

Our office has certain **policies with respect to payment**. You are responsible for payment in full each time a dental visit is made. We offer a 10 percent courtesy discount for immediate cash or check payment. Master, Visa and Discover cards are accepted.

For insurance patients, statements will be sent directly to your insurance company. Charges not paid by your insurance company are due at the time of service and are the responsibility of the patient, regardless of your insurance type. It is also the responsibility of the patient to give us updated insurance information along with your insurance card at each visit. If insurance cards are not presented at each visit, the patient will be rescheduled. Insurance co-pays are due at the time of service.

Balances more than 60 days will automatically be turned over for collections with any additional expenses added to the balance. Maximum legal interest on the unpaid balance will also be assessed after the 60 days.

We do reserve time for your appointment and need at least 24 hours notice if you are unable to keep your appointment. If you do not cancel and do not keep your appointment, there will be a \$60.00 charge. This charge is not covered by your insurance company and will have to be paid before we can schedule another appointment for you.

If there are any questions, feel free to ask so that we can help you understand our policies.

I agree to comply with the above payment policies:

SIGNATURE

DATE

PRINTED NAME

WITNESS SIGNATURE

DATE