



## Spouse or Responsible Party Information

The following is for:  the patient's spouse  the person responsible for payment

Name: \_\_\_\_\_  
 Male  Female  Married  Single  Other \_\_\_\_\_  
 Social Security # \_\_\_\_\_ Birth Date: \_\_\_\_\_  
 Phone (Home): \_\_\_\_\_ (Work): \_\_\_\_\_ Ext: \_\_\_\_\_ Best time to call: \_\_\_\_\_  
 Address \_\_\_\_\_ Apt# \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Employer \_\_\_\_\_

## Insurance Information

### Primary

Name of Insured: \_\_\_\_\_ Is insured a patient?  Yes  No  
Last First MI  
 Insured's Birth Date: \_\_\_\_\_ SS/ID #: \_\_\_\_\_ Group #: \_\_\_\_\_  
 Insured's Address: \_\_\_\_\_  
Street City State Zip Code  
 Insured's Employer Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
Street City State Zip Code  
 Patient's relationship to insured:  Self  Spouse  Child  Other \_\_\_\_\_

Insurance Plan Name and Address: \_\_\_\_\_  
 \_\_\_\_\_

### Secondary

Name of Insured: \_\_\_\_\_ Is insured a patient?  Yes  No  
Last First MI  
 Insured's Birth Date: \_\_\_\_\_ SS/ID #: \_\_\_\_\_ Group #: \_\_\_\_\_  
 Insured's Address: \_\_\_\_\_  
Street City State Zip Code  
 Insured's Employer Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
Street City State Zip Code  
 Patient's relationship to insured:  Self  Spouse  Child  Other \_\_\_\_\_

Insurance Plan Name and Address: \_\_\_\_\_  
 \_\_\_\_\_

## Consent for Services and Financial Policy

We are committed to your dental care being successful. Please understand that payment for your care is considered part of that care. Please read the following information carefully. We ask that you read, agree to, and sign prior to any treatment.

- All patients must complete our patient information form before receiving treatment.
- Full payment is due at the time of service unless previous arrangements have been made.
- Patients who carry dental insurance understand that all dental services furnished are charged directly to the patient's account. We will complete the patient's insurance forms or assist in making collections from insurance companies and will credit any such collections to the patient's account. However, this dental office cannot render services on the assumption that our charges will be paid by an insurance company.
- Estimated co-pay and deductible is due at the time of service.
- We accept cash, check, Visa, MasterCard, American Express and Discover Card.
- We offer an extended payment plan (Care Credit ) with prior credit approval.
- A service charge of 1% per month (12% per annum) on the unpaid balance will be charged on all accounts exceeding 60 days, unless previously written financial arrangements are satisfied.
- There will be a charge for appointments missed without 24 hours notice.

Please let us know if you have any questions or concerns regarding this information.

**I have read the above conditions of treatment and payment and agree to their content.**

\_\_\_\_\_  
 Signature of patient, parent or guardian Date: \_\_\_\_\_ Relationship to Patient: \_\_\_\_\_

\_\_\_\_\_  
 Signature of guarantor of payment/responsible party Date: \_\_\_\_\_ Relationship to Patient: \_\_\_\_\_