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OFFICE POLICY

This office policy is designed to help you become familiar with our office procedures. Please feel free to ask any questions.

Treatment: To provide you with the necessary care to meet your dental needs, a thorough exam may be performed and documented. This data, as well as x-rays, is used to make a diagnosis to develop a Treatment Plan. Dr. Beers will inform you of his findings and recommendations for treatment. Your Treatment Plan will list recommended services, fees, and the amounts of time required per appointment. If you schedule for services in our office, you are indicating to us that you understand what services you will be receiving, the risks of treatment, and that you voluntarily **consent to treatment**. If you do not schedule, you understand the possible risks of not treating your conditions.

Fees: Our receptionist can tell you the approximate cost of any treatment before your appointment; however, only after diagnosis and treatment planning can a firm fee be provided. Treatment plan fees are in effect for 60 days. Treatment started after 60 days will be subject to the fees in effect at the time services are rendered.

Our office policy requires payment for services at the time of your visit if you have no insurance or if you have a plan which pays you directly (e.g. Delta Dental, Blue Cross Blue Shield, Carefirst, etc.). If you have a plan which will send payments to us, we will send a claim to them and may require a deposit from you at your appointment. For your convenience, we accept cash, checks, VISA, MasterCard, American Express, and Discover. Overdue accounts are subject to 1.5% monthly (18% annual) late charges, any collection agency fees, and/or attorney's fees.

Insurance: Dr. Beers is not a participating provider for any insurance plan. **It is your responsibility to check with your plan to make sure you understand your plan's terms for seeing an out of network provider.** Patients cannot hold Dr. Beers accountable for any insurance contractual arrangements. We expect our patients to read their policy carefully and to become familiar with their benefits and limitations. If we send claims to your insurance company (to get benefits sent to you or to us), you need to give us up-to-date and accurate information about your plan (e.g. insurance company, address, group #, ID #, telephone #, etc.) at each appointment. Patients are responsible for all fees not paid by their insurance company.

Conditions: Treatment may be discontinued for patients who are consistently late, cancel, fail to show up for appointments, or fail to pay their accounts in full. You may be discharged from this practice for any of these reasons. A charge may be made for appointments broken or cancelled with less than 24 hours notice.

I have read and understood Dr. Beers' Office Policy.

 Patient's (or Guardian's) Signature Date