

# SMILE

*Wellness Co.*

## OFFICE FINANCIAL POLICY

### Cancellations and Missed Appointments

Your appointment time is reserved specifically for you and for you only. Because of this, missed appointments or late cancellations are extremely detrimental to our day. As a result, we request at least 48 hours advanced notice if you will not be able to make your appointment. Repeated missed appointments or late cancellations may result in a fee of \$125.00 per hour or dismissal as a patient.

### Payment

Payment in full for your treatment is due no later than when services are rendered. Acceptable forms of payment include cash, Visa, Master Card, American Express, Discover, and assigned insurance benefits. In the event there is a shortage due to insurance underpayment, it is our policy to charge finance fees at 1.5% for outstanding patient balances after the balance has been outstanding for more than 30 days after you have been notified of a balance due. Payments returned due to non-sufficient funds will be subject to an NSF fee of \$25.00.

### Insurance

As a courtesy to you, we will process your insurance claims to relieve you of this time-consuming and complicated task. If your dental insurance pays a portion of your claim, you are responsible for the remaining balance. Regardless of what we may calculate your insurance company to pay, it is only an estimate. Ultimately, the financial obligation for dental treatment is between you and this office and is not between this office and your insurance company.

*I agree I am fully responsible for the total payment of all procedures performed in this office, including any treatment that is not covered by dental procedure. I understand that all services are to be paid within 90 days from the date of service, regardless of any pending insurance reimbursements.*

Patient Signature \_\_\_\_\_ Date: \_\_\_\_\_

A service charge of 1.5% per month (18% annual) will be charged on accounts exceeding 90 days. Any accounts over 90 days may be sent to a collection agency. Collection fees will apply.