



Welcome to 3D Dental! We would like to thank you for the opportunity to provide you with your dental care. We strive to offer you and your family quality dental care.

We would like for you to take a moment and read through the following policies and procedures that ultimately may effect your dental care.

We look forward to working with you and treating you with the best possible care!

Payments and Co-Pays

We accept cash, check, Visa, Mastercard, Discover, and American Express. All cash payments and co-pays are due at the time of service. We will notify you to the best of our knowledge of what your co-pay or cost will be but please keep in mind this may change during the procedure or if your insurance benefits are not correct. Ultimately, it is your responsibility to know your insurance policy and benefits. All non-covered services must be paid for at the time of service unless permanent payment arrangements are made.

Insurance and Medicaid

We will file all insurance claims on the patients behalf. It is the patients responsibility to provide us with the correct insurance information. We will provide you with treatment plans before any basic or major work so the patient knows what to expect. These are only estimates based on the information you as the patient has provided us. We strive to give you the best possible estimate but keep in mind it is not a guarentee of payment or benefit.

Medicaid has a fiscal yearly maximum of \$1000. The benefit period runs from July 1st to June 30th. Anything over this \$1000 max is the responsibility of the patient.

Missed Appointments

Will we call you to remind you of your upcoming appointment day and time. This is a courtesy and the patient is ultimately responsible for keeping that appointment. Patients who arrive more than 15 minutes late for the scheduled appointment time may be asked to reschedule.

3D Dental may charge a \$50 broken appointment fee for all appointments not changed or cancelled with 24 hours. The broken appointment fee for patients receiving oral sedation is \$50 per hour if not cancelled within 48 hours.

Collection Process

Any account that remains in our office unpaid after 60 days will be turned over to collections if timely and satisfactory payment arrangements have not been established. The patient will be notified of this from the collection agency. If your account is turned over to the agency, you account will be assessed a \$50 collection fee.

Any routine future appointments that are scheduled will be canceled and no further appointments or treatment can be scheduled unless the account has been paid in full. The patient will be notified by 3D Dental of any cancelled appointments.

Dental Records

3D Dental will release dental records when a signed authorization is received and the account is paid in full. There may be a fee assed for duplicating and mailing records.

Discharge of a Patient

3D Dental has the right to discharge a patient from the practice at any time for various reasons, including but not limited to, failure to abide by financial policies, noncompliance with recommended treatment plans, mutliple missed or failed appointments, or conflicts of interest.

Signature

Date