

Financial and Appointment Office Policies

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Cosmetic and Family Dentistry

Payment of all services is ultimately the responsibility of the patient or responsible person for the patient. Patients with dental coverage must understand that dental plans assist patients in paying part of the costs of dental services, but almost never pay them completely.

Patients With Insurance:

Patients using dental insurance are required to provide the office with all necessary documentation that will allow the office to confirm coverage. At the time services are rendered, patients will be required to pay their deductibles and estimated copayments. If there still exists a balance after claims are completed, the amount will be billed to you and payment is expected promptly. As a courtesy we prepare, file, and follow up on all dental claims at no extra charge.

Note: If a claim is denied by the insurance carrier, the patient is responsible for prompt payment of that fee.

Fee Payment Options:

- 1) Prepayment in full for fees in excess of \$500 with a 10% courtesy discount;
- 2) Care Credit: 3,6,9,12 month interest free payment plans are available for qualified patients. Kristina can assist you with these applications;
- 3) Cash, Personal/Business Checks, Visa, MasterCard, American Express, and Discover cards are gladly accepted;
- 4) Returned checks will be assessed a \$30 fee;

Appointment Policy:

Appointments made represent time set aside especially for you. We would ask for at least 24 hour notice of a scheduling change is possible. The office does reserve the right to charge a \$75 fee for multiple broken appointments.

I have read the above Financial and Appointment Policies and agree to abide by them.

Signature _____ Date _____