

# Horizon Dental of Norcross

## Financial Policy

Thank you for choosing us as your dental care provider.

In an effort to keep dental costs down, while maintaining a high level of professional care, we have established this financial policy for your benefit. In order to operate our office as efficiently as possible, we will schedule each appointment with your specific needs in mind. Therefore, if you are more than fifteen minutes late, we may have to reschedule your appointment. If you are unable to keep your scheduled appointment: **We require a 48 business hour cancellation notice to avoid a broken appointment fee of \$50.00.** We will make every effort to provide a courtesy reminder by post card and/or phone call. **Initial** \_\_\_\_\_

All returned checks will incur a \$45.00 fee for processing. Account balances over 90 days are subject to collections.

**Payment is expected in full at the time of service**, and for your ease and convenience, we offer the following types of payment arrangements.

2 Equal Payments: For major multi appointment treatment. One-half is due at the beginning of treatment and the balance is due at treatment completion.

**Care Credit is available at 0% interest with 6 to 12 months to pay for your treatment. You may apply at carecredit.com or in the office with our iPad. Care Credit is a credit card. If you use this form of payment it does not absolve you from your fee for service responsibility to the practice. In the event that your account is charged back your fees are due immediately in order to not receive theft of services charge.**

Prepayment courtesy: For treatment over \$600.00, a 5% immediate pre-payment courtesy will be applied if treatment paid in full at the time of scheduling or first appointment.

### DENTAL INSURANCE

#### **IT IS YOUR RESPONSIBILITY TO KNOW YOUR INSURANCE BENEFITS.**

By definition, dental insurance is a contract between the contracted individual and the insurance carrier. Therefore, all patients are responsible for all dental fees regardless of insurance company. Our doctor cares for his patients not based on insurance but on overall dental health, preventive and restorative needs. We do provide an additional service for our insured patients by submitting their claims free of charge directly to their carrier under the following guidelines:

If insurance payment is paid directly to our office the patient is required to pay any co-payments at the time of service. The co-payments are always an estimate. **Insurance never guarantees payment to the provider.**

If the insurance company sends payment to the patient the full payment is due at the time of service. Patients using insurance, please be advised that our office files claims as a courtesy to you, not a requirement. In the event that your insurance company has not paid claims within 60 days of the date filed, any unpaid charges become the responsibility of the patient as does the follow up with the insurance company.

I understand and agree to the above dental practice policy.

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(Patient/Guardian Signature)

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(Date)