

Ronald L. Proctor, D.D.S.
3740 N. Josey Lane, Suite 121
Carrollton, TX 75007
972-492-2866

STATEMENT OF OFFICE FINANCIAL POLICY

PAYMENT FOR SERVICES RENDERED: Patients are responsible for payment of all services rendered on their behalf or of their dependents. Payment is due at the time of service unless other prior written financial arrangements have been made. The fees quoted are based on an estimate derived from Dr. Proctor's examination. Should additional unforeseen problems arise as your treatment progresses, this estimate may have to be revised. You will be consulted before any additional treatment is undertaken. Estimates are honored for a period of six (6) months.

INSURANCE ASSIGNMENT OF BENEFITS: Limited assignment of your insurance benefits is accepted after verification of coverage; however, dental plans do not cover 100% of all fees and some have deductibles. There are many limiting provisions on all policies and you are responsible for knowing and understanding YOUR dental insurance plan coverage. We are strictly a third party and are happy to file your insurance and accept assignment of benefits as a courtesy; however, you will be totally responsible any balance due after insurance has paid on your behalf. This office makes no guarantee of insurance benefits, as carriers do not guarantee their information. A credit card is requested to be on file in a secure location to be used for any remaining balances to be paid after insurance benefits have been received.

DELTA INSURED PATIENTS: 90% OF Delta Plans pay benefits to you, the insured. THEY DO NOT ACCEPT ASSIGNMENT OF BENEFITS. For those plans, payment is expected in full at the time of service and you will be reimbursed from your insurance company.

CANCELED OR NOT SHOWING FOR YOUR APPOINTMENT:

We consider an **appointment** is confirmed the day it is made.

We ask for at least **24 hours** advance notice for canceling or rescheduling an appointment; otherwise, a **\$50 fee for each hour reserved** may be assessed to your account.

Note: All cancellation fees must be paid prior to scheduling another appointment.

The dental treatment that is planned for you is specific to you. It is important for you to keep the scheduled dates and times to properly complete your treatment in the desired length of time. A broken appointment is a loss to three people --- the patient who missed the valuable time, the patient who could have taken the valuable time; and the doctor who was fully staffed and prepared for the appointment.

SENIOR CITIZEN (10% DISCOUNT): If you are 65 years or older, you can receive a 10% Senior Discount off your eligible treatment fees.

I have read and understand all of the above and have had ample opportunity to ask any questions. By signing below, I hereby agree to all of the above.

Responsible Party Signature: _____ Date: _____ Witness: _____