



## Office Financial Policy

Thank you for choosing the office of Al Villalobos, DMD. Our primary mission is to deliver the best and most comprehensive dental care available. An important part of this mission is making the cost of optimal care manageable for our patients. If you are fortunate enough to have dental insurance we will help you receive your maximum allowable benefit. In order to achieve these goals, we need your assistance and your understanding of our financial policy.

### Payment

Patient payment in full is due at the time services are rendered. We offer several payment options:

- ✓ Cash, Check, Visa, MasterCard, Discover, or American Express
- ✓ Monthly payment plans from CareCredit<sup>1</sup>

### Patients without Dental Insurance

- ✓ Payment in full is due at the time of service, unless alternate arrangements have been made

### Patients with Dental Insurance

- ✓ We will file claims on your behalf for services rendered<sup>2</sup>
- ✓ Not all services are covered under all insurance contracts
- ✓ Your insurance is a contract between you and your insurance carrier. We will provide you estimates based on the information that your insurance carrier provides to us
- ✓ Co-pays are due at the time of service
- ✓ Please update our office staff regarding any changes to your dental insurance policy, so that we may process your claim in a timely manner

### Appointments

Once an appointment has been made, that time is reserved specifically for you

- ✓ Appointments are required for all visits
- ✓ **There is a \$50.00 fee for all appointments that are missed or canceled without 24 hours notice**

If you have any questions about the above information, please do not hesitate to ask us. We are here to help you get the dentistry you want or need.

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Signature of Responsible Party

Date

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Patient Name (Please Print)

<sup>1</sup>Subject to credit approval

<sup>2</sup>However, if we do not receive payment from your insurance carrier within 90 days, you will responsible for the payment of your treatment fees and collection of your benefits directly from your insurance carrier