

Marsh Family Dental - Office and Financial Policy

All patients must complete a patient registration form, a health form, and a HIPPA form prior to being seen by the doctor or staff.

PAYMENTS

- We accept cash, checks, Visa, MasterCard, Care Credit, and debit cards.
- Full payment is due at the time of service for patients without a dental plan, unless otherwise specified.
- Insurance deductibles and co-payments are due at the time of service.

PATIENTS WITH A DENTAL INSURANCE PLAN

We ask that you provide us with all your insurance information prior to your first appointment. Your insurance plan *may or may not* include benefits for services rendered in this office. The benefits you receive are in accordance with your plan agreement, which is determined by either you or your employer. It is your responsibility to know what your insurance covers. *Please understand your plan is a contract between you and your carrier. You, the patient, are responsible for all the services rendered unless we agreed with the insurance company for another arrangement. We are happy to assist you in obtaining the allowable benefits and to process the required forms at no charge despite necessary time in doing so. Claims uncollectible after five (5) months will become the responsibility of the patient and payable in full. If you have 2 insurance policies, a primary and secondary, we will submit to the primary first and then to the secondary after we receive a statement from the primary insurance company.

COPAYMENTS

When we collect copayments, we are estimating your amount due at the time of service. We try to estimate as close as possible in order for you not to have any additional payment. However, sometimes our estimates leave a balance, in which case we will be sending you a bill for the difference. It is not our intention to have you pay any more than you would owe.

MAJOR SERVICES

All fees for major services will be discussed prior to treatment, but may be subject to change due to the nature of dental care

MISSED APPOINTMENTS

Charges will not be applied for your first failed appointment or cancelled with a 48 hour notice. However, if you fail to miss a second appointment, a **fee of up to \$75.00** may be applied. This fee is not covered by your dental insurance and will need to be paid prior to you making any future appointments. We also require an adult to accompany all children under the age of 18.

**** PLEASE NOTE****

If you are more than 15 minutes late for your appointment, we will need to reschedule you. Our attention to detail for all our patients also means for us to be able to stay on time for all scheduled appointments and it is not fair to make other patients wait.

FINANCIAL

- A billing charge of \$3.00 will be included on statements overdue by 30 days

Any expense incurred for returned checks will become your responsibility and will be added to your account balance.

We encourage you to discuss any financial concerns that you may have so that we may assist you in the effective management of your account.

I have read, understand and agreed to the financial policy described above.

Signature of Patient, Parent or Guardian

Date