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in Bethany Village  
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## Office Policies

In the interest of good health care practice and to keep our fees from rising, we have established a credit policy to avoid any misunderstanding. The benefits to a happy, healthy smile are immeasurable! Our goal is to help you reach and maintain maximum oral health.

All accounts are due and payable at the time of your visit. Patients with insurance are expected to pay a portion of the treatment estimated on the day of dental service. Non-insured patients are expected to make payment in full on the day dental services are rendered unless definite arrangements have been made in advance. Cash, checks, Visa, Master Card, Discover, American Express and Care Credit are accepted. Up to 10% discount is extended to senior citizens (65 years and older) who have no insurance. Patients are liable for all fees connected with returned checks and processing. Appointments missed, without 24 hours notice will result in a \$50 charge.

As a courtesy, our office will file your claim with your insurance and initiate correspondence with the purpose of getting you the maximum coverage your insurance will allow. We are only able to give an estimation of costs toward dental treatment and you are responsible for any costs not covered by insurance. We will assist you in obtaining your dental benefits that are specified in your dental contract by professionally accepted methods. Your insurance contract, however, is between you, your employer and the insurance company. It is important to understand that not all dental services are covered in all insurance contracts. Some insurance companies arbitrarily select certain services that they will not cover. It is your responsibility to determine your benefits with your plan. We will aid in the predetermination of your insurance benefits at your request. However, this will delay our ability to provide dental services to you as we wait for your insurance company to respond. After insurance payments have been received, if there is a balance on your account, our office will extend 30 days grace period for you to bring your account current. After the 30 days grace period any balance outstanding will bear interest at 18% per annum or 1.5% per month. These additional fees will be applied to the unpaid balance at the end of the month. We cannot accept responsibility for collecting an insurance claim after 60 days or for negotiating a disputed claim, therefore, you are responsible for payments to your account. We will only send statements out to those accounts that have balances due. If we are waiting on your insurance payment, you may not receive a bill until we know accurately what insurance will cover.

I have read this credit policy and understand that regardless of any insurance coverage I may have, I am responsible for payments on my account. I authorize Hillside Dental at Bethany to collect the payment owed if not paid within my account. I understand that my delinquent account will be assigned to a credit reporting collection service. If it becomes necessary to effect collections of any amount owed on this or subsequent visits, I understand and agree to pay for all costs and expenses including reasonable attorney fees. This will insure that our responsible patients will not be penalized to cover costs incurred by those who do not pay on time. All patients on an account that is referred to collections will only be eligible for emergency treatment for 30 days and will be dismissed from the dental practice if the balance is not paid.

I have read the above policies and agree to abide by them.

Signature of PATIENT, PARENT or GUARDIAN: \_\_\_\_\_ Date: \_\_\_\_\_

## Agreement and Consent

1. I authorize and give consent to the doctor and the staff to administer treatment, including, but not limited to local anesthesia, analgesia, x-rays, photographs and any other treatment that in their judgment, may be necessary for dental health. I understand the use of medications, anesthetics and some procedures may embody a certain amount of risk. This may include allergic reactions and/or other reactions/sensitivities. If I am a female using oral contraceptives, I understand that antibiotics or other medications may interfere with the effectiveness of oral contraceptives. It is my responsibility to inform the doctor of any medical or dental conditions or concerns I may have.
2. During examination and treatment persons present in the operatory is limited to the doctor or hygienist (provider), assistant and patient.
3. I understand and agree that all photographs are the sole property of Hillside Dental at Bethany.
4. Dental treatment can be unpredictable. I acknowledge that no guarantee has been given as to the treatment results that may be obtained.
5. I consent to the proper disposal of any tissues or body parts that may be removed (i.e. tooth structure, mercury filling material, blood).
6. I acknowledge that the Notice of Privacy Practices is available and I have been given a copy.
7. I grant my permission to Hillside Dental at Bethany to contact me to discuss matters related to this consent, my treatment or my account.
8. I hereby authorize Hillside Dental at Bethany to release any information necessary to process my dental insurance claims. I further authorize a release of information if necessary to refer my case to a specialist.
9. I understand that responsibility for payment for dental services provided at Hillside Dental at Bethany for myself or my dependents is entirely mine, due and payable at the time services are rendered, unless other arrangements have been made. I understand deductibles and copays are required at time of service. Any dishonored checks will be assessed a statutory handling and collection fee of \$25 plus any bank related charges.
10. I hereby authorize and direct my insurance company to pay any dental benefits due to me directly to Hillside Dental at Bethany. I understand that I will bear the entire cost of collection, court costs and attorney fees on my account should this be required to collect outstanding balances at the sole discretion of this dental office.
11. I understand that appointment time is reserved specifically for me. It is my courtesy to provide 24 hours notice of any change in regards to scheduled dental appointments. Failure to provide this consideration will result in a \$50 charge.

Signature of PATIENT, PARENT or GUARDIAN: \_\_\_\_\_ Date: \_\_\_\_\_

Print Patient Name: \_\_\_\_\_