



## Financial Arrangements and Office Policy

### For All Patients:

A payment for services rendered is expected at the time of your appointment. Cash, personal checks, Visa and Master Card are all accepted. If an extended payment plan is desired, please ask about our third-party billing (finance) program. All unpaid accounts will be assessed a 1% monthly finance charge after 60 days. Delinquent accounts over 90 days could be referred to a collection agency.

### For Patients with Dental Insurance:

At Advanced Dental Artistry, we accept almost all dental insurance. As a complementary service we will file your treatment plan with your insurance company. We will estimate your deductible and the portion not covered by your insurance. Our estimates may differ somewhat from your insurance company's calculations; therefore, the amount due to our office may be adjusted accordingly. All procedures that are not covered by insurance are ultimately the patient's responsibility. Any insurance claims denied or remaining unpaid after 60 days will automatically become the responsibility of the patient and will result in a 1% finance charge.

### Office Policy

If the need to cancel a scheduled appointment arises, we request at least **48 hours** notification. Appointments cancelled within **48 hours** or "No-Show" appointments will result in a **\$40 fee** charged to your account.

If you are an adult patient coming in for dental care, and you have a child, please arrange for care of your child offsite. This is necessary for the following reasons: 1) during dental treatment, the dentist and assistant can naturally be distracted by an uneasy child. Interruptions of dentist and staff can have a negative impact on treatment outcome. 2) Our reception area is not a licensed day-care provider. Staff members unfortunately do not have time to entertain children. We do not wish to be held liable for the supervision of your children. 3) To provide a more tranquil, relaxing atmosphere for other patients.

Please turn off all cell phones prior to entering the treatment area. Again, interruptions of a dentist and assistant can affect the quality of treatment.

### Our Promise:

**Above all, the primary goal of our dental office is to provide high quality, "patient-centered" dental care. We strive to maintain our standards through patient service, professionalism, compassion, efficiency, and continuing education. We will also make every effort to "stay on time" so that you will not have to wait. Every staff member takes pride in achieving high standards in dental excellence and values forming lasting relationships with our patients. We are honored to have you as our patient and will make effort to exceed your expectations.**

**Brett A. Wallen, DDS and Staff.**

---

**Print Name**

---

**Signature and Date**