

## **BEFORE CALLING     Dr. Gutzman's Office to Schedule Anesthesia Appt.**

<b>Before Scheduling</b>	<b>1. Inform patient of anesthesia fees - Dentist time + ½ hr. = anesthesia time x \$300/hr</b>
<b>Before Scheduling</b>	<b>2. Inform the patient the anesthesia fee is due at the time of service</b>
<b>Before Scheduling</b>	<b>3. IF required by the patient, pre-authorize for insurance benefits</b>
<b>Before Scheduling</b>	<b>4. Give the patient Dr. Gutzman's paperwork</b>
<b>Before Scheduling</b>	<b>5. Inform the patient that a \$100 deposit (non-refundable) is required to reserve their anesthesia block time. This deposit will be applied towards the anesthesia fee</b>
<b>Option</b>	<b>6. Scheduling options:</b> <b>a. To pay deposit and schedule appointment using credit card.</b> Obtain credit card information (name, credit card #, and expiration date) from the patient and then call our office with this information to schedule an appointment. Credit cards accepted Visa, Mastercharge, Discover, Novus, American Express
<b>Option</b>	<b>b. Patient may pay deposit with check or money order by mailing it to our office along with payment slip (payment slip is found at bottom of front page of paperwork). When our office receives the deposit we will contact your office to schedule appointment.</b>

Call Dr. Gutzman's Office to Schedule Appointment--(801) 571-5665