

OFFICE FINANCIAL AND INSURANCE POLICY

We strive to keep our fees fair and reasonable. You can assist that effort by paying your co-pays, deductible and any balances at the end of each visit.

Our staff can tell you the approximate fees for your treatment before each appointment so you will be able to cover your personal responsibility. To make payments convenient for you, we accept Cash, Visa, MasterCard, and Discover/Novus.

While the responsibility for payment of our fees ultimately rests with the patients themselves, we will be happy to submit to your insurance company for payment of their portion directly to us. We expect insured patients to read their policies carefully to become familiar with its benefits and limitations and to bring their evidence of insurability to our office.

It is important that you understand that in most cases your insurance is designed to REDUCE YOUR COST- NOT TO ELIMINATE IT COMPLETELY.

If considerable dental work is necessary and your pocket expenses exceed what can be paid at one time, you may put your balance on one of the above-mentioned credit cards or a reasonable payment plan will be established in advance of the work being started, so as to avoid any possible misunderstanding.

If an account is outstanding for more than (90) days, a monthly finance charge of .18% yearly will be added to that balance. If an account is not cleared up within the time specified, the account will be turned over to our attorney for collection, and a 25% collection fee will be added. Any checks returned to our office are subject to an additional fee of \$29.00 and immediate remittance in the form of cash, money order, or certified funds will be expected.

If at any time you have any questions about these policies or your account, please do not hesitate to ask our Office Manager for assistance.

I HAVE READ THE ABOVE POLICY AND AGREE TO ACCEPT ALL FINANCIAL RESPONSIBILITY FOR:

Patients Name	Date
Signature	Relationship to Patient
(seal)	
I hereby authorize the release of any Information necessary to process claim	I () do assign ins. I () do not.