

Account # \_\_\_\_\_

**Spring Lake Dental Group**  
**Financial Arrangements and Dental Insurance**

We are committed to providing you with the best possible care. Our staff works as a team to provide dental expertise as well as old fashioned courtesy and compassion. In order to achieve these goals, we need your assistance, and your understanding of our payment policy.

**Payment for service is due the time services are rendered.** We accept cash, VISA, Master Card, debit cards, CareCredit, and in state checks. A treatment plan for all dental work will be established before treatment begins. If you have dental insurance, we are willing to help you receive your maximum allowable benefits. As a courtesy to our patients, we will file and accept payment directly from your insurance company. Since most insurance companies do not pay 100%, you are responsible for your cost-share at the time of your appointment. Our office will estimate your co-payment before treatment. **Please keep in mind that this is merely an estimate.**

Children under the age of 18 must be accompanied by a parent or legal guardian to every appointment. If the parent or legal guardian is unable to accompany the child, we will accept a written note with the parent or legal guardian's signature allowing another adult to authorize care for your child. The parent that accompanies the child is responsible for any payments due at the time services are rendered. We will not bill the other parent.

Returned checks and balances older than 30 days are subject to additional collection fees and interest charge of 1½ % per month. **We request at least 24 hours notice to reschedule a non-specialty appointment and 48 hours notice to reschedule a specialty appointment to avoid a rescheduling fee. Failed appointments are assessed a fee.**

While the filing of insurance claims is a courtesy that we extend to our patients, please realize:

- 1) Your insurance is a contract between you, your employer and the insurance company. We are not a party to that contract.
- 2) Insurance may pay all, some, or none of your bill. Your portion is due at the time of the appointment. If your insurance does not make payment within 30 days, you will be billed for the unpaid balance.
- 3) Not all services are covered benefits in all contracts. Some companies do not cover certain services. Please familiarize yourself with your insurance plan limitations, frequencies, waiting periods, and maximum coverage amounts, as benefits vary.

We must emphasize that as dental care providers, our relationship is with you, not the insurance company. We realize that temporary financial problems may affect timely payment of your account. If such problems arise, do not ignore bills you cannot pay. Instead, promptly contact us for assistance in managing your account.

If you have any questions about the above information or any uncertainty regarding insurance coverage, PLEASE don't hesitate to ask us. We are here to help you!

I hereby authorize David G. Dickerhoff, DDS & Associates, P.A. to submit and assign benefits on my behalf to \_\_\_\_\_ Insurance Company(ies), and to release information relative to dental claims. I also authorize payment of my dental insurance benefits, otherwise payable to me, to Spring Lake Dental Group, David G. Dickerhoff, DDS & Associates, P.A.

Patient's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Patient/Parent/Legal Guardian's Signature: \_\_\_\_\_