

Wellenreiter Dentistry at Blakeney

Thank you for choosing our office for your dental needs. We provide quality service to all our patients. At your appointment, a thorough examination along with necessary digital radiographs will be administered. You will receive a thorough explanation of our diagnostic findings and then a personalized consultation to discuss necessary treatment.

The following is a list of our office policies. Please sign at the bottom when you finished reading them. Feel free to ask any questions you may have.

Cancellation Policy: It is our policy to require 24 notice for the cancellation of an appointment. We realize there may be emergency situations where this is not possible, and these situations will be dealt with individually. An \$80 fee will be charged to your account after three late cancellations or for a failed appointment of one hour in length or less without attempt to contact us. An \$80 fee **PER HOUR** will be charged for failed appointments over one hour in length. After hours, you may call and leave a message on our answering machine.

Financial Policy: Full payment is due at the time of service. We accept cash, checks, Discover, Visa and Mastercard. A \$50 fee will be charged for any returned checks.

Regarding Insurance: As a courtesy, we will happily file your insurance claims for you. We must have all your dental insurance information to file your claim properly. If there are changes in your insurance information, please let us know before your appointment. Our fees reflect what is usual and customary for our area. You are responsible for payment regardless of any insurance company arbitrary determination of usual and customary fees and for any treatment administered but not covered by your plan. Your estimated portion will be due at each visit, based upon the information we receive from your insurance company. You are financially responsible for any remaining portion not paid by your insurance. A finance charge of 1.5% per month (18% annually) will be added to your account after 60 days. Should you fail to pay all sums on your account in a timely manner, we reserve the right to pursue legal collection actions against all responsible parties. You further agree to pay all fees associated with collections action, including, but not limited to, court costs and reasonable attorney's fees. We will gladly reimburse you for any payments made to Wellenreiter Dentistry at Blakeney in excess of services rendered provided there are no outstanding insurance claims.

Please feel free to ask any questions you may have. Thank you for placing your confidence in us and giving Wellenreiter Dentistry at Blakeney the opportunity to service your dental needs.

Patient's or Guardian's Signature _____