

Kevin Tom, DDS

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FINANCIAL POLICY STATEMENT

We congratulate you on selecting the Dental Practice of Kevin Tom, D.D.S. to assist you with your general and cosmetic dental needs. The following policy allows us to provide you with quality service.

Scheduling of your dental treatment is by appointment only, with the exception of dental emergencies. We recommend that you schedule all of your appointments well in advance and we will make every effort to accommodate your personal schedule. Should you be unable to attend a scheduled appointment, a 24-hour advance notice is required. A fee of \$50.00 will be charged to patients who miss or cancel more than 2 times in a calendar year without 24-hour notice.

Having Insurance is not a substitute for payment. It is your responsibility to pay your deductible, co-payments, and any other balances not paid by your insurance. We ask that you pay at the time of service for the patient portion of the services rendered. As a courtesy, we will file the insurance claims on your behalf. However, you are responsible for 100% of your bill, regardless of insurance coverage. Emergency treatment must be paid in full at the time of treatment.

Payment options:

You can choose from:

- Visa, MasterCard, Cash or Check.
- We also offer Payment Plans from CareCredit.
 - Allows you to pay over time with NO INTEREST
 - Convenient, low monthly payment plans also available
 - No annual fees or pre-payment penalties

I understand that there is a charge of \$ 25.00 for returned checks. I understand that a 1 ½ % finance charge (18%APR) may be added to my account, as well as any collection charges.

If you have any questions, please feel free to ask our office manager.

Assignment and Release:

I hereby assign my insurance to be paid directly to the provider of service. I understand that I am financially responsible for any non-covered service. I also authorize the provider to release any information required to process any claims.

Patient, Parent or Guardian Signature

Date

Patient Name (Please Print)