

# Bay Area Oral & Facial Surgery

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Diplomat American Board of Oral and Maxillofacial Surgery  
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Our practice involves a unique blend of medical and dental services. Some of the services we provide are covered by medical insurance and some are covered by dental policies. Our staff will assist you in filling your insurance claims. Your insurance, however, is for your benefit and you are financially responsible for all balances resulting from the treatment rendered. Requests for special reports, narrative or copies of x-rays can be provided for an additional fee.

**Basic policy:** All charges are payable at the time of service. We accept cash, checks and all major credit cards. **No post dated** or out of state checks are accepted. We use Telecheck and/or call your bank for verification of funds. Checks returned for non-sufficient funds will be assessed a \$25.00 fee.

## **Patients with insurance:**

- PPO plans: We will file a claim with your carrier for covered services. Some plans require pre-authorization or predetermination. Please provide the proper insurance plan identification and forms necessary prior to surgery. All co-insurance/co-pay amounts are due at the time of service. **All balances not paid over 30 days after the date of service will become the responsibility of the patient.**
- Other insurance: All surgery fees are payable at the time of service. You will be given a walkout statement that may be submitted to your insurance carrier for reimbursement. If you would like us to process your insurance claim, a written pre-determination of benefits from your carrier must be obtained prior to scheduling the appointment. This process usually takes 4-6 weeks to complete. All co-insurance amounts will be payable at the time of service.

**Personal injury cases:** This office does not accept liens, nor do we bill for automobile accident or other liability of lawsuit related cases. The patient is responsible for services provided at the time of service.

**Medicare:** Since most Oral Surgery procedures are considered dental, it is unlikely that Medicare will cover procedures done in this office.

**Cancelation of appointments:** Our goal is to provide high quality care at low cost to our patients, and in fairness to other patients and the doctor, we require at least 48 hour notice when canceling a surgical appointment. There is a \$75 fee for missed appointments without 48 hour notification. There is a \$250 fee for missed surgical appointments which involve IV sedation without 48 hour notification. This practice reserves the right to dismiss patients with excessive cancelled appointments.

*I have read and understand the material as outlines above. I agree to be responsible for all charges for all dental/medical services and materials not paid by my dental benefit plan, unless the treating dental practice has a contractual agreement with my plan prohibiting all or a portion of such charges. To the extent permitted under applicable law, I authorize release of any information related to claims filed. I also authorize payment of dental and medical benefits otherwise payable to me to be paid to the dental practice.*

*I have received Bay Area Oral and Facial Surgery notice of Privacy Practices.*

\_\_\_\_\_  
Patient Signature

\_\_\_\_\_  
Date