

David A. Citek, D.D.S.

OFFICE POLICY REGARDING INSURANCE ASSIGNMENT

IN ORDER TO ASSIST OUR PATIENTS, OUR OFFICE WILL ACCEPT AND FILE VERIFIED INSURANCE POLICIES, INCLUDING PRIMARY AND SECONDARY GROUP DENTAL POLICIES AND WORKMAN'S COMPENSATION CASES.

TO ACHIEVE THIS END, WE MUST HAVE ALL CURRENT INSURANCE INFORMATION ON FILE, INCLUDING A COMPLETED AND SIGNED INSURANCE FORM. YOUR ACCOUNT MAY THEN BE PLACED ON ASSIGNMENT. PLEASE NOTIFY US IMMEDIATELY OF ANY CHANGES IN YOUR INSURANCE. PLEASE NOTE:

1. Patients must stay current with the payment of their deductible and their portion of treatment cost. These amounts are due and payable at the time of service.
2. Insurance carriers are billed the next business day after your visit to our office.
3. Insurance payment should be made in 30-45 days. The maximum time limit the office extends for insurance payment is 60 days. All treatment costs must be paid in full by patient if no insurance is received within 60 days.
4. Patients are responsible for any balance that remains on their account after all insurance payments have been received.
5. Our office cannot promise that an insurance carrier will pay on a claim, nor can we promise that an insurance carrier will pay all fees charged.
6. Our office will provide any and all information (x-rays, narratives, etc.) that may be requested to ensure timely payment of claims.
7. Our fees may be higher or lower than the set fee schedules of an insurance carrier.
8. Accepting insurance assignment is a courtesy and may be withdrawn at any time.

SHOULD YOU HAVE ANY QUESTIONS REGARDING YOUR ACCOUNT, INSURANCE FEES, BILLING, OR FINANCING, OUR STAFF WILL BE PLEASED TO HELP YOU IN ANY WAY POSSIBLE.

DATE

SIGNATURE