# Bebar Family Dental

### OFFICE POLICY

**Welcome!** We look forward to seeing you for your first appointment, Enclosed you will find information forms that we would like you to complete prior to your visit. Please mail them back to us or bring them with you for your appointment. Your clear understanding of our financial policy is important to our professional relationship.

Please bring your <u>Insurance Card and Driver License</u> with you so we can copy it for your records.

All Co-payment/Self payments are due at the time of service.

We accept Checks, Cash, MasterCard, Visa, Discover and American express.

## **UCR (Usual and Customary Rates)**

Our practice is committed to providing the best treatment possible for our patients and we charge fees that are usual and customary for our area. You are responsible for payment in full regardless of any insurance company's determination of usual and customary rates.

## **Adult Patients**

Adult patients are responsible for payment at time of service.

#### **Minor Patients**

For unaccompanied minors, non-emergency treatment may be denied because of the necessity for parental/guardian consent. Please make every effort to accompany your children. Good communication concerning dental problems is difficult to achieve with a telephone call.

## Regarding Insurance

We must emphasize that as health care providers, our relationship is with you, not your insurance company. Insurance is a contract between you and your insurance company. If we are not contracted with your insurance company, therefore payment is expected at the time of service. While our staff may assist you in filing insurance forms, we can't guarantee any insurance coverage.

## **Delta Dental Insurance Patients**

We are not in network with any insurance and Delta Dental sends the patient the insurance payment. Patients who have Delta Dental is expected to pay at the time of service.

## **Missed Appointments**

If you are unable to keep your scheduled appointment, please call our office within 24 hours. Otherwise, a charge may be assessed for the time reserved.

## Scheduling

Patients are not always called in order of arrival due to the fact that appointments may be with the doctor or any one of our hygienist. We make every effort for you to be seen at your scheduled time, however unforeseen emergencies or complications may cause us to run behind. Please be understanding in that someday your emergency may affect others.