

# Huron Coast Dental

508 W. Lake St.  
P.O. Box 387  
Tawas City, MI 48764  
989-362-6159

## OFFICE POLICIES AND PROCEDURES

We believe in the importance of quality dental care, and we strive to provide the best dental treatment possible. We do understand the financial limitations that influence your choice of dental care, that's why we have listed below some of our office procedures and policies so we can better serve you.

- We do bill most insurance companies and try to maximize your dental coverage.
- You are responsible for the portion of your treatment not covered by insurance on the day of completion. However with BCBS of Michigan insurance you are responsible for the total of all treatment the day of completion.
- We accept Visa, Master Card, Discover, however there will be a 3% service charge applied to all transactions.
- We also accept Care Credit, cash, and checks.
- Payment is due upon service unless payment arrangements have been made in advance.
- We are a small dental practice that cannot extend credit, unless arranged in advance with an approved financial agreement.
- If a payment has not been received within a 90-day period, we reserve the right to send your account to small claims court/collections, even if a financial agreement is on file.
- We reserve the right to charge a \$25.00 fee and/or dismissal from our practice for all appointments cancelled or broken without 24 hour advance notice.
- We charge for all returned checks.
- Please allow 24-48 hours notice for our staff to call in prescriptions.

Signature of patient, parent, or guardian: \_\_\_\_\_

Date: \_\_\_\_\_