



Office Financial Policy

In General, Payment is Due at the time services are rendered. For your convenience we accept cash, Visa, MasterCard, Discover, American Express, personal check, money order, or registered check. We can also assist you with securing one of our 3rd party financing options. When using personal checks for large treatment costs, checks are required at least 1 week prior to appointing. All CareCredit transactions must be for \$200 or more and will only go up to 12 months financing.

Refunds: Any reimbursement or refunds made by the office will be issued in the original form or method payment was made.

For Surgical Fees, your portion will be due at the time of scheduling the appointment, unless other financial arrangements have been made. This is due to the nature of lab work and materials that are necessary to prepare for your appointment.

Insurance benefits are determined by your employer and not our dentist. We will do our best to determine what insurance benefits are available to you however, companies are making changes to their benefits packages constantly. As a result, we cannot guarantee any quoted estimate and you are responsible for all costs of treatment not paid by your insurance. As a courtesy we will be glad to file your insurance claim for you. **Any deductible or estimated co-payment amount will be due at the time of treatment.** You will be expected to pay for services rendered if the office is unable to verify your insurance information before treatment.

Broken Appointments: In our office, appointments are reserved exclusively for you, so we reserve the right to charge and collect fees for broken appointments – appointments that are cancelled or broken without 48-hour notice. As a health benefit to you, we may offer to move your appointment to an earlier time if openings arise. If you have missed 3 appointments, we reserve the right to terminate your treatment.

Returned Check Fee: \$40.00 will be added to your account balance and is collectible for any returned checks. Payment plans and financial arrangements can be entered for comprehensive dental treatment, prior to commencing treatment.

I have read and understand this financial policy.

Printed Name

Signature

Date