

## Notice To Our Patients

### **Handling of Your Insurance**

So that you can be clear on how our office handles dental insurance, we wanted to share the following information with you.

Our diagnosis and treatment recommendations for you are based on what is best for your oral health and not based on what your dental insurance plan will cover or will not cover. Your benefits are related to the type of plan chosen by you and your employer. Often these benefits are not structured to cover the total cost of dental treatment. We will work with you and your insurance to get you maximum benefits and provide financial arrangements to allow you to receive your care. The patient is responsible for all fees for all services rendered. In the event that your insurance company denies payment or we have not received payment by 60 days after your treatment, you will be billed for this balance. A finance charge of 5 % will incur at 90 days. We reserve the right to call your insurance company to obtain any necessary information.

### **Cancellation and Broken Appointment Policy**

When your appointment is made, a room is reserved, your records are prepared, and special instruments are readied for your visit. We ask that if you must change an appointment, please give us as least **48 BUSINESS HOURS** notice. This courtesy makes it possible to give your reserved room to another patient who would like it. A charge will be assessed if you do not show up for your scheduled appointment. Repeated cancellations or missed appointments may result in loss of future appointment privileges. We feel that our patient's time is valuable. Except for emergency treatment for another patient, you can expect us to be prompt. We, of course, would appreciate the same courtesy from you.

Our goal is to deliver exceptional care for you and your family in a timely manner, and we appreciate your cooperation by honoring your scheduled appointment times.

Please sign that you have read and understand the above guidelines.

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Patient Signature

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Today's Date

**F.H. Collins III DDS**  
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