



SMILE CENTER DENTAL CARE

FINANCIAL OFFICE POLICY

We are committed to providing you with the best possible care. If you have dental insurance, we are ready to help you receive your maximum payment from your insurance. In order to achieve these goals, we need your assistance and your understanding of our office policy.

A **\$60.00** per hour penalty will be charged to you for breaking a reservation with the doctor without a 48 hour advance notice. Appointments less than one hour will be charged as a full hour. This charge will not compensate at all the loss of time to the doctor and the assistant, as well as any other preparation made for your scheduled appointment. Neither side will benefit.

Will gladly discuss your proposed treatment and answer any questions relating to the finances and insurance. You must realize, however, that:

Your insurance is a contract between you, your employer, and the insurance company. We are not a party to the contract.

Not all services are a covered benefit in all contracts. Some insurance companies arbitrarily select certain services they will not cover.

We must emphasize that as dental care providers, our relationship is with you, not your insurance company. While the filing of insurance claims is a courtesy that we extend to our patients, all charges are your responsibility from the date the services are rendered.

Any portion not paid by insurance will be due at time of service. We accept cash, Visa, MasterCard, and American Express. All balances older than 60 days will be turned over to a collection agency.

Our office policy requires that all children need to be accompanied by an adult at all times.

If you have any questions about the above information or any uncertainty regarding insurance payment, please do not hesitate to ask us. We are here to take care of you and your family.

I have read and agree to the terms stated in the office policy above.

Name (print) _____ Date _____

Signature _____