

# Caring Convenient Dentistry

## PATIENT FINANCIAL / INSURANCE BENEFITS / MISSED APPOINTMENT AGREEMENT

All patients must complete a Health History form prior to being seen by the Doctor.

**ALL CO-PAYMENTS ARE DUE AT THE TIME OF SERVICE.**

WE ACCEPT CASH, CHECK, MOST MAJOR CREDIT CARDS& CARE CREDIT.

### **INSURANCE:**

We accept assignment of most insurance benefits. We do require any co-payments to be paid in full at the time of service. Your insurance policy is a contract between you, your employer and your insurance carrier.

**\*\*All charges you incur are your responsibility regardless of your insurance coverage. We must emphasize that as your dental care provider, our relationship is with you, our patient, not your insurance company. It is our job to be your health care advocate.** In the event your insurance company would happen to deny your claim, we will provide all necessary documentation to help your insurance pay, but ultimately any dispute over payment is your responsibility.

### **MISSED APPOINTMENT:**

PLEASE help us serve you better and keep costs down by keeping your reserved appointment. We require a 48 (business) hour notice to reschedule or cancel. We reserve the right to charge a fee for any appointment that falls outside of these guidelines. If multiple appointments are missed outside of these guidelines, you may be asked to pre-pay to schedule any future appointments.

### **PRIVACY POLICY:**

Our office does not disclose information about our patients or their treatment to outside agencies to the extent protected by law. Personal information will be maintained in a confidential manner.

Information disclosed to your insurance company (if applicable) will comply with current Health Insurance Portability and Accountability Act (HIPAA).

Thank you for understanding our Financial and Privacy Policies. Please let us know if you have any questions or concerns.

**I have read, understand and agree to the Financial and Privacy Policies.**

Signature \_\_\_\_\_ Date \_\_\_\_\_