

Patient Financial Policy

Welcome to the office Patrick J. Capp, DDS, PC. We want to make your visit productive and enjoyable. We are happy to answer any and all questions regarding insurance plans and payment policies.

Our Policy requires payment at the time of service for your visit.

If you are a member of a dental Insurance Plan and have chosen us as your provider of your care, it is your responsibility to:

- Provide us with information relative to your claim, including insurance card, number, employer, birth date, address and Social Security number. This information is requested on the Patient Registration form, which we ask that you complete during your initial visit.
- Pay your deductible and co-pay at the time of service.
- Pay for services not covered by your insurance carrier.

Insurance claims for your carrier are filed as a courtesy at no charge to you.

- To assist you with your payment, our office accepts Visa, Mastercard, Discover, Care Credit and Citi Health Card.
- Personal checks are accepted with proper identification.
- In the case of Divorced families, the parent bringing in the child/children is the responsible party of all payments unless other legal documentation is provided.

When your bill is unpaid, a collection agency may be chosen to manage delinquent accounts. If your account is placed with a collection agency, you will be responsible for all costs of collection.

Cancellation Policy

- We require a 24 hour cancellation notice for a scheduled appointment.
- Patients who fail to show for their scheduled appointment without giving 24 hour notice will be charged a \$25.00 fee. This is not payable by your insurance.

I have read and fully understand my financial responsibilities under these policies.

PATIENT/GUARANTOR SIGNATURE

DATE