



Matthew W. Allen, IV, D.D.S.

Implants, Cosmetic & Restorative Dentistry

Welcome to our Practice!

We want to thank you for choosing us to take care of your dental needs. Our goal is to make each one of your visits with us an excellent experience and give you a wonderful smile to last a lifetime. Our mission is to always provide the highest level of quality care and service to our patients.

Office Hours- *We are open Monday-Thursday from 8:00 am to 4:30 pm, we do close daily for lunch from 12:00 pm-1:00pm. During the hours our practice is not open we have an answering service that may assist you. We do close for all major holidays.*

Appointments- *All appointments are reserved for each individual patient, we ask that you always call ahead to schedule appointments so we may assist you with your specific needs. Since each appointment has been reserved just for you we ask that you promptly communicate to our practice if any schedule conflicts arise after your appointment has been made. If you are not able to commit to your scheduled appointments we will only be able to serve you on a short call basis, and will not continue to schedule appointments for you.*

Insurance- *We will gladly file and accept assignment of benefits for primary dental insurance plans we are "in network with". As a continued added courtesy we will gladly process the paperwork for out of network and/or secondary benefits so you may be directly reimbursed. We ask you provide payment at the time services are rendered if you have an out of network plan or secondary insurance. We strive to reach for the stars with the insurance and billing service we provide and want you to know that we do not consider insurance payment a guarantee and expect you to understand the same; we expect your plan to pay for your services within 60 days of the date we file your claim. If your insurance plan does not pay within the expected time frame you will be billed accordingly for your full balance. Most questions regarding your individual coverage need to be directly asked by you to your insurance carrier, even though we process the paperwork for your plan we do not represent your insurance company and are not always informed of changes or information you may need to know prior to beginning treatment.*

Financial Arrangements- *For non-insured patients and our patients with insurance that have out of pockets costs we are happy to arrange a financial plan to accommodate your needs. We do not accept payments through the office after services have been completed, however in most cases we are able to make arrangements that will work for you so you are prepared financially prior to starting treatment. If you do not make arrangements prior to starting treatment we will request full payment due as services are rendered. The forms of payment we accept are cash, check, all major credit cards, and Care Credit.*

Patient Signature _____

Date _____