

Financial and Appointment Policies

We are delighted to serve you and your family's dental needs. The following policies reflect our commitment to providing excellent services to our patients

DUAL DENTAL INSURANCE:

If you have two dental insurances, we will submit the secondary insurance, after your primary insurance sends payment, for your convenience. *This payment should come directly to you.* However due to the length of time it takes for insurances to coordinate payment (60-90 days), we cannot include the secondary insurance estimate in your share of cost. *You will receive the payment from your secondary insurance directly.*

If you have contracted with a dental insurance company:

- We will work with your insurance company to *ESTIMATE* your patient portion (share of cost).
- **Your estimated share of cost is due at your appointment.**
- We will submit necessary documentation to process your claim.
- We expect payment from your insurance company within 30 days of submitting your claim.
- The balance is always the patient's responsibility.

Financial Arrangements: *Payment is due at the time of service*

We accept MasterCard, Visa, American Express, and Discover

FOR OUR PATIENTS WITHOUT DENTAL INSURANCE, we offer a discount for payment in full (2% for payment with credit card and 5% payment with cash or check) on the day treatment is started.

Missed Appointments:

- Appointments broken with less than 24 hours' notice may be charged \$45.00
- This fee will be waived if you re-schedule within 24 hours or the next available time.
- Exceptions: illness, death in family, emergencies, etc. will be made on a case-by-case basis.

I have read and understand all items. I authorize payment of dental benefits to be paid directly to the dental office.

Signature _____ Date _____