### FOR PATIENTS WITH INSURANCE

Dr. Elsa D. Flores

4927 Lake Ridge Pkwy Ste 110

Grand Prairie, TX 75052

Dear Patient:

As a courtesy to our patients, we will file your insurance each visit. In order to file, we must have the following:

1. A current insurance form must be in your chart.

2. The patient's portion of each insurance form must be completely filled out with appropriate signatures. Unless you have paid for each visit, benefits must be signed over to the dentist before we can file.

3. We need the address of the insurance company or your business address, if that is where the claim should be sent, and the phone number of your insurance company.

4. If your insurance company requires an original claim form, you must provide us with one for each filing. This is very important.

Remember, it is up to you to provide us with the above stated information. Failing to do so means we will be unable to file your insurance, and you will be billed for the treatment.

Thank you.