

OFFICE and FINANCIAL POLICIES
ELIZABETH V. WARZEWSKI DDS

Office Hours: Monday through Thursday from 7:00 am to 3:00.

HIPPA Regulations: These rules were designed to help us protect the privacy and security of your health information. You will be required to fill out forms giving out office permission to use this information for medical and insurance purposes, enabling us to provide the best possible care for you and your family.

Missed Appointments: We understand that sometimes circumstances arise that prevent patients from keeping appointments. We ask that you give us 24 hour notice if you cannot keep your appointment. Please be advised that if we do not receive adequate notice of cancellation or have repeated cancellations same day or “no shows”, a fee of \$25 will be assessed. This fee must be paid before a new appointment is scheduled.

To respect the time of all our patients, we reserve the right to reschedule you if you are 10-15 minutes late for your scheduled appointment time.

Insurance and Payments:

Payments: Our administrative team will work with you to handle your financial needs; however, we do require all treatment or the patient’s portion **paid in full at the time of service.**

Forms of payment: You may choose to pay by Cash, check or credit cards. We accept Visa, MasterCard and Discover.

Insurance: If you have dental insurance, we can provide an **ESTIMATE** of what your insurance company is expected to pay and what your patient portion will be, but can make no guarantee of estimated coverage. Insurance is a contract between YOU and YOUR INSURANCE COMPANY. All charges not paid by insurance are your responsibility from the date services are rendered. We will request deductibles when applicable and require payment for treatment at the time of appointment.

Returned Checks: There is a \$30 fee for any checks returned by the bank.

Past Due Accounts: Please remember that you are responsible for payment and that delinquent accounts will result in turning your account over to a collection agency. Once your account is 60 days past due, you will incur finance charges on your balance. If your account becomes 90 days past due, we will take necessary steps to collect this debt prior to turning your account over to a collection agency.

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If you have any questions regarding our office policies, please ask. We are always happy to assist you with any inquiries or needs.

My signature indicates I have read and understand the financial outline of Dr. Elizabeth Wawrzewski