

APPLETON FAMILY DENTISTRY S.C.

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FINANCIAL ARRANGEMENT FORM

We are committed to providing you with the best possible dental care and are pleased to discuss any and all of our professional fees at any time. Your clear understanding of our Financial Arrangement Form is very important to our professional dental relationship. If you have any questions or concerns, please ask one of our front office staff.

We would appreciate you making arrangements to settle your account for treatment completed at the time your service is rendered. For your convenience we accept Cash, Personal Checks, Visa, MasterCard, & Discover.

Insurance – As a courtesy we will file your insurance claim on your behalf. Please provide us with your dental insurance wallet card and all required employer information. Insurance is not a guarantee of payment; it does not cover all of your costs, it will only pay a portion. Your insurance benefits are determined by your employer by the type of contract they purchase through your insurance company. Your insurance coverage is a contract between you and your insurance company. Your insurance and payment is still your responsibility. **If payment for previous services has not been paid in full to our practice within 45 days, either by you and/or your insurance company, the remaining balance for treatment is considered due and collectible from you.** We ask that you assist us in working with your insurance company to make sure we receive payment in a timely manner.

Flex Plan / Spending Accounts – Payment in full is expected at the time your service is rendered. We will be happy to give you a copy of your receipt which will allow you to submit the amount to your Flex Plan / Spending account for reimbursement directly to you.

Payment Plans / Financial Arrangements – Will only be extended to patient(s) having comprehensive dental treatment. Cost and timeframe will be discussed prior to beginning treatment. (3 months maximum)

- **Major Treatment** - i.e. crowns, bridges, dentures, root canals, extractions, etc – A deposit of 50% of the total treatment (or co-pay) must be made no later than the day of the first appointment. Payment for remaining balance will be determined prior to the start of treatment.
- **Care Credit 3rd Party Financing Option** – We are excited to now offer a payment alternative that will benefit our patients. Ask our front office staff members today about how the program works.
- **5% Courtesy Discount** - If you decide to pay for your treatment in full by either cash or check, you will receive our courtesy discount. ONLY applies to patients who have an amount of treatment over \$3000.

New Patient / Urgency Appointments – We will be happy to make an appointment for you to take care of your treatment needs. For these specific types of appointments, payment will be collected IN FULL at the time of service until you are established in our practice as a participating patient. Once established, regular payment policies will apply.

Failed Appointments - Appointments are reserved for our patients. Therefore, a phone call and/or letter will be extended to patients who fail to arrive for their appointment. At that point we will reschedule your appointment. However, future failed appointments may result in a fee charged to your account. **PLEASE NOTE** – If patient arrives late for appointment, we will do our best to accommodate the patient. Due to time, we may have to reschedule for another day.

Short Notice Cancellations – If there has NOT been a *reasonable amount of time* given prior to your cancellation, a fee may be charged to your account. We reserve the right to charge and collect fees for appointments that are cancelled or broken without *24 hours advance notice*. Appointments are reserved specifically for you. If cancelled or failed, the time is taken away from other patients who are waiting to be placed in our schedule.

Returned Check Fee - \$30.00 will be added to your account balance if a check is returned to us as Non Sufficient Funds.

Cash Only Patients – Extended to select patients returning to our practice who had a previous delinquent balance on file. We will be happy to appoint you for treatment. To reserve an appointment time, a deposit will be required by either cash or credit card.