



INSURANCE INFORMATION

Insurance Services:

As a courtesy, our office accepts assignment of benefits from most benefit plans (primary insurance only) and professionally processes the necessary claim forms.

We ask that you carefully read your policy to be sure that you are fully aware of the many restrictions that are continually being applied to services provided. You are fully responsible for any portion that is not covered by your insurance policy.

Our Courtesy Services to You Include:

- Filing your insurance within 24 hours of your visit and requesting payment of your benefit to our office.
- Assist in researching your dental insurance plan to advise you of benefits available to you.
- Re-filing your insurance a second time at 30 days and a final time at 60 days.
- Following the American Dental Associate Guidelines for coding procedures and filing insurance.

Our Expectations of You As the Owner of the Policy:

- Payment of fees not covered by your insurance plan at the time the services are rendered.
- Understanding that the insurance policy belongs to you and we have no leverage to obtain payment from your insurance carrier.
- Taking responsibility for payment if the insurance company does not pay our office within 60 days.
- Keeping our office informed of any changes in your insurance coverage or employment.

Secondary Insurance: We do not accept the assignment of benefits from any secondary insurance carrier. We request that you pay any portion not covered by your primary insurance at the time the services are rendered.

Underpayment / Overpayment: We estimate your portion due on the date of services based on the information given to us by your insurance carrier. Once the final insurance benefit payment has been received, we will reconcile your account and bill or refund any difference.