

San Ramon Family Dental

FINANCIAL POLICY

This statement is to inform you of our financial policy. We are committed to providing you with the highest quality dental care using only the best material and technology available in the market today. We are also committed to providing you with up to date information and education tools so that you may fully participate in maintaining optimum oral health. Our financial policy to facilitate excellent service to you while minimizing our administrative costs.

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 with your insurance company. Your insurance policy is a contract between you, your employer, and the insurance company. Our office is not a party to that contract. If payment from your insurance company is not received within 60 days, you will be expected to pay the balance in full.

As a courtesy to you we will help you process all your insurance claims. You may direct your insurance company to pay your benefits directly to our office by signing the authorization on the Assignment of Benefits Agreement. In order for our office to file your insurance claim, you must bring a complete dental insurance form or proof of insurance at each appointment.

Full payment is due at the time service is provided unless prior payment arrangement has been made. Our office accepts cash, personal check, MasterCard, and Visa.

Return checks and balances older than 60 days may be subject to collection fees and finance charges. Additionally our office will charge you for broken appointments and appointments cancelled without **48-hours advance notice**. It is vital you give our office a 48-hours notice to avoid cancelled appointment charges.

If you have any questions regarding to our financial policy, please ask. We are committed to providing you with the most positive experience in dental care.

Print Name

Date

Signature

Date