

Capps Orthodontics Office Policy Form

Financials:

- It is agreed that if your account becomes delinquent for more than 90 days treatment will consist of maintenance visits until the account is up to date.
- We require your account to be paid in full prior to scheduling the removal of orthodontic appliances.
- You may increase your down payment if you would like to reduce your monthly payment.
- You may request monthly, quarterly, semi-annual, or annual payment plans. This must be discussed prior to the start of treatment in-order to properly set up your financial agreement/account.
- Insurance responsibility is an estimate given by your insurance company's plan benefits. You are responsible for payment of insurance portion upon discontinued coverage or insurance claim denial.
- NO interest will be charged and NO additional charges will be applied IF treatment extends past the given estimated treatment time unless otherwise discussed.
- We wish to stress that the frequency of office visits has no bearing on the monthly payment and thus, the monthly payment schedule does NOT correspond to the number or frequency of appointments, but rather to the total cost paid over the approximate duration of treatment. The payment schedule is merely a convenient way to meet your financial obligation.
- There will need to be one primary responsible party, as we do not offer split accounts. As a courtesy to you, we can put two cards on file for auto draft.

Any additional fees would consist of:

- Non-payment from your insurance provider.
- Excessive orthodontic appliance breakage. In order to keep treatment on track, a fee of \$25 will be charged for each subsequent breakage after 6 broken brackets/bands/wires/appliances.
- Replacement of lost or broken retainers. Fees will vary depending on the type of retainer that is required. (\$210-\$285 per retainer)
- Please be aware, there will be a \$25.00 charge for any checks returned for insufficient funds.
- An additional charge of \$350.00 per arch is required for clear/ceramic brackets.
- Exams and diagnostic records are considered a separate fee outside of the total treatment cost.

Our fee includes all appliances, all appointments, any update of records taken during treatment, appropriate retainers at the end of treatment, and 12 months of retainer checks after braces/appliances have been removed. An office visit fee of \$45 will be charged after the 12 month period for routine retainer checks. General dental care, six month exams, and restorative treatment for cavities are the responsibility of your general dentist.

Appointments:

- Regular adjustment visits will be scheduled approximately every 6-10 weeks.
- If the patient is experiencing a true orthodontic emergency, we will be available for scheduled comfort care appointments. As a courtesy to all our patients, we will not be able to see walk-in appointments.
- We will do our best to accommodate before and after school appointments. However, due to appointment type, length, or availability these prime appointments are not always available. With this in mind we do provide school and work excuses for each visit.

I, as the RESPONSIBLE PARTY/PATIENT for this account, certify that I have read this agreement and that all diagnostic materials and treatment alternatives have been explained to me. I also allow the use of this patient's diagnostic records for research or education purposes.

Signature of Responsible Party

Date

Witness

WE LOOK FORWARD TO HELPING OUR PATIENTS ACHIEVE A GREAT ORTHODONTIC RESULT!
On behalf of everyone here at Capps Orthodontics, we thank you in advance!