

FAMILY DENTISTRY OF CALEDONIA

OFFICE FINANCIAL POLICY

Payment is due at the time services are rendered. For your convenience we accept cash, Visa, MasterCard, Discover, personal check, money order, or registered check.

We view your dental insurance as an entity that financially assists you with your dental care and finances. *Your* insurance benefits are based on a contract between your employer and the insurance company. **Any deductible or estimated co-payment amount will be due at the time of treatment.** As a courtesy we will be glad to file your claim for you if you bring 1) your dental insurance wallet card and 2) all required employer information. You will be expected to pay for services at the time it is rendered. If the office is unable to verify your insurance information before treatment, you will be expected to make full payment for services rendered. Once we verify insurance status we will, as a courtesy, file the claim on your behalf. In the unfortunate event that your insurance company does not pay, the balance is your responsibility. **If payment for services rendered has not been received from your insurance company, within 45 days, the remaining balance for treatment is considered due and collectible from you.**

We reserve the right to charge and collect fees for **broken appointments** – (appointments that are cancelled or broken without 48-hours advance notice.) There will be a charge of \$55.00 per ½ hour of appointment time reserved for your dental appointment. Appointments are reserved exclusively for you. As a health benefit to you, we may offer to move your appointment to an earlier time if openings arise.

A Returned Check Fee, Closed Account Fee or Frozen Account Fee of \$35.00 will be added to your account balance and is collectible. This must be resolved before proceeding with further treatment regarding this account.

Delinquent Accounts must be resolved prior to scheduling further appointments. We reserve the right to charge collection fees, attorney fees, and all court fees to accounts forwarded from our office.

Payment plans and financial arrangements can be entered into for comprehensive dental treatment, prior to commencing treatment. We offer CareCredit and Med-Direct for extended financing terms.

I have read and understand this financial policy.

Printed Name

Signature

Date