



Frederick KiDDS
PEDIATRIC DENTISTRY

Financial and Missed Appointment Policies

Appointments- 24 hours notice is required to cancel appointments. Missed appointments and same day cancellations will be assessed a \$50 fee payable immediately. Frederick KiDDS Pediatric Dentistry reserves the right to reschedule your appointment if you are more than 10 minutes late. We understand that conflicts occur however the more notice given the better chance we have to appoint another child in need of care. The office will allow **two no show or same day cancellations**. After that will provide emergency care only for 30 days to allow you time to find a new dentist. We ask that you respect our schedule as we do yours by seeing our patients in a timely manner.

Self-Pay Patients- Payment in full is required at the time services are rendered.

Medicaid Dental Insurance- It is your responsibility to confirm your eligibility. If at the time of service you are not eligible for benefits you will be responsible for all charges.

Assignment of Benefits- The practice will accept assignment of benefits **if** all the pertinent information is provided prior to the appointment **and** the insurance company will accept assignment to the dentist.

Patients with Insurance- Your insurance policy **may or may not** follow the American Academy of Pediatrics dentistry guidelines. **IT IS YOUR RESPONSIBILITY TO KNOW YOUR OWN COVERAGE. If you do not want us to provide the recommended standard of care for your child it is your responsibility to notify us.** As a courtesy we will file your claim any estimate given to you by the practice is purely an estimate and is due at the time of service. Insurance companies do not guarantee any payment until they have received the claim reviewed it and processed it according to the specific policy terms. If there is a balance after the insurance payment is received a bill will be generated and sent to you for immediate payment. If the claim of not been paid by the insurance company in 45 days we require you to pay the balance using one of the approved payment methods.

Payment Methods- We accept cash, personal checks, Visa, MasterCard, Discover, and American Express. All items returned for non sufficient funds are subject to a \$25 fee.

Balances- Any account that still has a balance after 30 days will receive a billing statement from Frederick KiDDS Pediatric Dentistry. After 45 days any accounts with a balance will receive a courtesy phone call. Frederick KiDDS Pediatric Dentistry is able to process credit card payments over the phone to assist you in clearing any balance as you may have. Please call us at 301-202-5041 for help with this matter. Once attempts have been made by phone and there is no response to courtesy call, a "15 days to pay" letter will be sent. If there is no response to the letter the account may be sent to a third party collection agency. You will be responsible for any costs incurred to collect including, but not limited to, collection agency fees, attorney fees, and court costs.

I have read and understand these guidelines and I accept the financial responsibility for this account.

Patient(s) name _____

Responsible Party Name _____

Print

Signature

Date _____

Witness _____ Date _____