

Borguet Main Line Dental implants and Perio, Milita G. Borguet, DMD,
Diplomate of the American Board of Periodontology, Practice Limited to Periodontics and Implants

Welcome to our practice. When we **welcome** a new patient to the practice, we also welcome any questions you may have about your diagnosis, etiology, prognosis, treatment options, office policies, and your insurance coverage. In an effort to save time we have enclosed the medical history form, patient registration form and HIPPA consent form along with this letter. Please fill out these forms in their entirety and bring them in the day of your appointment. You can also find these forms on line at www.bmldip.com

Our **philosophy** is that quality care should be available to everyone. Our first rule of thumb: before any work is performed we'll sit down together and go over your particular problem, treatment need and our estimate of costs in every detail. We work very hard to find out why you need specialty care and why you are seeking our care at the same time we want to help you control the cost of dental care. So let us review some in house policy information before we start.

Please remember when you are scheduled for an appointment we have reserved this time for you and request at least 48 hours notice if you are unable to keep your appointment. If you cancel without notice or do not keep your appointment you will be charged \$50.00 **Cancellation fee** to cover the expenses of reserving that time for you. This charge must be paid in full before we can re-schedule another appointment for you.

Please note, **all dental fees and charges are your responsibility on the date services are rendered.** As a dental care provider, our relationship is with you, not your insurance company. Payment for service is due at the time services are rendered. Checks returned for non-sufficient funds incur a minimum \$35.00 return check fee.

Insurance makes life easier. We'll help fill out your claim forms and answer any questions you may have. Each policy is different, so we can obtain a pre-treatment estimate by telephone or we can send out pre-authorization request for major work so you will know that amount of your obligation ahead of time.

Not all services are covered benefits in all insurance contracts. It will depend on the policy that you have as to what benefits are covered. You are responsible for all services not covered by you insurance.

We accept all **major credit cards** VISA, MASTERCARD, American Express and Discover. An additional option available is our in house interest free up to six months called: **CARE CREDIT** can be a very good option. We can help you apply for this right here in the office. The way we see it, there's always a way to get the help you need.

In the event dental fees and charges are not paid in full and become past due for any reasons, the following conditions apply: you agree to pay all administrative, collection and legal fees, charges and costs associated with the collections of this debt. You give this office and its' agents you permission to obtain a Credit Report or Credit Profile and any other instruments necessary to assist us in the collection of this debt.

Please do not hesitate to ask us any questions you may have; **we are here to help you!** We look forward to getting to know you and being your periodontal and dental implant center for many years to come.

I understand and agree that (regardless of my insurance status) I am ultimately responsible for the balance on my account for any professional services rendered. I also agree that I have read all of the above information.

Patient/Guardian's Signature

Date