

# Office Policies

## **Payment Policy:**

- ❖ Payment is expected by the time treatment is rendered. We do not bill patients.
- ❖ Cash and credit cards such as: Visa, MasterCard, American Express, Discover.
- ❖ A personal check with proper identification is welcome.
- ❖ Care Credit and the Lending Club are also accepted.

## **Appointment Policy:**

- ❖ Please be on time! Arriving 15 minutes after appointment time will result in a cancellation.
- ❖ **A \$50 fee will be assessed for any broken/canceled appointment without a 24 hour notice.**
- ❖ Two (2) consecutive broken appointments or last minute cancellations can result in the inability to accommodate your schedule.

## **Insurance Plans:**

- ❖ You are responsible for your co-payment and your yearly deductible at each visit.
- ❖ We accept assignment of insurance payments, but you are ultimately responsible for any charges the insurance company does not pay.

## **Finance Charges:**

- ❖ All accounts unpaid for over 60 days are subject to an additional administrative fee and/or possible collections activity.

## **No insurance visits:**

- ❖ We accept patients who do not have dental insurance or patients who would rather pay for the dental services out of pocket.
- ❖ Initial visit \$220-includes: comprehensive exam, 4 bitewing x-rays and a regular cleaning. Any additional treatment that may be needed will have a separate cost.
- ❖ We do not bill for the dental services rendered. All payments will be collected at the time of each visit.

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Patient Signature

Date