



LOCKWORKS
DENTAL GROUP
Restorative & Cosmetic Dentistry

OFFICE PHILOSOPHY

Our office remains dedicated to providing optimal care for every patient and working with you to achieve that goal. We pride ourselves on helping you in any way and continuing to provide the quality of care to which you have become accustomed.

DENTAL INSURANCE ELECTIVE SERVICES

Some services are typically not covered by dental insurance companies. These include, but are not limited to: cosmetic dentistry, implants, posterior composites, and other service. Although these are important dental services that can greatly enhance the quality of life for patients, some dental insurance companies do not feel they should have to pay for these services. That is why these services are rarely included in contracts with your employers.

OFFICE POLICY

We have a state of the art computer system that includes the ability to obtain ESTIMATED dental benefits based on our office fees. You are expected to pay your estimated portion at the time services are rendered unless other arrangements have been made in advance. Please note that our office is a **participating provider** with two insurance companies, **Anthem Blue Cross Blue Shield and Delta Dental of New Jersey**, however, we are unable to determine in advance the actual final payment from your dental insurance company. Therefore, your estimated portion is calculated on our office fees. Upon receipt of final payment from the insurance company, in the case of overpayment, your account will be credited, and at your request a refund check will be issued. In the event of an underpayment, we will generate a billing statement for the unpaid balance.

Finally, it is important to remember, services are provided to you and not your insurance company. You are financially responsible for ALL services provided. If for any reason your account becomes not current, you will pay any legal fees the office incurs to collect said fees.

RECARE APPOINTMENTS

Routine Recare appointments aid you in maintaining optimum oral health which assists in your overall physical well being. Recare dental appointments are recommended at various intervals tailored to your specific dental needs. This will aid in you attaining this goal.

Reminder cards will be sent to your attention the month **prior** to your optimum Recare due date.

If your Recare appointment was not scheduled prior to leaving the office on your last Recare visit, take this opportunity to call the office to schedule your appointment. Patients with Recare appointments scheduled at their last visit take responsibility for this appointment. A reminder postcard will be sent, on request, however, patients have notified us some are "lost in the US Post".

IMPORTANT

If you cannot keep your appointment, please provide at least 48 hours advance notice or you may be charged a cancellation fee.

SIGNED: _____

DATE: _____