



**DR. DAVID R. BOWSER III &  
COSMETIC & FAMILY DENTISTRY**

**To OUR PATIENTS:**

JUST LIKE ANY OTHER FORM OF BUSINESS, IT IS THE POLICY OF THIS OFFICE AND THE RESPONSIBILITY OF THE PATIENT TO PROVIDE A CREDIT CARD NUMBER TO BE CONFIDENTIALLY RETAINED ON FILE (JUST LIKE AT A HOTEL CHECK-IN) TO COVER ANY BALANCE OWING AFTER YOUR INSURANCE HAS BEEN PROCESSED. IF YOU DO NOT HAVE INSURANCE, PAYMENT IS DUE AT THE TIME OF SERVICE.

SHOULD THERE BE AN OUTSTANDING BALANCE THAT IS DEEMED "PATIENT RESPONSIBILITY" BY YOUR INSURANCE COMPANY, WE WILL CONTACT YOU. AT THAT TIME, WE WILL CONFIRM WITH YOU THE AMOUNT YOU WILL BE RESPONSIBLE FOR, AND ASK FOR YOUR APPROVAL TO CHARGE THIS AMOUNT TO THE CREDIT CARD WE HAVE ON FILE.

ALONG WITH OUR CONFIRMATION OF THE BALANCE OWED, YOU WILL ALSO RECEIVE FROM YOUR INSURANCE COMPANY AN "EXPLANATION OF BENEFITS" THAT WILL SHOW THE AMOUNT THEY DEEM AS YOUR (PATIENT) RESPONSIBILITY. OUR OFFICE RECEIVES A SIMILAR STATEMENT. IF YOU HAVE A DEDUCTIBLE, CO-INSURANCE, OR A CHANGE TO YOUR CO-PAY THAT WE ARE UNAWARE OF AT THE TIME OF SERVICE, THE EXPLANATION OF BENEFITS WILL INDICATE THE BALANCE DUE AS PATIENT RESPONSIBILITY. WE MAKE OUR BEST EFFORTS TO ENSURE OUR STAFF, AS WELL AS OUR PATIENTS, ARE AWARE OF THIS INFORMATION BEFORE CHARGING.

AFTER THE TRANSACTION IS MADE HERE AT OUR OFFICE, YOU WILL ALSO RECEIVE A STATEMENT FROM US, INDICATING THE PAYMENT CHARGED TO YOUR CREDIT CARD.

PLEASE NOTE THAT IF YOU HAVE SECONDARY INSURANCE COVERAGE, WE WILL SUBMIT ANY UNPAID BALANCE TO THEM PRIOR TO ANY CHARGES BEING MADE TO YOUR CREDIT CARD. ONCE THE SECONDARY INSURANCE IS PROCESSED, IF THERE IS ANY REMAINING BALANCE WE WILL THEN CONTACT YOU ABOUT IT AND ASK FOR YOUR APPROVAL TO CHARGE IT TO YOUR CREDIT CARD NUMBER ON FILE.

BE ASSURED, YOUR CREDIT CARD INFORMATION WILL BE RETAINED IN ACCORDANCE WITH THE HIPAA REGULATIONS AND WILL REMAIN CONFIDENTIAL TO US HERE AT DR. BOWSER'S OFFICE.

**PLEASE PROVIDE INFORMATION ON REVERSE SIDE OF THIS PAPER.**

THANK YOU FOR YOUR COOPERATION!

DR. DAVID R. BOWSER III, DMD