



Glen Ellyn Pediatric Dentistry, P.C.

Practice Limited to Pediatric Dentistry

FINANCIAL POLICY

Effective June 15, 2011

Our Checkout Desk Procedure

At the time of your child's dental appointment, please stop at the front desk. We give all parents a copy of the billing along with treatment plans for future appointments.

Payment Methods

If you do not have dental insurance, please pay the balance due at the time of service. We accept payment in the form of cash, check/money order, credit card (Discover, Visa, MasterCard, and American Express) and CareCredit cards. We can provide receipts that meet the requirements of FSA and HSA accounts. All families are given bills from the same menu of prices regardless of insurance status.

CareCredit Payment Plans

Sometimes, it is in the best interest of the child to provide dental treatment before the parents are prepared to pay the full fee at the time of service. We participate in a ***no interest*** payment plan program with **CareCredit**. You can register online at www.CareCredit.com. They will provide you with a credit card to be used on the day of treatment. *Twelve months is the maximum length of time for the no interest payment plan program.*

Dental Insurance Billing

- 1) Please verify that the insurance data we have on file for you is correct.
- 2) Know the terms of your policy, they will apply their rules to our billed prices. Be prepared to pay your portion due to us.
- 3) Your insurance processes our claim and gives you notice of the result (EOB). Please read their details and pay the balance due to us. Our fastest insurance carrier processes claims in three (3) days- Our slowest takes thirty (30) days. We are out-of-network for all companies except **Delta Dental Premier PPO**.
- 4) Please pay the balance due after insurance pays. We accept debit cards, credit cards (Discover, Visa, MasterCard, and American Express), FSA and HSA card payments over the phone.

Billing Statements

We can send one statement to you, by mail, at no charge. Repeated billing statements will have a \$20.00 billing fee applied. Statements are mailed 20 days after an account activation.

We are thankful that many of our parents are prompt in making payments on their accounts. If you have any questions, please call our office at (630) 858-8755 and speak with Martha or Dawn.

I have read the above Financial Policy and agree to the terms and conditions.

Patient's Name

Responsible Parent or Guardian Signature

Date