

CHINA TOWNSHIP FAMILY DENTISTRY, P.C

FINANCIAL POLICY

Because of the high cost of extending credit we must request that all patients' balances be paid when treatment is rendered. Cases with an outstanding patient balance will not be completed until final payment is received. We realize that this can be a problem for some of our patients. If you need an extended period of time to make payments, we will be glad to accept your VISA or MASTER CARD. We also have a Care Credit Program which you can apply for. Any payment arrangements or unpaid balance will have a 12% annual finance charge.

INSURANCE BENEFITS

As a courtesy to our patients, we will process accepted insurance claims and you should authorize the insurance benefits to be paid directly to us. You are financially responsible for all deductibles, co-payments, usual and customary fees, non-covered and/or disallowed services by your insurance carriers. Please check with your carrier regarding your coverage. It is to your benefit to be well informed to prevent having to pay for a service. If you do not inform us of any insurance changes or the services not covered by them, you will be financially responsible for the services rendered.

CANCELLED OR MISSED APPOINTMENTS

During the last year there has been an increasingly disturbing tendency for some people to schedule appointments and then fail to keep them. It will be the policy of this office to charge a **fee per ½ hour** of missed appointment time. This will also include appointments that are not cancelled with at least **48 hours** notice. After three no-shows on regularly scheduled appointments will lead to automatic termination of the doctor-patient relationship in this practice. We strive to keep costs down and our fees as low as possible. We are aware that most people are responsible and we value that type of patient. We emphasize respecting your time and taking care of your needs. We would like the same respect in return.

CANCELLATION FEES ARE AS FOLLOWS

\$150.00 per 1 hour hygiene appointment

\$150.00 per ½ hour doctor appointment

\$300.00 per 1 hour crown or surgery appointment

If you have questions about this or any other office policy or procedure, we will be pleased to discuss them with you. We value you, as our patient and will continue to provide you with our best professional care.

SIGN _____