budget and your lifestyle. We believe that dental insurance shouldn't dictate who your dentist is; we believe that decision should be up to you. Handcrafted Dentistry accepts most major insurance plans as an out-of-network provider. Payment is due at time of service and as a courtesy, our insurance coordinator will file your claims and take care of all of the paperwork for you. If you want to talk details or have questions about your insurance plan, please call the office at (919) 544-5620 and we will be happy to provide you with more information about your specific plan.

We accept cash, check, & major credit cards. Additionally, we offer Care Credit to help patients who need extensive or extended payment options for care.

If you must cancel or rebook your appointment, we respectfully request at least 24 hours' notice. Cancellations or missed appointments without 24 hours' notice will result in a \$50 cancellation fee.

Please initial indicating you have read and understand these statements:_____