

Vital Information About Your Dental Insurance

As a service for you, we will be happy to help you file your insurance. Your dental insurance is a contract between you and your employer. Dental benefit plans can vary from company to company with different procedures covered or not covered.

Your insurance plan will pay only what it allows for each service, regardless of what the actual fee might be.

Your Employee Benefits Director can usually help you become familiar with your plan and its restrictions, and our office will assist you in maximizing your benefits.

Our Responsibilities:

1. Complete your insurance claim forms and submit them to your carrier for you within 24 hours of treatment.
2. Follow-up with your insurance regarding claim questions.
3. Accept direct payment from your carrier and keep track of balances.
4. If necessary, re-file your insurance a second time within a 60 day period.

Your Responsibilities:

1. To pay fees not covered by your insurance at the time of treatment.
2. To pay any account balance not paid by your insurance.
3. To provide our office with current insurance coverage and notify us with any changes in coverage to allow correct filing of claims.

I hereby authorize payment directly to the dental office of the insurance benefits otherwise payable to me. I understand that I am ultimately responsible for all costs of dental treatment. I grant the right to the dentist to release my dental/medical histories and other information about my dental treatment to third party payers.

Signature Patient or Insured

Date