



## Financial Arrangements and Office Policy

### For All Patients:

A payment for services rendered is expected at the time of your appointment. Cash, personal checks, Visa and MasterCard are all accepted. If an extended payment plan is desired, please ask us about our third party billing (finance) program. All unpaid accounts will be assessed a 1% monthly finance charge after 60 days. Delinquent accounts over 90 days could be referred to a collection agency. All fees incurred from the collection agency will be charged to the account.

### For Patients with Dental Insurance:

At West Campus Dental Center, we accept almost all dental insurance. As a complementary service we will file your claim with your insurance company. We will estimate your deductible and the portion not covered by your insurance. Our estimates may differ somewhat from your insurance company's calculations; therefore the amount due at our office may be adjusted accordingly. All procedures that are not covered by insurance are ultimately the patient's responsibility. Any insurance claims denied or remaining unpaid after 60 days will automatically become the responsibility of the patient and will result in a 1% monthly finance charge. I hereby authorize my insurance benefits to be paid directly to the physician. I also authorize the doctor or insurance company to release any information required for processing any claims.

### Office Policy:

If the need to cancel a scheduled appointment arises, we request at least 48 hours notification. Appointments cancelled within 48 hours or "No-Show" appointments will result in a \$50 fee charged to your account. Please turn off all cell phones prior to entering the treatment area. Interruptions of dentist and assistant can affect the quality of treatment.

### Our Promise:

Above all, the primary goal of our dental office is to provide high quality, "patient-centered" dental care. We strive to maintain our standards through patient service, professionalism, compassion, efficiency and continuing education. We will also make every effort to "stay on time" so that you will not have to wait. Every staff member takes pride in achieving high standards in dental excellence and values forming lasting relationships with our patients. We are honored to have you as our patient and will make every effort to exceed your expectations.

Madhuri Vanama, DDS and Staff

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Print Name

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Signature and Date