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*Thank you for choosing our office as your dental health care provider. We are committed to providing you with the highest quality lifetime dental care so that you may fully attain optimum oral health. Everyone benefits when office and financial policy arrangements are understood so that we may have a definite understanding in regards to the payment for dental services, the following is our policy.*

**Financial Policy:**

Payment is due at the time service is provided. We accept Discover, Mastercard, Visa, Care Credit, Citi Health, personal checks and cash. Returned checks will be subject to additional fees. There will be a 1.5% per month (18% per year) service charge on balances over 60 days. Should this account be turned over to a collection agency, I agree to pay all costs of collection, including, but not limited to court cost and attorney fees. (Initial) \_\_\_\_\_

**Patients WITH Insurance Coverage:**

Fit to Smile is contracted with most insurance companies as a PPO Provider. We will be glad to help you obtain the appropriate benefits from your insurance carrier as a courtesy to you. We can request a pre-estimate of benefits from your insurance carrier if you request to do so. Routine treatments are generally performed without submitting a request of pre-estimate of benefits. If your insurance company has not paid the claim within 45 days, the balance will be automatically transferred to you. In some cases, insurance carrier may pay for alternative benefits other than the treatment performed. In this case, you are responsible to pay for the difference. Even if you have dual coverage (which is possible when you and your spouse both have insurance) there may still be a portion that is your responsibility. If you are having extensive treatment over a period of time, we request payments during the course of treatment. Our financial coordinator will assist you in arranging a payment schedule. (Initial)\_\_\_\_\_

**Patients WITHOUT Insurance Coverage:**

Patients without insurance coverage are required to pay for services as rendered. We accept Discover, MasterCard, Visa, Care Credit, Citi Health, personal check and cash. (Initial)\_\_\_\_\_

**Appointment Policy:**

Patients are seen on an appointment basis, allowing optimal time for treatment. It is our goal to see patients on time, respecting, your time. Please arrive promptly for your reserved appointment, if you arrive anymore than 20 minutes after your appointment time it is our right to reappoint your treatment to another day. If for any reason you need to make a change to your appointment; Fit to Smile requires a 48-hour notification call during normal business hours. Our staff understands unforeseen circumstances arise and we will be sensitive to these emergency situations. However, Fit to Smile reserves the right to charge a cancellation fee of \$50.00 per hour reserved for an missed appointments without notification of less than 48-hours. (Initial)\_\_\_\_\_

***Thank you for allowing Fit to Smile to help you achieve the healthy, beautiful smile you deserve, by signing below you recognize and agree to the terms and conditions.***

Signature: \_\_\_\_\_ Date \_\_\_\_\_