

# Office Financial Policy

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**Our Goal** is to help each patient achieve and maintain the highest level of oral health an appearance they desire, in a comfortable and affordable manner. This often requires an investment of time, effort, and finances. In general, payment is expected at the time of treatment, unless arrangements have been made prior to the appointment. Our finance coordinator can help you with the details.

**Payment Options Include:** You can receive a 10% discount if paid in full at time of service. We also accept credit cards and third party financing may also be available on approved credit.

**If you have dental insurance**, we will submit your claim and do our best to help you maximize your benefits. Your estimated portion of the fee is due at the time of service. Any remaining balance will be billed to you and becomes your responsibility. Please provide us with updated insurance ID cards at each visit so that you can receive your insurance benefits.

**We offer an in-office membership plan. You can pay monthly or yearly that covers both of your hygiene appointments at a discounted rate and gives you an additional %10 off all other services. Please ask us for more information.**

**A finance charge of 1.5% per month will be assessed on the unpaid balance beginning 60 days after treatment.** Collection Agency fees of 35% plus attorney fees and court cost will be added to any delinquent account over 120 days. If collection becomes necessary, all financial information will be forwarded to the agency.

**A missed appointment fee of \$35 may be assessed if, repeatedly, less than 24 hours notice is given.** We will help to confirm your appointment by cell phone text, phone call and/or email. Emergencies and unforeseen circumstances will be considered.

I acknowledge that I was offered a copy of this office's Notice of Privace Practices (HIPPA)

**Thank you – We look forward to serving you. If you have any questions, please let us know.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Patient, parent, or legal guardian)