

Beverly J. Fanz D.D.S  
625 W. National Rd  
Englewood, Ohio 45322

**OFFICE/FINANCIAL POLICY**

To Our Patients:

- We must have 24 hours notice for each appointment that you wish to cancel or reschedule. If the required 24 hour notice is not given you **MAY** be charged a \$25.00 broken appointment fee for each appointment.
- If you need to cancel or reschedule an appointment our normal office hours are Monday through Thursday 7:00am to 5:00pm. **WE ARE CLOSED ON FRIDAYS!** Periodically hours may be adjusted according to our schedule. We also have an answering machine to leave a message if our office is closed.
- If you miss three (3) appointments without 24 hours prior notice, we will no longer be able to schedule any additional times. We will then ask you to seek dental treatment elsewhere.
- Processing your insurance claim is a courtesy offered by this office. Your assistance by providing the necessary and correct information is appreciated. Insurance is one method of reimbursing fees paid to the doctor and is not a substitute for payment. Any balance is your responsibility.
- It is your responsibility to be aware of your insurance coverage and limitations. If there are restrictions with your plan such as: Type Of Filling Materials-then it is your responsibility to notify the technician at the time service is being rendered. Dr. Fanz bases the care she provides and materials she uses on medical necessity **NOT** on insurance coverage.
- You will be additionally charged a minimum of \$35.00 fee for any returned checks for **Non-Sufficient Funds**.
- If your account is sent to collections for non-payment the collection fees will be added to your balance due according to the Collection Company.
- I agree to be responsible for my and/or my families account balance and agree to pay it in full.

Please sign below to indicate that you acknowledge this notice and you understand the policies stated above and agree to the terms and conditions.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
**PRINT FULL NAME**