

Novi Dental Center Office Policies

INSURANCE:

Our office is committed to helping you maximize your insurance whenever possible. Because insurance policies vary greatly we can only estimate your coverage in good faith, but cannot guarantee coverage due to the complexities of insurance contracts. Your estimated patient portion is due at the time of service unless otherwise prearranged. As a service to our patients, we bill insurance companies for services, and give them 45 days to render payment per the insurance commissioner. After 60 days, you are responsible for the entire balance. If you have any questions, our courteous staff is always available to answer any concerns you may have.

PAYMENT OPTIONS:

Financing is available at 12 months interest free, through a third party lender, which we will gladly take care of for you. Upon approval treatment will commence. Several other options are available. Please ask our financial coordinator for details. We accept Visa, Master Card, American Express, Discover, cash, checks, and debit cards.

PRE-PAYMENT DISCOUNT

A discount will be give when payment in full is made the day of service, by cash or check.

TREATMENT PLANS:

Your treatment plan will include a breakdown of all fees and estimated payments from insurance. You will be informed of all estimated costs before treatment begins. Patient portion is due at time of treatment.

APPOINTMENT POLICY:

We require 24 hour verbal notice (we understand that emergencies do happen). Without 24 hour notice, our missed appointment fee is \$50.00

Patient or Guardian : _____

Date: _____