

## Oxford Hills Dental Associates, P.A

### Our Financial Policy – A 5 Step Approach

#### Step 1

If you have dental insurance, we will **ESTIMATE** how much your insurance may pay. Even if you have insurance, you will be asked to pay the **ESTIMATED NON COVERED PORTION** for each appointment.

#### Step 2

For every appointment, your estimated non covered portion must be paid on the date of service. That amount will be clearly communicated to you before your appointment and will be collected immediately before or after your treatment. We ask that you please be prepared to pay your portion on the date of service.

#### Step 3

We cannot offer financial arrangements or payment plans for our services. Please ask us about CareCredit or please use other credit options of your choice. We accept cash, checks, and all major credit cards.

#### Step 4

If there is a balance on your account you will be sent a billing statement. The total account balance is due upon receipt. We **DO NOT** accept financial arrangements or payment plans so please pay your balance in full upon your receipt of your billing statement. **If you have an account balance on your account that is unpaid and an upcoming appointment is in the books, you will be asked to pay that balance prior to your appointment.**

#### Step 5

If your account balance is not paid in full, we will contact you to collect the total balance due. Please understand, like any other business, we must be paid in full upon receipt of our billing statement in order to pay our bills.

\*Please note, if your appointment is not cancelled within a 24-48-hour notice, or you do not show for your appointment, the following fees will be applied:

**Missed Hygiene Appointment: \$75.00**

**Missed Doctor Appointment for 1 Hour or Less: \$100.00**

**Missed Doctor Appointment for 1+ Hours: \$150.00**

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Signature

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Date