



West Portal Dental Care

48 Vicente Street
San Francisco, CA 94127

PAYMENT POLICY

Welcome to our practice.

In order to provide the high quality professional services that are expected by our patients, we need your cooperation to the following:

On the day your professional services are performed, we expect you to make payment in full unless specific arrangements have been made or you have insurance.

Our office also has a deposit policy. We all realize that the patient's time is very valuable, as is the doctor's. After you have been given your treatment plan by the doctor, our office will provide you with a total budget and estimate. Your dental work can be done in phases. Prior to any major appointments, we will require a deposit to insure you will be present for your specially reserved time.

For those patients who are covered by insurance, we will accept assignment of benefits. This means that you must sign the portion of your insurance form that "assigns" payment to our office. Most dental insurance plans do not cover 100% of the cost of your treatment and set their own fee schedule. We will estimate as closely as possible your coverage, however, any amount not paid by your insurance company is payable immediately. We will happily assist you in dealing with your insurance company, but the ultimate financial responsibility begins with you. Contracts may be set up to facilitate your treatment plan. Ask our Financial Coordinator for details if you need alternate financial arrangements and feel free to ask any questions that remain unanswered either before or after treatment.

REGARDING APPOINTMENTS

Unless you notify us at least 48 hours in advance, excluding weekends, our policy is to charge for missed appointments. Cancellations left on the answering machine must also be 48 hours in advance. This courtesy allows us to give the appointment times to patients who are waiting.

I have read the office policy, understand, and agree with it.

Signature

Date

Returned Checks. There will be a \$35 processing fee for any returned check. There is a \$100 fee for missed appointment or canceled appointment less than 48 hours in advance.