



EVANOFF
DENTAL

Karl Evanoff, DDS
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Broken Appointment Policy

Our office is designed to give each individual our personalized care, as a courtesy we do ask that if you need to change your reserved appointment that you give us **24 hours** advanced notice so that we may give that time to another patient in need. The broken appointment fee is **\$50.00** per patient, as it is difficult to fill our schedule on a last-minute basis.

An appointment is considered broken for one or more of the following reasons:

- Canceling a reserved appointment without giving 24 hour notice.
- Arriving more than 15 minutes late for a reserved appointment.
- Failing to show for a reserved appointment.

You will be given one chance to reschedule an appointment. If the next reserved appointment is broken (without good reason) you will become inactive and asked to seek treatment elsewhere.

Financial Policy

In the interest of good communication and our continued commitment to provide the highest quality of dental care available to all of our patients, we have established a patient Financial Policy. It is our hope that this policy will facilitate open communication between us and help avoid potential misunderstandings, allowing you to always make the best choices related to your care.

Patients with no insurance coverage are required to pay, in full, for all procedures at the time of service.

Patients with insurance coverage are required to pay any estimated portion, not covered by insurance, at time of service for all services rendered, regardless of whether or not your insurance benefits have been received. Your insurance is a contract between you, your employer and the insurance company. We will file your claim electronically as a courtesy. There are thousands of insurance companies and it's impossible for us to be familiar with all of the individual plans and how they reimburse. We will do our best to estimate your portion. It is your responsibility to inform us of your current dental policy and any changes in coverage.

We are committed to support you in understanding your dental health, and will always present you with the best dental solution possible to treat your personal situation. To make these services comfortably affordable we are pleased to offer you the following payment options:

- Cash, Personal Check
- Visa, MasterCard, Discover
- HSA Account, Flex Account
- Care Credit (Financing)

You are fully responsible for the total payment of all procedures performed in this office – this includes any treatment that is not a benefit of any dental insurance, along with deductibles and co-payments at the time of treatment. Evanoff Dental charges \$40 for returned checks. If your account is 90 days past due, you will be forwarded to a collection agency.

I have read and understand the Broken Appointment Policy and Financial Policy of Evanoff Dental.

Signature: _____

Date: _____