

Dr. Richard Valentine  
69 Hastings Drive  
Stony Brook, NY 11790  
Phone# (631) 689-1447  
Fax# (631) 689-1452

**Payment Policy**

ALL co-pays and services which are NOT covered by insurance are due when services are rendered.

If you do NOT have dental insurance, you are responsible for all charges at the time of service, unless payment arrangements have been made in advance.

We will gladly bill your insurance company for services rendered. However, this is not accepted as payment and you are still responsible for your co-pay and/or full payment if we are not a direct provider with your insurance company. Our office coordinator will let you know what your co-payment will be when your treatment is completed.

If inaccurate insurance information has been given to the office, you are responsible for paying your bill and then we will resubmit your insurance with the correct information provided and have the insurance company directly reimburse you for that visit, OR if your insurance company is disputing a fee occurred in the office you are responsible for paying your bill in full to the doctor and we will help you get the reimbursement from your insurance company and have them pay you directly.

Patients have 30 days from the time a bill has been sent out to make payment on their account. If payment is NOT received within that time period, a finance charge will be added to your balance.

Patient signature \_\_\_\_\_ Date \_\_\_\_\_