

FINANCIAL AGREEMENT

Just as it is our policy to “inform before we perform”, we also feel that it is important to outline our financial agreement for you to review and understand as we move forward with our relationship. Our Scheduling Coordinator or Practice Administrator would be happy to answer any questions.

Payment

We ask that you plan to pay in full for your appointment at the time of treatment. We will do our part to notify you prior to your appointment with an *estimate* of the fees involved with your treatment. For larger cases, our Practice Administrator will meet with you to discuss treatment fees and payment options.

We are happy to provide you with a variety of payment options. We accept cash, checks, all major credit cards and offer third party financing through Care Credit and Chase Health Advantage. Our Practice Administrator is available to discuss these options with you at any time.

Dr. Mary Gharagozloo, DDS, PC is not part of any insurance provider network and does not accept assignment of benefits. As a courtesy, we are happy to file your insurance claim along with all of the supportive documentation required to your primary insurance carrier. The payment of benefits from your insurance company will be made directly to you. Any disagreements or appeals regarding coverage should be discussed between you and your insurance carrier or employer.

We ask that if you are sending a child to our office without a parent that you make arrangements for payment either prior to the appointment or by sending a form of payment along with the child.

RESERVATIONS AND CANCELLATIONS

We do understand that emergencies happen and that schedules change. We respect the time that you have set aside in your busy schedule and we will do our best to keep to that schedule so that you will be done on time. We do ask that if you cannot make your appointment, to please notify us within 48 hours so that we can make arrangements to fill your spot with another patient. A fee will be charged to your account for any cancelled appointments without 48 hour notice. Our fee schedule is as follows: \$25 for the first cancellation or no show, \$75 for the second, and the full value of the appointment missed for the third.

When performing procedures that are two and a half hours and longer, a room reservation is requested when the appointment is scheduled. This is a *non-refundable* deposit if the appointment is changed or cancelled without 48 hours notice; otherwise, the reservation fee will go towards the total fee for the treatment being performed. The deposit is calculated as 25% of the total visit fee and is rounded to the nearest hundred dollars.

Confirmations

When reservations are made, please document them. As a courtesy, we confirm reservations 48 hours in advance by phone and e-mail. Please indicate which method is best for you.