

**Dr. Nicas G. Yiannias, Relaxed Dentistry**

**THANK YOU FOR CHOOSING OUR DENTAL OFFICE**

**Our Office Hours are: 8:15 a.m. -5:00 p.m. Monday through Thursday**

**You Can Reach Us At: (219)762-9567 FAX: (219)762-8842 Emergency: Call (219) 649-0096**

**APPOINTMENTS**

Priority appointments are the first patients in the morning and after lunch. All other appointments may require waiting if the prior patient presents unexpected needs. Treatment scheduled at non-priority times of the day are subject to changes as we can only complete treatment within the time allowed. The last scheduled appointment of the day is at 4:00 PM.

To offer our patients the best use of our reserved time, we encourage responsible canceling of appointments by requiring **24 hours of notice to cancel a scheduled dental appointment**. A patient who fails to cancel an appointment with 24 hours of notice is charged a \$32.00 no-show fee. This charge is not covered by dental insurance plans. Patients who repeatedly fall scheduled appointments may pre-pay their treatment in order to secure a future appointment time.

**PAYMENT POLICY-FINANCING OPTIONS**

Payment for services are due and payable at the time of service. We are partnered with Care Credit which is a financing company and we accept most major credit/debit cards.

**PAYMENT OPTIONS**

- Cash or Check for full amount of scheduled treatment paid in full before the day of the appointment (5% fee reduction).
- Senior Citizen (65 years of age and over) paying by cash or check enjoy a discount of 15% for non-laboratory procedures.
- Financing plans include interest free options for 18 months or extended payment plans, Apply at the front desk.

**INSURANCE FORMS**

We will bill all insurance carriers on your behalf. We will do our utmost to help you get the maximum benefit from your dental Insurance plan, however, ultimately all charges remain the responsibility of the patient and the entire unpaid balance, regardless of your carrier is due within 60 days.

- We do require payment at the time of service unless otherwise arranged for.
- Since insurance plans differ from company to company, it is the patient's responsibility to understand the terms of their dental insurance coverage in regard to the plan's deductible amount, how benefits are paid and the maximum benefits payable during a calendar year

**ACCOUNT BALANCES**

- Accounts beyond the 30 day grace period are overdue and are subject to a monthly finance charge of one point ninety seven percent (1.97%).
- Failure to pay overdue account balances will result in collection activity.
- The patient agrees to pay all collection fees including court costs and attorney fees should they apply.

**The patient signed below has read and understands. the office policy for Dr. Nicas G. Yiannias- Relaxed Dentistry**

PATIENT (please print): \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_