



Financial Policy:

Our primary goal is not to allow the cost of treatment to prevent you from benefitting from the quality care you need or desire. In our office, we strive to maximize your insurance benefits and make any remaining balance easily affordable.

Our fees are based on the quality materials we use and the time, effort, and skill required in performing your needed treatment. We charge what is usual and customary for our area. We will assist you with your benefit eligibility before treatment to help you calculate your costs and maximize your insurance. We will be sensitive to your financial circumstances and do everything possible to help you achieve oral health. Ultimately, however, you are responsible for payment regardless of any insurance companies arbitrary determination of usual and customary rates.

We are happy to submit the claims necessary to see that you receive the full benefits of your coverage; however we cannot guarantee any estimated coverage. Because the insurance policy is an agreement between you and the insurance company, we ask that all patients be directly responsible for all charges. Please know that we will do everything possible to see that you receive the full benefits of your policy by electronically filling your claims the day of your appointment. Your insurance company will reimburse you directly for the portion they will cover in a timely manner. If there are any complications, we will assist you with any information you may need.

We accept the following forms of payment: Cash, Check, Visa and MasterCard. We offer a 5% discount for all treatment paid in check or cash. In addition, we offer CareCredit, a patient payment program offering a full range of No Interest and Extended Payment Plans for treatment from \$1 and up.

Payment for service is due at the time services are rendered unless prior arrangements have been made. Checks that are returned to our office from your financial institution are subject to a \$25.00 returned check fee. This fee covers the processing fees that are charged to our office.

We would be happy to discuss our charges and how they relate to your particular situation. We also realize that temporary financial situations may affect timely payment of your account. If such problems do arise, we encourage you to contact us promptly for assistance in the management of your account. Most often, financial misunderstandings can be managed with a phone call. Please feel free to contact our wonderful staff at any time to discuss any concerns you may have.

Deposit Policy:

Due to the extensive time our staff and doctors devote to preparing and reserving uninterrupted time for advanced procedure reservations, we require a deposit of one-third of your estimated portion to make your reservation.

Rescheduling / change in scheduling policy:

Our practice is dedicated to quality care and exceptional service. Our doctors and team spend extensive amounts of time preparing for your visit. Broken and missed appointments create scheduling problems for our team as well as our other patients. If you find that you must change your appointment, we require a minimum of 48 hours so that we may make every effort to accommodate other patients. If proper notice is not received, a fee of \$50.00 will be charged for every hour of allotted time cancelled to your account.

I have read and agree to the Financial Policy of Pittsburgh Dental Associates.

Signature of patient or responsible party: _____ **Date:** _____