

Office Policy

Appointments

After your initial visit and or check up, the Doctor will recommend a treatment plan for you laying out the number and frequency of appointments necessary to fix any problems you may have. **You will get the best results and save time and money by following this plan as much as possible.** We request 48 hours cancellation notice for any appointments that need to be cancelled. A \$35 fee will be charged for no shows or cancellations with less than 24 hours notice.

Patients with Insurance

As a courtesy, we will file your insurance for you. We require payment at the time of service unless other arrangements are made before you are seen, or you have United Concordia dental insurance, for which we are now participating providers. We file all insurance claims electronically and file each claim no more than twice. Should your insurance company deny payment or take over 60 days to pay, you will need to pay any outstanding balance at that time, and resolve the problem with the insurance company. We will provide records you may need to accomplish this, but we cannot fight the insurance company for you. Your insurance policy is a contract between you and your insurance company. **Filing your claims is a free service we provide our patients as a courtesy. You are ultimately responsible for your bill.**

Zero Balance Policy

Our office policy is that **all accounts must be current before any further services can be rendered.** After 60 days, any amount due will automatically enter the collections process. Any fees incurred in collecting the overdue amount will be automatically added to the bill.

Payment Arrangements:

Please check the payment method you prefer to use:
 Credit Card Check/Cash Care Credit
 Automatic Monthly Billing (Credit Card on File)

I understand and agree to the above office policy.

(Signature) _____ Date: _____

(Print Name) _____