

# GLENBARD FAMILY DENTAL

## OFFICE FINANCIAL & APPOINTMENT POLICY

Thank you for including us in a very important decision in your life – your dental health needs. Please take a moment to review our financial and appointment policies.

If you have dental insurance, please provided us with your insurance card or claim form. We will submit your claim to your dental insurance company as a courtesy to you; this is not a guarantee of benefits or payment. You are responsible for any deductibles or co-pays at the time of service. We allow six weeks, it is your responsibility to contact your insurance company to resolve any outstanding claims.

If you do not have dental insurance, payment in full is due at the time of service unless prior financial arrangements have been made. We accept cash, personal checks, money orders, Via, MasterCard, Discover, and Care Credit.

We offer financing as a courtesy to our patients and are happy to set up a payment plan to meet your individual needs. Payment arrangements must be made prior to treatment. PLEASE ASK!

Statements are mailed monthly. Accounts with balance over 90 days will be assessed a 1.5% finance charge. Please contact our office immediately if you have any questions about your bill.

Accounts over 90 past due will be considered for collection and can affect your overall credit rating. Additional collection and attorney's fee may apply.

A \$50 fee will be charged for missed appointments and cancellations with less than 48 hours' notice, with the exception of emergencies.

**I have read and understand GLENBARD FAMILY DENTAL financial and appointment policy. I understand that payment of my account is my responsibility. I understand that I am responsible for any and all fees that may be incurred in the collection of overdue balances of my account.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_