

Richard S. Pauli, D.D.S.

Office Policies

Please Review and sign at the bottom, acknowledging that you were informed of these policies.

FINANCIAL POLICY:

In the interest of good dental care practice, it is desirable to establish a credit policy to avoid misunderstandings. Our primary responsibility is to help our patients experience good dental health and we wish to spend our time and energy toward that end.

To assist our patients we offer the following methods for taking care of their account at the time of service:

- We accept cash or check
- We accept credit cards (Visa and Mastercard)
- As a courtesy we will gladly bill your insurance when provide us with the current information and any necessary forms.
- For patients who qualify we offer various payment plans through a third party financing company. There are numerous payment options that will fit comfortably in almost any monthly budget. These companies offer a revolving line of credit that can be used by the whole family for ongoing treatment without having to reapply. There are no upfront costs, pre-payment penalties or annual fees to our patients.

FAILED OR CANCELLED APPOINTMENTS:

We kindly ask that patients give us 24 hour notice if they are unable to keep their appointment. There will be a \$30 minimum charge PER failed appointment. The length of time reserved and the number of prior failed appointment determines your charge. We will not offer appointment to patients who fail multiple appointments without having given us proper notice. You must contact our office during business hours.

ESTIMATES AND FEES:

After x-rays and examination you are entitled to and should ask for an estimate of fees to cover your treatment. All estimates are based upon conditions viewed at the time of diagnosis. Unforeseen circumstances such as pulpal therapy or cracked teeth could alter an estimated fee. It is customary to pay for dental services when they are rendered. Except in extreme emergencies, financial arrangements are made before treatment is rendered. There is a service charge on all unpaid accounts.

DELINQUENT ACCOUNTS:

Delinquent accounts which have to be turned over to a credit reporting collection agency will have their balances increased 40-50% to cover the expenses associated with the collection agency in addition to these collection agency expenses delinquent accounts are also liable for attorney fees and court costs associated with the collection of the debt.

NOTICE OF PRIVACY PRACTICES (HIPPA)

At any time we will be happy to provide you with your own personal copy of our privacy practices.

Please let us know if you have any questions or concerns about any of our office policies otherwise please sign below.

Patient or Responsible Party signature: _____

