

Buckhead Smile Center

Welcome to our office!

Our goal is to help remove financial barriers so our patients can receive the dental treatment they need and desire. Your clear understanding of our financial policy plays an important role in our professional relationship. Please ask if you have any questions about our fees, financial policy, or your responsibility.

*Insurance: Our experienced team is committed to helping patients maximize their dental benefits. Insurance policies vary greatly. Due to the complexity of insurance contracts we can only **estimate**, in good faith, what your insurance will pay, not guarantee your coverage. Your estimated patient portion must be paid at the time the service is rendered, unless prior financial arrangements have been made. As a service to our patients, we will bill your insurance company for services, allowing 45 days for them to render payment. After 60 days, you are responsible for the entire balance due in full. If you have any questions, our courteous office staff is always available to answer them for you.

You will be informed of the treatment planned and associates fees, before treatment begins. Patients are responsible for charges for dental services and materials not paid by their dental benefit plan unless prohibited by law. Or unless the treating dentist or dental practice has a contractual agreement with the plan prohibiting all or part of such charges. To the extent permitted by law, patient consents to the use and disclosure of protected health information to carry out payment activities in connection with filling of the dental insurance claim(s).

* **Payment options:** Patients are asked to pay for services as they are provided. We accept cash, checks, debit and most credit cards (Master Card, Visa, Discover, and American Express). We also offer flexible financing options because we understand that monthly payments can help patients fit the cost of dental treatment into their budgets.

* 3rd Party Financing: We offer financing through 3rd party vendors for those who qualify. With these institutions, you can finance up to 100% of your dental treatment with no upfront costs, no annual fees, and no pre-payment penalties. The vendors offer a full range of payment plans, so you can find the one that works best for you. It can be used by the whole family for ongoing treatment without having to reapply.

* Appointments: We schedule one patient per appointment because you deserve exclusive personal time with your doctors and staff. We strive to run on time so you will not be kept waiting, and we ask that you arrive on time for your appointment as well. We understand you are busy, and your time is valuable to us. We pride ourselves on keeping to our schedule and only deviate from it in the event of dental emergencies.

* Missed Appointment: We want to work with you to schedule convenient appointments for your visits to our office. However, we ask that you please call 48 hours, or two days in advance, if you need to reschedule or cancel your appointment. Missed appointments without this notification, or repeated cancellations, may incur cancellations fees of **\$50** per hour of your scheduled appointment time.

* Service Charges: The policy of this office is to charge 1.5% monthly interest (18% annual percentage rate) or billing charge that will be applied to all accounts over 90 days past due. We will also charge **\$35** for any returned checks.

*Collection Fees: Fees incurred to collect payment, will be billed to and payable by the patient's account holder.

*Assignment of Benefits: I hereby authorize assignment of payment of my dental insurance benefits to **Buckhead Smile Center**. This Assignment of Benefits shall be deemed ongoing until my dental insurance carrier receives written notice from me revoking this agreement.

* Financial Agreements: The patient (account holder) agrees to be fully responsible for total payment of treatment performed in this office.

I understand and agree to this financial policy and agreement:

Responsible party

Date

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