

Missed Appointments & Cancellations:

Please give our office at least 2 days notice for any cancellations. If we do not have at least 2 days notice, we may charge a \$75 Missed Appointment and Cancellation fee. The fee will need to be paid before a new appointment can be scheduled. If a patient misses 3 appointments, they may be asked to transfer their records to another dental office.

Insurance:

Our goal is to maximize your insurance benefits. Your dental insurance is a contract between you and your insurance company. We are not a part of this contract. We will bill your insurance company as a courtesy to you. Although we may estimate what your insurance company may pay, it is the insurance company that makes the final determination of your eligibility and payment. You agree to pay any portion of the charges not covered by insurance

Payment Options, if you have no insurance:

1. You must pay the full treatment total (by cash, check, or credit card) prior to services being rendered.
2. On extensive treatment, you may prefer to secure third party financing for the entire amount and make payments to the lending institution.
3. We offer special financing through CareCredit. CareCredit offers 6 or 12 month deferred interest plans or extended plans with interest. Information is available at www.carecredit.com or by contacting our office.
4. We may offer you an automatic payment plan, at our discretion.

Payment Options, if you have insurance:

1. You must pay (by cash, check, or credit card) your deductible and any out-of-pocket estimates prior to services being rendered.
2. You may pay in full in advance (or your estimated co-payment if part of your treatment will be covered by insurance). Since it requires less administration on our part, should you choose this option we will extend a 5% discount on the amount you pay in advance.
3. On extensive treatment, you may prefer to secure third party financing for the entire amount and make payments to the lending institution.
4. We offer special financing through CareCredit. CareCredit offers 6 or 12 month deferred interest plans or extended plans with interest. Information is available at www.carecredit.com or by contacting our office.
5. We may offer you automatic payment plans, at our discretion.

Monthly Statement:

If you have a balance on your account, we will send a monthly statement. It will show the previous balance, any new charges to the account, and any payments/credits applied to your account during the month. Unless we have agreed to other arrangements, the balance on your statement is due within 25 days of the statement date.

Returned Checks:

There is a \$10 fee, subject to change, for any checks or automatic payments returned by the bank.

Past Due Accounts:

If your account becomes past due, we will take necessary steps to collect this debt. This may include referring your account to a collection agency, If we have to refer your account to a collection agency, you agree to pay all collection costs incurred. If we have to refer collection of the balance to a lawyer, you agree to pay all lawyers' fees incurred plus all court costs. In case of suit, you agree the venue shall be in Washington County, Maryland.

Patient's Name: _____

Responsible Party (if not the patient): _____

Signature: _____

Date: _____