

Drs. Chang & Strong

**OFFICE FINANCIAL POLICY**

(Effective January 1, 2007)

To avoid misunderstandings and update you about our new financial policies, we wish to provide you with the following information:

1. **Diagnostic & Consultation Services:** Fees for diagnosis, consultation, x-rays, or other similar services, such as emergency services, are due at the completion of your appointment. If you have questions about the amount, please ask the receptionist when scheduling the appointment. If you have insurance coverage, **your estimated copay is due when services are rendered. This is an estimated fee and is used as a guideline for patient financial arrangements. Balance is due within 30 days of insurance payment.**
2. **There is a \$40.00 fee charged to the patient for any missed appointment or cancellations with less than 24 hours notice.**
3. **Restorative Treatment:** Payments for restorative services are due in full when treatment is complete. For major dental procedures, such as crowns, dentures, bridges, and partials, we require that at least one half of the estimated cost be paid when treatment is initiated, and the other half paid when the treatment is completed. If additional treatment is required Dr. Chang or Dr. Strong will advise you before treatment is started.

**OUR OFFICE WILL HONOR VISA OR MASTERCARD**

**IN THE EVENT THAT YOUR ACCOUNT IS TURNED TO COLLECTIONS  
THERE WILL BE A \$30.00 SERVICE CHARGE.**

**ALL RETURNED CHECKS FOR INSUFFICIENT FUNDS WILL BE CHARGED \$30.00**

In order to provide the best dentistry at a reasonable rate, due to the enormous precious metal cost, laboratory fees, and postal rates, we have been forced to adopt these policies.

We assure you that we will do our best to provide the highest quality service to you.

**Please note: We are happy to file your insurance for you, please inform us of any changes in your policy. You are ultimately responsible for your bill.**

Signature \_\_\_\_\_ Date \_\_\_\_\_