

**SU-WEN CHANG D.D.S.**  
350 S. Williams Blvd., Ste. 240  
Tucson, AZ. 85711  
(520) 748-8186

### **OFFICE FINANCIAL POLICY**

Full estimated patient portion is due upon rendering services unless prior financial arrangements are made.

-We accept:

- VISA, Mastercard, Cash, and personal checks (returned checks are subject to a fee of \$25 per transaction and subsequent payments must be cash or credit card).
- CARECREDIT-a third party credit card company that provides No-Interest and/or up to 12 month payment plan.

If your visit with our office is not covered for any reason by your insurance company, you are responsible for paying the entire visit based on our fee schedule.

If you have dental insurance, your patient portion is **ONLY** an **ESTIMATE** based on the available information we have from your insurance company. Your insurance company makes the final decision on whether they will cover the procedure and the amount of coverage. We strongly suggest that **YOU** understand your insurance coverage by reading the insurance booklet and/or contacting your insurance company.

If you have made financial arrangements with our office, it is **YOUR** responsibility to make your payments in the agreed time frame. Failure to do so will result with the account being sent to collections and all appointments with our office will be canceled.

Upon completion of insurance claim payment, any unpaid balance must be paid within **THREE (3) statement periods**, otherwise, the account will be subject to interest and/or collection fee and sent to a collection agency (once an account has been sent to collections, no future appointments will be made unless the balance is paid in full).

In order to Prevent Insurance Claim Errors, please make sure both our office and your insurance company have your **CORRECT** legal name, date of birth, identification number, and current address. If you have **TWO** insurance policies, it is **required** and your responsibility that you notify both companies.

*We take pride in our excellent service to you and we greatly appreciate our patients honor their time and financial commitments to help us achieve and maintain this goal.*