

Jacob W. Skinner DMD, PA  
5121 Ehrlich Road, Suite 105  
Tampa, FL 33624  
813-960-2232

## **OUR OFFICE POLICY**

### **GENERAL**

Our office would like to take the opportunity to welcome you to our practice. Whether you are a brand new patient or a returning patient we want you to know that we appreciate the trust you have placed in us. The patient/doctor relationship is best facilitated through open lines of communication. So that you can have a better understanding of this practice, we would like you to review the policies of our office listed below. If you ever have any questions regarding the policies please contact us as soon as possible.

- It is the responsibility of the patient to provide our office with the most up-to-date information regarding their insurance coverage.
- Our office files insurance claims as a courtesy to our patients. If we do not receive payment from your insurance company in 60 days, the entire balance will become the responsibility of the patient. Past due accounts are subject to collection proceedings. All fees including, but not limited to collection fees, attorney fees, and court fees shall become your responsibility in addition to the balance due at this office.
- Unless prior arrangements are made, all monies considered to be the "patient's portion" will be due when services are rendered.
- When you schedule an appointment with our office, we set aside time especially for you. **IF YOU ARE UNABLE TO KEEP YOUR SCHEDULED APPOINTMENT, PLEASE CONTACT OUR OFFICE WITH AT LEAST 24 HOURS NOTICE.**
- In order for Dr. Skinner to do a complete exam, it is necessary for our office to have **CURRENT** radiographic records. If you were seen in another dental office in the last 3-5 years, it is possible that your insurance company **WILL NOT** cover the additional x-rays. It is the patient's responsibility to obtain these x-rays from your previous provider **BEFORE** presenting to our office for a comprehensive exam.

### **HIPAA PRIVACY ACT**

I authorize Jacob W. Skinner, DMD, P.A. and associates (hereafter collectively referred to as "Practice") to use and disclose my entire medical record in accordance with the Notice of Privacy Practices (NOPP). I have reviewed the NOPP, been given opportunity to ask questions about it, understand it and do hereby agree to its terms. A copy of this signed, dated consent shall be as effective as the original. I release, hold harmless and agree to indemnify Practice, its employees and agents for all liability (including but not limited to negligence) arising out of or occurring under this consent. I especially authorize Practice to use and disclose verbally, by mail, fax or unencrypted e-mail, the following types of super-confidential information as slated in the NOPP; HIV records, sexually transmitted diseases, alcohol and substance abuse diagnosis and treatments and psychotherapy records.

### **BROKEN APPOINTMENT POLICY**

Please call our office 24 hours in advance of a scheduled appointment if you need to reschedule or cancel your appointment. This allows us to serve other patients and is greatly appreciated. A \$25.00 to \$50.00 cancellation fee (depending on appointment length) will be charge of more than one appointment is broken without 24 hour notice and must be paid prior to next visit.

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## **PAYMENT OPTIONS**

In an effort to provide you with flexible payment arrangements, we have expanded our payment policy.

### **PAYMENT ARRANGEMENTS ARE REQUESTED AT THE TIME OF YOUR VISIT.**

Please make your choices below prior to treatment.

**PAYMENT BY CASH**

**PAYMENT BY CREDIT CARD**

**CARE CREDIT**

**AUTOMATIC BILLING TO YOUR VISA or MASTERCARD**

## **SOME THINGS YOU SHOULD KNOW ABOUT DENTAL INSURANCE**

At Dr. Skinner's office we believe that you deserve the best care. That's why we always present you with the best dental solution possible to treat your personal situation. Each year we provide outstanding dental care to hundreds of patients. If you have dental benefits, congratulations! Here are some important things you should know about benefits...

Your dental benefits are based upon a contract made between your employer and an employee benefits company. If you have questions regarding your dental benefits please contact your employer or benefits carrier directly.

Dental benefits differ greatly from medical benefits. In 1959, most dental benefit plans had a yearly maximum cap of \$1000.00. You will be surprised to know that today the average dental benefit plan has a maximum yearly cap of \$1000.00. There have not been significant increases in the yearly maximum in over 40 years. However, there have been significant increases in your premiums. **DENTAL BENEFIT PLANS WILL NEVER PAY FOR COMPLETION OF YOUR DENTAL CARE.** Plans are meant to assist you and offset your costs for dental care.

Many people receive notification from their insurance company that dental fees are "above usual and customary". A dental benefits company determines their reimbursement level by surveying a geographical area, calculating the average fee, then determines that 80% of the average fee is customary. Included in this survey are discount dental clinics and managed care facilities, which have severely reduced dental fees that bring down the average. **ANY DOCTOR IN PRIVATE PRACTICE WILL HAVE FEES THAT DENTAL BENEFIT COMPANIES DEFINE AS "HIGHER THAN USUAL AND CUSTOMARY".**

Many dental benefit plans tell participants they will be covered "up to 80% or 100%" but do not clearly specify the plan fee schedule allowance, annual maximum or limitations. It is more realistic to expect dental benefit plans to cover between 25%- 40% of dental services.

**I have read and fully understand all the terms explained above. By signing below, I acknowledge all of the sections mentioned above.**