



OFFICE POLICY

Welcome to Q Dental Group, P.C. We are proud to offer all the benefits of modern group dentistry and the personal attention of your own individual dentist. Our group efficiency allows us to keep our fees moderate.

Coverage Accepted

We accept all dental insurance plans and we participate directly with many insurance companies. If you have coverage under one of these plans, we will submit your claims automatically and accept assignment of payment. You will be responsible for all co-payments and/or deductibles at the time of your visit. It is your responsibility to know your own dental insurance plan benefits and limitations. You will also be responsible for the balance of any procedure recommended and performed by your dentist or hygienist that your insurance company does not recognize as a covered procedure. There will be a finance charge of 1.5% monthly on any balances over 90 days old.

If you have the benefit of coverage under two dental plans, please notify our office. It may eliminate any out-of-pocket cost to you and maximize your insurance benefits.

Payment Options

For your convenience, we accept cash, checks, MasterCard, VISA, and DiscoverCard. Wells Fargo payment options are also available. There will be a \$20 fee for all checks that are returned for insufficient funds. Failure to complete treatment does not absolve you from any financial responsibilities. In the event that it becomes necessary for Q Dental to pursue civil remedies to collect financial obligations for services rendered, you will be responsible for reasonable collection and/or attorney fees. Any refunds that may be due will be issued to the Guarantor listed on the patient's account.

Notifications About Changes

Please notify our office of any change in your health, medications, marital status, address, phone number or dental insurance when applicable. If you are unable to keep a scheduled appointment, our office requires a 24-hour cancellation notice. If you cancel or miss 1 or more appointments without 24-hour notice, there may be a \$25.00 to \$50.00 cancellation fee applied before you can be rescheduled. Also, please notify us if you have ever been seen at one of our other locations.

Children's Appointments

Children under the age of 18 should be accompanied by an adult or guardian at the time of their visit. If you are unable to attend with your child, please provide a number where you can be contacted regarding necessary treatment.

Please sign the disclosure below authorizing benefits directly to Q Dental Group, P.C. Your signature will also authorize Q Dental to sign "signature on file" when applicable for the aforementioned benefits.

As of January 1st there may have been an increase in co-pays for some insurances. Please ask one of the receptionists if you have any questions.

SIGNATURE: _____ DATE: _____

SOCIAL SECURITY NUMBER: _____