

Oakton Dental Center
2969 Chain Bridge Road
Oakton, VA 22124

We welcome you to our practice and look forward to helping you obtain and maintain the healthy, beautiful smile you have always wanted. If there is anything we can do to make your visit more pleasant, please don't hesitate to ask our doctor or one of our staff members.

OFFICE POLICIES:

OAKTON DENTAL CENTER AND YOUR INSURANCE PLAN – THEY WORK TOGETHER

The team at Oakton Dental Center is pleased that you have insurance benefits to help with the cost of your dental care. We would like to help you obtain maximum use of these benefits. With this in mind, please read the following information on our insurance claims process so that we can work together to ensure this benefit.

DO YOU ACCEPT MY INSURANCE / HOW MUCH WILL THEY PAY?

We currently accept many private care insurance plans. Although we will gladly file your insurance claims on your behalf, our professional services are rendered and charged to you, not to the insurance company. As a courtesy, we obtain your dental benefit information from your insurance company and estimate your portion based on this information. Please note however, that insurance companies do not guarantee any of the information given.

I THOUGHT I PAID MY PORTION, WHY DID I RECEIVE A BILL?

We base the patient portion of your bill on the most current data. However, this estimate can be affected by your deductible, services rendered by other practices prior to joining the Oakton Dental Center family or a specialist, and changes made to your policy. It is your responsibility to inform us of changes in your insurance coverage so we may adjust our estimate accordingly.

WHAT IF MY INSURANCE DOESN'T PAY?

Your insurance policy is a legal contract between you and your insurance company. Our office is not and cannot be a part of that legal contract. We bill your Insurance and provide all supporting documents as a courtesy. However, if your insurance does not remit payment within 60 days, Oakton Dental Center reserves the right to request payment in full from you the patient. We will continue to do everything possible to assist you in obtaining reimbursement from your insurance company.

FINANCIAL POLICY

We are committed to the success of your treatment. To accommodate you, we accept, cash, checks, Visa, MasterCard, American Express, and Discover. In addition, if you would like an extended finance option please see our office manager to inquire about monthly payment plans administered by a third party.

Your co-pay & deductible are due in full at the time of service. Any past due account will be subject to additional billing and finance fees. If it becomes necessary to use collection services, you the patient (or guarantor) will be responsible for any and all costs involved with the collection process, including all court costs and attorney fees.

APPOINTMENT POLICY

Please help us to better serve you and our other patients by keeping scheduled appointments. Appointments that are missed or changed at the last minute are then unavailable to other patients. Please consider your schedule carefully when scheduling an appointment. **Any appointment cancelled less than 48 hours in advance will be subject to a missed appointment fee.**

I have read, understand, and accept the terms of the above outlined policies for insurance handling and financial commitments that I incur while receiving treatment at Oakton Dental Center.

Print your Name

Signature (Patient or parent if minor)

Date