

TO OUR PATIENTS

OUR OFFICE POLICY

RE: INSURANCE PAYMENTS

As a benefit and convenience to all our valuable patients, DR. Allen will continue to accept payment of fees from your insurance company on the condition that you read, understand and accept the following:

- Our fees are set in accordance with our true costs (overhead) of running this dental office. They are **NOT** determined by any insurance company
- Most insurance companies pay their fees based on a 1997 or earlier fee guide, Therefore do not assume your insurance will pay 100% or 80% of this office's fees. Your insurance has been negotiated between you employer and your insurance company **ONLY**. We are not involved in this process in any way
- It will **NOT** be the responsibility of this office to contact any insurance company for your specific insurance information.
- To process your insurance, we must have accurate data. If possible, provide our office with a copy of your **benefits booklet** from you employer. If we do not have complete up to date information on your specific plan, we cannot bill your insurance company and we will expect payment "In Full" at time of service.

Thank you for taking the time to read this. You are all very valuable to us and with your cooperation, we will continue to offer you the service of accepting payment from you insurance plan. Please sign below to indicate that you have read and understood the above explanation.

Print Name: _____

Signature: _____