

# KNOP FAMILY DENTISTRY

At Knop Family Dentistry, we believe that you deserve the best care possible for your dental health. Our practice is owned and operated by Dr. David A. Knop II. We are a family oriented practice and understand the 3 most important values we can strive to provide our patients: Quality, Cost, and Convenience. We provide a full-service family dentistry. Our exceptional and experienced staff partner with our patients to provide the healthiest, most beautiful smiles dentistry can offer. From the moment you step into our practice, until the moment you complete treatment, we want you to be comfortable and relaxed.

We currently bill all insurance plans, but are providers for the following: Delta Dental, United Concordia, Dentemax, and Medicaid. Although we can maintain computerized histories of payment by a given company, they do change; therefore it is impossible to give you a guaranteed quote at the time of service. We estimate your portion based on the most up-to-date information we have, but it is ONLY AN ESTIMATE. If you would like to know more accurate insurance information, we will be happy to file a "pre-authorization" with your insurance company prior to treatment. This does delay treatment, but will give you a more precise out-of-pocket figure directly from your insurance company.

We bill your insurance as a courtesy. If insurance does not pay within 90-days, Knop Family Dentistry reserves the right to request payment in full for services from you. You are then responsible to collect the insurance funds that are due to you. Your insurance is a legal contract between you and your insurance company. Our office is not and can not be a part of that contract. Whether you have insurance or not ultimately you are responsible for all charges incurred in our office.

Should your account become delinquent, we will place the account with a collection agency, and you will be responsible for collection fees equaling 33% of any unpaid balance placed for collection, as well as interest at the rate of 21% per year. Additionally, if an attorney is engaged to pursue collection of the account, you will also be responsible for all reasonable court costs, sheriff or service of process fees and any other reasonable costs of collection.

Knop Family Dentistry requires payment in full for your portion at the time of service. We accept MasterCard, Visa, Discover, Debit, Cash, and Checks. Please note: Returned checks are subject to a \$30.00 returned check fee and any future appointments can only be paid with cash or credit card.

Broken Appointments: A specific amount of time is reserved especially for you and we strongly encourage all patients to keep their appointments. If you must change your appointment, we require at least 48 hour notice to avoid a \$35/hour cancellation fee. We reserve the right to dismiss any patient from the office who abuses this policy.

We welcome you to our family and look forward to helping you get the healthy, beautiful smile you've always wanted. If there is anything we can do to make your visits here more pleasant, please don't hesitate to ask one of our staff members.

I HAVE READ, UNDERSTAND, AND AGREE TO THE ABOVE TERMS AND CONDITIONS. I AUTHORIZE MY INSURANCE COMPANY TO PAY MY DENTAL BENEFITS DIRECTLY TO KNOP FAMILY DENTISTRY. THE HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY (HIPAA) POLICIES WERE PRESENTED.

PRINT: \_\_\_\_\_ SIGN: \_\_\_\_\_

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