

Dental Associates of Arlington Heights

Financial Policy

CANCELLATION POLICY

RESTORATIVE AND HYGIENE APPOINTMENTS

We ask for at least 48 hours advance notice for canceling or rescheduling an appointment; otherwise a \$50 fee may be assessed to your account.

Note: All cancellation fees must be paid prior to scheduling another appointment.

The treatment that is planned for you is specific to you. It is important for you to keep the scheduled dates and times to properly complete your treatment.

A broken appointment is a loss to three people:

- *the patient who missed the valuable time*
- *the patient who could have taken the valuable time*
- *the doctor who was fully staffed and prepared for the appointment*

ACKNOWLEDGMENT AND RELEASE

Insurance

We provide services for our patients with the understanding that they are responsible for payment in accordance with our financial policy. We will prepare and submit forms and reports to assist you in obtaining maximum benefits available, however, the dentist's treatment recommendations or fees are not affected by the presence or absence of insurance benefits. Treatment recommendations are based on your dental needs and desires and are not a reflection of your dental benefits. Your dental benefits are a contract between you, your employer and the insurance company. Therefore we do not confirm insurance eligibility or predetermine recommended treatment. We are not preferred providers or members, and do not have any association with any insurance organizations.

Collection

In the event the balance becomes more than 60 days overdue, billing may be turned over to an outside collection agency. The responsible party listed above agrees to pay interest, collection and other legal expenses related to collection of fees owed, including reasonable attorney fees and court costs. Waiver of any breach of any time or condition shall not constitute a waiver of any further term or condition.

Signature

Date

Credit Card # _____

_____ Exp. Date _____ Sec Code _____

(To be used only in event of broken appointment.)