



INSURANCE INFORMATION

Employee/Subscriber's name \_\_\_\_\_

Employee/Subscriber's social security number \_\_\_\_\_ Birth date \_\_\_\_\_

Patient's relationship to insured ( \_\_\_\_\_ child) ( \_\_\_\_\_ spouse) ( \_\_\_\_\_ self) ( \_\_\_\_\_ other)

Name of insurance company \_\_\_\_\_

Address \_\_\_\_\_ Member I.D. # \_\_\_\_\_

Group number \_\_\_\_\_ Union # \_\_\_\_\_

Employer \_\_\_\_\_

Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

Is patient a student? \_\_\_\_\_ School attending \_\_\_\_\_ Full-time? \_\_\_\_\_ Part-time? \_\_\_\_\_

I AUTHORIZE RELEASE OF ANY INFORMATION RELATING TO ALL DENTAL CLAIMS

I HEREBY AUTHORIZE PAYMENT DIRECTLY TO JOHN P. DUCAR, D.D.S., INC.

\_\_\_\_\_  
SIGNED (PATIENT OR PARENT, IF PATIENT IS A MINOR) DATE

\_\_\_\_\_  
SIGNED (INSURED) DATE

**If patient is covered by more than one Insurance company, please complete additional information**

Patient's relationship to insured ( \_\_\_\_\_ child) ( \_\_\_\_\_ spouse) ( \_\_\_\_\_ self) ( \_\_\_\_\_ other)

Name of insurance company \_\_\_\_\_

Address \_\_\_\_\_

Employee/Subscriber's name \_\_\_\_\_ Payroll or employee # \_\_\_\_\_

Employee/Subscriber's social security number \_\_\_\_\_ Birth date \_\_\_\_\_

Employer \_\_\_\_\_

Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

TRUTH IN LENDING

In compliance with the Federal Consumer Credit-Protection Act, we wish to notify you of our policies regarding payment for services rendered on your behalf:

- We will furnish you a monthly statement of your account showing the amounts billed and credited to you by us for the month, together with a breakdown of the length of time amounts have been outstanding on your account.
- All accounts are due and payable at the time services are rendered. If insurance benefits are available, we will gladly assist you in filing a claim. We can not accept the responsibility for collection of your insurance benefits; therefore, you are responsible for payment of your account within the time limits stated herein, regardless of the status of your insurance claim.
- I agree to pay all costs of collection by this office of any amount due, including actual attorney's fees incurred, regardless of whether or not a lawsuit is filed. In addition, in the event that this office brings any legal action to collect on an unpaid invoice and this office prevails, you agree that you will pay this office its actual attorney's fees and other costs incurred as a result of the action.
- If payment of any charge is delayed beyond 90 days, we reserve the right to impose a FINANCE CHARGE on such amounts remaining outstanding. The FINANCE CHARGE will be computed at a PERIODIC RATE of:  
11/2 percent per month, which is an ANNUAL PERCENTAGE RATE OF 18 percent.

APPOINTMENTS

**At least one full business day's notice must be given if cancellation is absolutely necessary, otherwise a cancellation fee of \$30 per 1/2 hour of appointment time will be charged. One week's notice of cancellation is required for surgical appointments. Less than one full week's notice may result in cancellation fees of up to one-half of the surgical fee. (Fees are subject to change without notice.)**

I have read, understand and agree to the above policies.

SIGN HERE \_\_\_\_\_ Date \_\_\_\_\_