

Office Policies

We are a fee-for-service practice and payment is expected at the time of service. We accept many forms of payment including: Visa, MasterCard, American Express, cash, and checks. We do not offer any “in-house” financing or monthly payment plans, but do offer assistance with third-party financing through Care Credit and Citi Health Card. If you would like to apply for third-party financing, please consult our front office staff.

We should agree to a treatment and payment plan in advance of scheduling your procedures. For planned surgical visits, we require payment in full one week in advance. You are subject to a \$500.00 surgical set-up charge if you miss your appointment unless you have given us 48 hours’ notice. We will work directly for you and will help you file your insurance claims as a courtesy to you. The insurance company can reimburse you.

Delinquent Accounts

We reserve and will exercise the right to report any account 90 days past due to a Collection Agency. All expenses incurred as a result will be the patient’s responsibility, as permitted by law.

Missed Appointments:

Appointments are valuable blocks of time and when an appointment is broken or cancelled with short notice, we are often prevented from filling that time and helping other patients. Please give at least a 24-hour notice when you will not be able to make your scheduled appointment. There will be a \$75 charge for all consultations, exams, and cleaning appointments broken or cancelled with less than the required 24-hour notice.

Additionally, if you are more than 15 minutes late for an appointment, you may have to reschedule.

Signature

Date

Please return to the front desk to receive your copy