

## Office Policies and Financial Agreement

It is our desire to provide the highest quality dental care to everyone. The following is a statement of Dr. Scott Mahaney's Dental/Financial Policies. We ask that you please read, agree to, and sign before any treatment is rendered.

### Regarding Insurance

Our goal to maximize your insurance benefits. It is important to understand that the insurance contract is between your insurance company and you, the insured. Dental insurance was not designed to pay for all dental care. Treatment recommended by Dr. Mahaney and his associates is never based on what your insurance company will pay. Due to pending claims and patient privacy issues, we do not always know how much an insurance company has already paid to another office or specialist, and the balance remaining on a yearly maximum.

Please be prepared to show your insurance card at the time of your visit. It is the patient's/guarantor's responsibility to provide any new information regarding insurance. Our office will gladly submit your insurance claim to your insurance carrier, as a courtesy to you. At the time of treatment, the patient/guarantor is responsible for the estimated portion the insurance does not cover. If for some unforeseen reason your insurance carrier has denied or not made payment within 60 days, the patient/guarantor is responsible for the balance in full. \_\_\_\_\_ (Initial)

### Payment Options

Cash, Check, MasterCard, Visa, American Express, or Discover

### 3rd Party Financing (Office Payment Plan)

With prior approval, we are pleased to offer a choice of No Interest or Extended Payment Plans to qualified applicants through Care Credit. If you would like to make extended payments for services at our office, please ask any of our administrative team for assistance in filling out an application form. \_\_\_\_\_(Initial)

### Additional Charges

A fee of \$30 will be charged on all returned checks. \_\_\_\_\_(Initial)

### Cancellation Policy

If you are unable to keep an appointment, we ask that you kindly provide us with the minimum of a 24 hour notice; otherwise there will be a \$25 broken appointment fee. Our office does not accept cancellation or changes in appointments after hours by voice mail or Demand Force; you must call during our normal business hours. This courtesy on your part will make it possible to give your appointment to another patient who needs to see the dentist or hygienist. \_\_\_\_\_(Initial)

### Office Hours:

Monday- Thursday 8:00AM - 5:00PM

Friday: Office Closed

\_\_\_\_\_  
**PATIENT NAME**

\_\_\_\_\_  
**PATIENT SIGNATURE**

(PARENT/GUARANTOR signature if Patient is a Minor)

\_\_\_\_\_  
**DATE**