

# Patient Financial Policy

Welcome to the office of Drs. Mark Rusk & William Thornton. We want to make your visit productive and enjoyable. The front desk staff is happy to answer any and all questions regarding your insurance plan and our payment policies.

**Our Policy requires the patient pay their portion of the treatment at the time of service.**

If you are a member of a dental insurance plan and have chosen us as a provider of you care, it is your responsibility to:

Provide us with information relative to your claim including insurance card, group number, employer, birth date and social security number. This information is requested on the Patient Registration Form

Pay the portion of the service that is not covered by your insurance at the time of treatment.

After your insurance has paid for the treatment you will be billed for any portion still remaining, which is due upon receipt.

**Insurance claims for your carrier are filed as a courtesy at no charge to you. Please let us know if there are any changes with your insurance.**

If your bill is unpaid, your account will be sent to a collection agency or an attorney to obtain payment. In either event you will be responsible for all costs for collection including reasonable attorney's fees and or court costs.

## Cancellation Policy

We require a 24 hour or 1 full business day cancellation notice for a scheduled appointment.

Patients who fail to show for their scheduled appointment without giving due notice will be charged a fee of \$75.00. This fee also applies to any hygiene appointment made 6 months in advance and is not payable by your insurance. Prior to rescheduling your next appointment any outstanding balances should be taken care of.

We understand that unforeseen situations can arise on your way to the office and for this reason we allow a 15 minute grace period for late arrivals. Please be aware that arrivals after the grace period could result in a broken appointment fee.

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Patient Signature

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Date