

*******IMPORTANT*******

PLEASE READ

**Dr. Richard Kelner & Dr. Melissa Pecoraro
Dr. Danielle Kelner**

OFFICE POLICY

In order to accommodate the needs and requests of our patients' we are enrolled in many insurance plans.

While we are pleased to be able to provide this service to you, it is very difficult for us to be aware of all the individual requirements of each plan. Each plan has different rules regarding how often services may be performed.

Even within the same insurance company, the plans differ depending on the type of contract your employer has signed up for and negotiated with the insurance company.

If your insurance plan requires an authorized (referral) from your regular Dentist, it is your responsibility to get it and give it to the "front desk person" at our office at the time of your appointment.

If you are examined by the Doctor and we find out that your referral is not valid, you will be responsible for the payment for that visit.

If your insurance requires a co-payment, this payment is due at the time of your appointment. Co-payments are a requirement of our participation with the insurance company. We accept checks, cash, Visa, Master Card, & Discover.

As we are a specialty office you have been referred to, we do not always know your remaining maximums of your insurance plan; if you have gone over your yearly maximum, we will have to bill you for the balance the insurance does not cover.

With your cooperation and help, you should be able to receive all of the benefits offered to you, as well as our office being able to concentrate on caring for your periodontal needs.

I have read and understand the office policy and I agree to accept responsibility for payment in full for all "non-covered" services as needed, co-payments and non-referral visits.

Signature _____ date_____