

# Houston Dental Financial Guidelines

Thank you for choosing our office for your dental care. We are committed to offering high quality treatment that you and our professional staff determine is appropriate for you. A part of your dental treatment also includes payment of fees for services provided.

To avoid any misunderstanding regarding your financial responsibilities, please read and sign the following form prior to any dental treatment.

We accept cash, check and credit cards (MasterCard, Visa, American Express, and Discover.)

Full payment is due at the time of service. We offer a 5% same day discount to those not covered by a dental plan.

All insurance co-payments and deductibles are due the date the services are rendered.

We also have a payment plan called Care Credit that allows you to start treatment today and spread payments over time. Applying for Care Credit only takes a few minutes and there is no fee to apply. (If credit application is declined, another form of payment listed above is required.)

Senior citizens (65 & older receive a 10% courtesy discount.) Unless covered by a dental plan.

A service charge may incur at a rate of 1.5% per month on any balance over 30 days.

A \$5.00 billing charge may be applied for multiple statements.

## Regarding Insurance:

For new patient to our practice, we may accept assignment of insurance benefits once those benefits have been determined. In order to ensure that your insurance company is billed properly, we need to have accurate information about your plan. We will file your insurance as courtesy. Your insurance is a contract between you and your insurance company. This office is not a party to that contract. We can only estimate what insurance may pay. It is your responsibility to know the terms and limitations of your plan.

Any balance remaining after insurance has come in must be paid in full within 30 days of your statement. If your insurance has not paid your account in full within 60 days, any remaining balance will be your responsibility.

## Minor Patients:

Parents or guardians are responsible for full payment for treatment of minors. If no advance arrangements are made, the adult accompanying a minor will have to pay at the time of service.

## Missed appointments:

Unless cancelled at least 24 hours in advance, this office may charge a \$50 fee for missed appointments as well as a deposit to reserve future appointments. Missed appointments may result in loss of scheduling privileges. Help us to serve you better by keeping your scheduled appointment.

Thank you for reviewing our Financial Policy. Please let us know if you have any questions or concerns.

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