



Nicole K. Munz, DDS - General Dentist

OFFICE POLICIES

As a courtesy to other patients, there is a 24-hour notice of cancellation required. The first time a patient fails to give adequate notice, a reminder will be given. However, after the second offense a \$50.00 fee per half-hour may be charged.

This \$50.00 per half-hour fee also applies to "no show" appointments. Multiple "no show" and "broken" appointments may result in patient dismissal.

Please be aware that there is a returned check fee of \$40.00 and multiple offenses may result in a cash payment only.

Unpaid account balances will incur a service charge of 1.5% per month after 60 days regardless of any insurance involvement.

Balances of 90 days or more, unless on a payment plan or other special arrangement, will be dealt with through legal action or collection agency if it becomes necessary. Should the collection action become necessary, all fees associated with collection costs are the financial responsibility of the account Responsible Party, thus increasing the total balance due.

Recurrent failure to comply with special financial agreements can result in legal action or postponement of future appointments until a resolution is made and all debt is satisfied. Signed financial agreements are legally binding.

For appointments requiring an extended length of time, the patient may be asked to secure the reserved time with their provider of care with a prepayment. We reserve the right to hold prepaid visits as non-refundable.

We will make every reasonable effort to help with insurance involvement, but please understand that insurance company policies are arrangements between the insurance company and the patient. The dentist is a third party and cannot be responsible for all debt occurring with the dentist regardless of the amount, if any, the insurance company decides to pay.

SIGNATURE OF PATIENT, PARENT, OR GUARDIAN

DATE

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