



## Financial & Office Policies

### Non-Insured Patients

- Full payment is due on the day services are rendered. Cash, check or credit cards accepted.
- Payments may be split by appointment for treatment involving multiple appointments, *at the discretion of the office.*

### Insured Patients w/Insurance that Assigns Benefits to Bonnie Helfner DDS PC

- Co-payments are due at the time of treatment.
- Payments may be split by appointments for treatment involving multiple appointments, *at the discretion of the office.*
- Deductibles are due in full at the time of visit if they have not yet been satisfied.
- You are responsible for any amount not covered by your insurer at the time treatment is rendered.

### Insured Patients w/Insurance that Does Not Assign Benefits to Bonnie Helfner DDS PC

- Full payment is due on the day services are rendered. Cash, check or credit cards accepted.

### If Your Insurance Cannot Be Verified Prior to Your Visit

- Full payment is due on the day services are rendered.
- Refunds will be provided if insurance pays after services were rendered.

### Consultations

- Full payment of \$140 is due at time of check in.
- If treatment is completed in our office, a credit of \$140 will be applied.

### Texts & Emails for Communication

- Patients agree to receive email, text & phone messages from our office regarding appointments & care.
- Patients agree to allow electronic sharing of their dental records for referrals & transfer of care as needed.
- You may opt out of the text/email reminder & confirmation system.

### Emergencies After Hours

- If you are seen for emergency treatment after hours you will be billed for an After-Hours Emergency charge.
- The After-Hours Emergency fee of \$250 will not be billed to insurance.
- If a contracted rate applies to plans we participate with, you will be charged the contracted rate.

### Returned Checks

- Checks returned for insufficient funds will incur a \$30.00 charge for associated bank fees.

### Cancellation Policy:

- Your appointment has been reserved for you, 24-hour notice is required for cancelled & rescheduled appointments.
- A fee of \$50 will apply to appointments cancelled less than 24 hours in advance.
- Same day text & email cancellations will not be accepted.

### Collections

- A fee of 30% will be added to any accounts for which a collection agency is retained.

I \_\_\_\_\_, understand & accept the financial policies of the office of Bonnie Helfner DDS, P.C.

Patient Signature: \_\_\_\_\_

Date: \_\_\_\_\_

