

**EVANS DENTAL
GARY EVANS, DDS
OUR OFFICE POLICIES**

We love our patients at Evans Dental! To make sure you love us too, we have a few policies that we hope will establish superior customer care and satisfaction.

In order to control accounting and billing costs, payment is required at the time that services are performed. We offer CareCredit (interest free health care financing) and we also accept CHECKS AND ALL MAJOR CREDIT CARDS. Outstanding balances over 60 days are subject to a \$10 finance charge per month until paid in full. Any unpaid accounts over 90 days may be sent to a collection agency.

As a courtesy to our patients, we will file your dental insurance claim with your insurance company at no fee to you. We will collect the amount we ESTIMATE to be your portion at the time of service.

Please remember the contract is made between you and your insurance company. Insurance policies most often do not cover 100% of the billed amount for dental procedures. Insurance companies create their own fee schedules upon which their payments are based. Most insurance companies have deductibles and yearly maximums to be considered as well. Payment of your account is your responsibility.

By signing below, you authorize your insurance company to pay your insurance benefits directly to Evans Dental or Gary Evans, DDS.

We attempt to schedule appointment times at your convenience. We ask that you please notify our office as soon as possible and not later than 24 hours in advance of your scheduled time. Any appointment cancelled less than 24 hours is subject to a \$40 cancellation fee.

We hope by presenting our policies to you, we will avoid any misunderstandings. If you have any questions regarding the above information or your insurance coverage, please do not hesitate to ask. We are here to help!

Print Name

Signature

Date