



Office Financial Policy

Payment is due at the time services are rendered; for all services totaling over \$3,000 payment must be made 3 days prior to scheduled appointment. For your convenience we accept, cash, personal check, Visa, MasterCard, Discover or American Express and all payments can be made in the office, online or by phone.

Insurance benefits are determined by your employer and individual plans, not by your dentist. **Any deductible or estimated co-payment amount will be due at the time of treatment.** Insurance is not a guarantee of payment; insurance companies will not pay for all of your costs. Your insurance policy is a contract between you and your insurer. Your insurance and payment are still your responsibility. As a courtesy we will be glad to file your claim for you if you bring 1) your dental insurance wallet card, 2) all required employer information and 3) all necessary subscriber information needed to file claims. You will be expected to pay for services rendered if the office is unable to verify your insurance information before treatment.

We reserve the right to charge and collect fees for broken appointments – appointments that are cancelled or broken without 48-hours advance notice. Appointments are reserved exclusively for you. As a health benefit to you, we may offer to move your appointment to an earlier time if openings rise.

Returned Check Fee of \$40 will be added to your account balance and is collectible.

Payment plans and financial arrangements can be entered into for comprehensive dental treatment, prior to commencing treatment.

Courtesies cannot be combined and are not to exceed 5%.

I have read and understand this financial policy.

SIGNATURE OF PATIENT OR REPRESENTATIVE

DATE

PRINTED NAME