

## FINANCIAL POLICY

To our Valued Patients,

Today in our world of rising prices, we are trying to keep our fee increases to a minimum by implementing new payment policies. These policies will take some burden off our bookkeeping and billing services.

As in the past we will continue to file your insurance claims. Our office will be offering the following payment policies.

1. All payments for services will be made at the office at the time the services are rendered unless previous financial arrangements have been made.
2. Patients having Dental Insurance will be required to pay their **DEDUCTIBLE AND ESTIMATED PORTION** of the fee at the time services are rendered unless previous arrangements have been made. You will also be responsible for any balance remaining after the Insurance Company has paid the claim.
3. While filing of insurance claims is a courtesy that we extend to our patients, **WE MUST EMPHASIZE** that as dental providers, our relationship is with the patient, not the Insurance Company. If we do not receive payment from your insurance company within 60 days, payment becomes your responsibility.
4. We do not file secondary insurance claims. Any balance remaining after the first insurance has paid will be paid by you. However, we will be happy to give you a computer generated speedy bill, with all the necessary codes and procedures, which you can submit to your secondary insurance company.
5. Your appointment time in this office is reserved just for you, because you are important to us. A \$50 fee will be charged for any appointment cancelled or rescheduled without one working day's notice. Please help us to avoid charging this fee by keeping your scheduled appointment.

I have read the above policies and agree to abide by them.

Date \_\_\_\_\_ Signed \_\_\_\_\_