

OFFICE POLICIES

In an effort to better serve you, we have outlined our office policies related to scheduling, fee for services, insurance submission and financing.

If it is necessary to change your reserved appointment time, we request notification of at least 24 hours in advance of the scheduled appointment time. In the event that an appointment is broken within 24 hours of the scheduled appointment, we reserve the right to charge a fee ranging from \$25.00 to \$200.00 determined by the amount of time that is allotted for your treatment. You may be asked to put down a deposit (this amount varying due to the type of treatment being performed) prior to the date of the scheduled appointment. This deposit will be put towards the treatment being performed and can be refunded to the patient in the event that the treatment is covered fully by insurance company.

If you have dental insurance, we will be happy to file your claim and ask that you assign benefits to the office if we are a participating provider. If we are out of network, payment of services is due the day the treatment is completed. We will be happy to submit your claim and the insurance company will reimburse you for what they would cover. We do ask you pay any deductible, co-payment and/or coverage limitation at the time of service. **FEE FOR SERVICES ARE DUE AT THE TIME THE SERVICE IS RENDERED. FOR YOUR CONVENIENCE, WE ACCEPT VISA, MASTERCARD, DISCOVER, AMEX, CASH, CHECKS AND DEBIT CARDS, ALONG WITH CARE CREDIT AND THE MEDICAL BUREAU.** When there is a delay in receiving payment from the insurance carrier (more than 35 days) it is the responsibility of the insured person to pay for services in full and investigate the delay for reimbursement. Patients assisted by insurance are encouraged to check with their insurance company or employer regarding specific coverage limitations. A \$10.00 resubmission fee will be collected on all insurance claims submitted for the third time. This includes preauthorization forms as well as claims resubmitted for payment.

For larger treatment plans we do offer outside financing. We offer Care Credit interest free and extended payment options and the Medical Bureau of Pittsburgh. These payment options are a fast and simple way to schedule your treatment and feel the comfort of knowing that you can make interest free payments for up to 12 months. Pay no up-front costs, no annual fees. If you wish to choose an extended payment plan, we can discuss the financing with you.

We appreciate your cooperation in adhering to our policies and assure you we will continue to do our best to provide you with optimal care.

I UNDERSTAND MY FINANCIAL OPTIONS AND OBLIGATIONS AS DESCRIBED ABOVE.

PATIENT SIGNATURE

DATE