

Excel Dental Center Policy & Procedures

Payments:

Payments are due at the time of service. Financing and billing are available on a case by case basis, per the doctor's discretion. Balances for services rendered are due at the end of each month. Any account balances that are 90 days past due will be turned over to a private collection agency.

Appointment Cancellation:

In the event that the patient needs to cancel or reschedule an appointment, the patient or responsible party must give 24-48 hours notice, before the scheduled appointment. If notice is not received at least 24 hours in advance, a fee of \$ 40.00, will be charged to the patient's account.

Refunds:

Account refunds are given upon request. There is a 30 day processing and all outstanding insurance claims must be closed. After all processing has been completed, a check for the refund amount will be issued within 30 days of the request.

Insurance Disclosure

All treatment costs are estimated and insurance payment is not a guarantee. The patient is responsible for any balance not covered by the insurance.

I have read and understand the policies of Excel Dental Center:

signature: _____ **date:** _____