



## ***West Portal Family Dentistry***

### **OFFICE POLICY REGARDING FINANCIAL ARRANGEMENTS AND DENTAL INSURANCE**

West Portal Family Dentistry  
Dr. Nguyen & Dr. Huynh

We are committed to providing you with the best possible care. In order to achieve this goal, we need your assistance, and your understanding of our payment and insurance reimbursement policy.

As a service and convenience to you, we will file insurance claims for you. Your insurance coverage is a contract between you, your employer, and the insurance company. We are not party in this contract. Our relationship is with you and not your insurance company. All charges are your responsibility.

It is your responsibility to confirm the doctor you are seeing is on your insurance provider list, and what charges will not be covered.

For those patients who are covered by insurance, we will accept assignment of benefits. This means that you must sign the portion of your insurance from that "assigns" payment to our office. Most dental insurance plans do not cover 100% of the cost of your treatment and set their own fee schedule. We will estimate as closely as possible your coverage, however, any amount not paid by your insurance company is payable by you. We will happily assist you in dealing with your insurance company, but the ultimate financial responsibility begins and ends with you.

#### **IF YOU DO NOT HAVE INSURANCE: -**

We require you to sign a financial agreement for the total amount of your billing. Payment is due at each visit, as service are rendered, unless prior arrangements have been made.

If you have any questions about our financial policy, please do not hesitate to ask. We are here to help.

\_\_\_\_\_  
***Patient Name***

\_\_\_\_\_  
***Patient, Parent or Legal Guardian's Signature***

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***Date:***