

## OFFICE POLICY

### PAYMENTS:

For your convenience we accept Cash, MasterCard, VISA, American Express and Discover. Citi Bank financing is also available providing monthly payments with no interest upon approval, offering 6 to 18 month terms.

One half of the balance is due at the beginning of treatment for crowns, bridges and partial dentures and the remaining is due upon completion of treatment.

A FINANCE CHARGE OF 1.5% A MONTH WILL BE CHARGED ON ACCOUNTS OVER 90 DAYS PAST DUE.

10% discount is given to senior citizens over the age of 65.

Most procedures are not covered completely by insurance. All deductibles and estimated co-payments must be paid on the date of service.

### INSURANCE:

**We will file insurance claims as a courtesy to our patients.** Please provide us with all pertinent information needed to file your claims.

Professional services are rendered and charged to you, the patient, and not the insurance company. **As policies vary from employer to employer we can ONLY ESTIMATE insurance payments.** Therefore, you are responsible for payment of the services rendered and any remaining balance after insurance payments. Please read your insurance policy and be aware of the limitations and exclusions.

### OTHER:

NSF - - - - A charge of \$25.00 will be put on your account for any check that is returned for non-sufficient funds.

Our policy for appointment cancellation is 24 HOUR NOTICE – any broken appointments or no shows will be charged at **\$25.00** fee.

Our office refers patients to specialist for oral surgery, periodontics, and root canals. Please be aware that anytime a dental procedure is performed on a tooth, there is a possibility you will need to be referred to a specialist for further treatment.

**Our office policy only allows patients in operatories. Children are only allowed in operatories for their appointments. Please make prior arrangements for care of your children. We cannot provide supervision in our reception room.**

Signature \_\_\_\_\_