



"We Keep You Smiling"

In our effort to better communicate with our patients, we have written down the following office and financial policies:

- 1) *Our billing costs are minimized if services are paid at the time of the appointment. We would like to pass this savings on to our patients in the form of a 5% cash discount for services. Unfortunately, credit card companies charge us a fee to process a transaction, so we are unable to offer the discount when the patient pays in this manner.*
- 2) *We would like to offer an additional 5% to our senior patients 65 years or older if paid at time of service. Unfortunately, we are unable to offer either of these discounts to individuals with insurance due to contract restrictions.*
- 3) **Our staff is paid to be available during our business hours, therefore, if you are unable to keep your appointment, please let us know at least 48 hours in advance. A missed appointment fee of \$50.00 may be charged if 48 hour advance notice is not received. If two appointments have been missed, it is our policy to require a \$50.00 deposit before scheduling a third appointment. The \$50.00 fee will be credited towards dental services rendered on the third appointment. If the patient fails to show on the third appointment, the fee will be charged as a no show fee. Payment may be made by cash, check or credit card.**
- 4) **Insurance is billed as a courtesy. Your coverage is an agreement between you and your insurer. Payment for charges not covered by your insurer is the patient's responsibility. It is also your responsibility to inform the office of any changes to your insurance, to insure the correct billing.**
- 5) **Balances that are 90 days overdue will be charged an 18% interest rate and will be retroactive to the total cost of the treatment.**

I have been given a copy of Dr. Boozer's financial and cancellation policies.

Date _____

Signature _____

Printed name _____

Forrest R. Boozer, D.D.S.

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