

**ACADIAN ORAL SURGERY**  
**ROBERT L. LEVY D.D.S, L.L.C.**

**EXPLANATION OF OFFICE POLICY**  
**PLEASE READ CAREFULLY!**

Here at Acadian Oral Surgery, our commitment to you is excellent care for all your Oral Surgery needs. Therefore, in order to reduce costs, we have adopted a "pay the day of service" policy.

All accounts are due and payable the day of service. Cash, Debit Card, MC, Visa, are accepted. Please ask about our interest free financing program with approved credit

If you have insurance, our insurance clerk will verify your eligibility and obtain your benefits from your insurance company. If we are unable to verify benefits by the time of service, you will be expected to pay in full that day. You will be given an insurance receipt so that you may file for your reimbursement. Every effort will be made to contact your insurance company. If we are able to verify your insurance prior to your appointment, you will be expected to pay; on the day of service, only what we estimate your insurance will not cover. Please keep in mind; all insurance policies differ in benefits, co-pays, determinations, deductibles, and actual covered services. Your co-pay is only an estimation determined by our office from the benefits quoted by your insurance company. It should, in no way, reflect the total balance owed by the patient for that service.

After treatment, if your insurance company fails to pay the difference between your co-pay and the total charges, you will be responsible for payment of the balance within 60 days. Finance charges will be added monthly after 60 days of non-payment of the account. Non-payment of the debt or disputes concerning treatment or any other suit will be resolved in the jurisdiction of Rapides Parish. ANY court cost, finance charges, or any other debt incurred to collect the owed balance will be the patient's responsibility. Civil suits may result in garnishment of wages.

As a courtesy to our patients, we will file your insurance unless you request otherwise. We do not accept COBRA. Please advise if you have COBRA insurance. We do not accept or file secondary insurance. We will give you a receipt for your secondary insurance so that you may be reimbursed.

Please feel free to discuss our office policy with us. We have found most people want to know in advance what is expected of them and it is our hope that this statement will discourage any misunderstandings about our office policy concerning payment of accounts.

**Payment Options:    You can choose from:**

- Visa, MasterCard, Discover, or Cash
- No Interest Payment Plan from Care Credit:
  - \*Allows you to pay over time with NO INTEREST
  - \*Convenient, low monthly payment plans also available
  - \*No annual fees or pre-payment penalties

I, \_\_\_\_\_, have read and understand the Office Policy of Acadian Oral Surgery.

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