

***Susan Baker***  
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## **FINANCIAL POLICY**

To our valued Patients,

Today in our world of rising prices we are trying to keep our office fees to a minimum by implementing clear and exact payment policies. This will help to reduce our overhead, thus passing the savings along to our patients.

As in the past, and a favor to you, we will continue to file your insurance claims. Our office will be offering the following payment policies:

1. Patients having Dental Insurance will be required to pay their DEDUCTIBLE and ESTIMATED PORTION of the fee prior to the time services are rendered. You will also be responsible for any balance remaining after the Insurance Co. has paid the claim.
2. While filing of Insurance claims is a courtesy that we extend to our patients, WE MUST EMPHASIZE that as dental care providers, our relationship is with the patients, not the Insurance Co. If we do not receive payment from your Insurance Co. within 45 days, payment becomes your responsibility.
3. We accept Visa, MasterCard, Discover, and American Express.
4. We have made arrangements with "Care Credit" and/or "Capital One" to provide extended payment plans with zero interest rates on some amounts. Applications are available from our front office staff and a quick approval can be made.
5. Your appointment time is reserved for you, because you are important to us. WE RESERVE THE RIGHT to charge \$25.00 per half an hour depending upon the length of Dr. or the hygienist time reserved without giving us 24 hour notice prior to your scheduled appointment.
6. We are making every effort to stay on schedule so not to be late for your appointment. We reserve enough Dr. and hygienist time to give you the highest quality service. WE RESERVE THE RIGHT to reschedule late patients.

I have read the above policies and agree to abide by them.

Date: \_\_\_\_\_ Signed: \_\_\_\_\_