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Office Policy

To our valued Patients,

Today in our world of rising prices we are trying to keep our office fees to a minimum by implementing clear and exact payment policies. This will help to reduce our overhead, thus passing the savings along to our patients.

As a courtesy to you we will file your insurance claims. Our office will be offering the following payment policies:

1. Patients having dental insurance will be required to pay their DEDUCTIBLE and ESTIMATED PATIENT PORTION at the time services are rendered. You will also be responsible for any balance remaining after the Insurance Co. has paid your claim.
2. While the filing of Insurance claims is a courtesy that we extend to our patients, we must emphasize that as dental care providers, our relationship is with the patient, not the insurance company. If we do not receive payment from your Insurance Company within 45 days, payment becomes your responsibility.
3. We accept cash, check and credit card (Debit, MasterCard, Visa and Discover)
4. We have made arrangements with CareCredit and CitiHealth to provide extended payment plans with no interest. Applications are available from our front office staff and provide instant approval.
5. Help us to keep our goal of “no patients waiting”. We are making every effort to stay on schedule so please arrive promptly for your appointments. We reserve the right to reschedule late patients.
6. Your appointment time is reserved just for you, because you are important to us. We do require 48 hours notice to change or cancel an appointment to avoid a \$50 charge.

I have read the above policies and agree to abide by them.

Date _____ Signature _____