



I, \_\_\_\_\_, HEREBY ACKNOWLEDGE THAT I HAVE BEEN GIVE THE  
PLEASE PRINT NAME  
OPPORTUNITY TO REVIEW OR, IF REQUESTED, HAVE RECEIVED A COPY OF THIS  
PRACTICE’S NOTICE OF PRIVACY PRACTICES. I HAVE BEEN GIVEN THE OPPORTUNITY  
TO ASK ANY QUESTION I MAY HAVE REGARDING THIS NOTICE.

\_\_\_\_\_  
NAME

\_\_\_\_\_  
DATE

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DEAR PATIENTS,

PLEASE BE ADVISED THAT THE PATIENT OR RESPONSIBLE PARTY MUST KNOW HIS/HER  
INSURANCE PLAN. PLEASE BE AWARE OF YOUR PLAN’S:

- \*\*\* YEARLY MAXIMUM
- \*\*\* CO-PAYS, DEDUCTIBLES
- \*\*\* UNCOVERED SERVICES
- \*\*\* FREQUENCY LIMITATIONS

ALL FEES FOR THE ABOVE ARE DUE AT TIME OF SERVICE AND ARE PAYABLE BEFORE  
BEING SEATED. WE CANNOT BILL YOU. PLEASE DON’T ASK. ANY BALANCE INCURRED  
DUE TO GOING OVER YEARLY MAXIMUM, UNCOVERED TREATMENT, CO-PAYMENTS  
WILL BE THE RESPONSIBILITY OF PATIENT/RESPONSIBLE PARTY.

ANY ACCOUNT THAT REMAINS UNPAID WILL BE FORWARDED TO COLLECTION. WE  
RESERVE THE RIGHT TO CHARGE PATIENT FOR ANY FEES INCURRED FOR SUCH  
COLLECTION ACTIVITY.

OUR OFFICE POLICY PERTAINS TO \*ALL\* PATIENTS. WE CANNOT ALTER OUR POLICY  
TO MEET INDIVIDUAL NEEDS OF ANY ONE PATIENT.

ALSO, BE ADVISED THAT IF YOUR INSURANCE COMPANY SENDS YOU A CHECK FOR  
TREATMENT YOU RECEIVED IN OUR OFFICE, YOU MUST FORWARD THE CHECK TO  
THIS OFFICE WITHIN 14 DAYS, OR YOU WILL BE RESPONSIBLE FOR OUR FULL FEE  
FOR THAT DATE OF SERVICE.

DATE \_\_\_\_\_

SIGNED \_\_\_\_\_