

Riverside Family Dental
253 S. Gratiot
Mt. Clemens, MI 48043
(586) 468-0983

OFFICE POLICIES

1. **Appointment Date:** Payment is due at the time services are rendered. An estimate of your total fee will be outlined in detail with you at the time of your initial visit.
2. **Payment Methods:** For your convenience, we accept Cash, Money Orders, VISA, Mastercard, Discover, American Express, Debit and CareCredit. After becoming a patient of record, the office will accept personal checks. Please ask the front desk in regards to information on the CareCredit programs.
3. **Returned Checks:** There is a fee of \$35.00 for any check returned by the bank.
4. **Finance Charges:** I understand that all responsibility for payment for dental services provided in this office for myself or my dependents is mine, due and payable at the time services are rendered unless other arrangements have been made. If an account, which is the patient's responsibility, is not paid in full within 30 days a 1.5% interest charge will be added to the account balance per month
5. **Missed Appointment Fee:** We would appreciate your consideration in giving us at least 48 hours notice should you need to reschedule. If you do not show up to an appointment you made or cancel with less than 24 hours notice, a fee will be charged per the appointment type.
6. **Transferring of Records:** Our office requires you to sign a release form of the transferring of X-rays and will be responsible for a fee of \$38.00.
7. **Delinquent Accounts:** You will be responsible for the fees of any collection agency, which may be based on a percentage at a maximum of 35% of the debt, and all costs, and expenses, including a reasonable attorney fee that our office may incur with such collection efforts.
8. **Lab Fees:** On treatment involving laboratory fees (crowns, implants, bridges, partials or dentures), you may choose to pay 50% on the preparation date and the remaining balance on the delivery date.