WELCOME

We would like to welcome you as a new patient to our office. It is our desire to make this a very pleasant experience for you and your family. We welcome new patients and would like to take this opportunity to share some of our office policies with you. Communication is very important to both of us. We will make every effort to be clear, concise and honest with you about your needs as a patient and our needs as the provider. If you ever have any questions regarding the services provided in our office, please do not hesitate to contact us.

At the consultation each patient will be given a treatment plan and cost estimate.

Patient is expected to pay in full at the time of visit unless prior arrangements have been made.

Methods of payment accepted are cash, check, Visa, American Express, Discover, MasterCard and Care Credit.

As a courtesy to our patients, we will be happy to complete and file insurance forms to assure the patient of maximum benefits; however, the patient is ultimately responsible for the balance due. Please understand that insurance coverage is a contract between you, your employer and the insurance company itself.

All fees quoted regarding covered amounts by insurance are an ***ESTIMATE ONLY***. We

cannot guarantee actual insurance payment as we do not have their exact fee schedules or rules regarding your coverage. We will be happy to call and get a basic breakdown of your benefits so as to have a general idea of what they will cover.

I give permission for my dentist and his clinical staff to take necessary diagnostic films, photos, or study models to properly enable complete diagnosis and treatment.

If a balance remains on an account, a monthly statement will be sent to the patient. All accounts are due within 30 days of receipt. If a balance is carried on an account longer than 90 days, your account will be sent to collections.

*In the event that you cannot make your appointment, please give our office a 48-hour notice, or there will be a $50.00 charge, per hour you’re scheduled, added to your account.*

***If your bank returns a check payment, a $40 returned check fee would be charged to your checking account in the name of Check Marc USA, our check recovery service.***

In the event a small claims affidavit is filed against you, you will be responsible for the balance of your account plus incurred court costs.

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