

Administrative Team Forms Package

Package Includes:

Appointment Coordinator Forms

- 6 mos Past Due CC Letter
- 18 Mos Over due CC-Postcard
- Disclaimers for Health History
- Health History Form
- New Patient Cycle & Protocols
- Welcome to Our Practice

Consent Forms & Letter

- Diagnosed Treatment Letter
- Fire the Patient Letter
- Informed Consent Form

Financial & Insurance Coordinator Forms

- 90 Day Payment Agreement
- 90 Day Reply Letter
- Checklist for Insurance claims on major restorative
- Collection Letter
- Helpful Collection Tips & Strategies
- Instructions on Monitoring Accounts Receivable
- Insurance Breakdown Sheet
- Large Balance Offer 10% Courtesy
- Narrative for Dental Services
- Narrative for Sample Insurance Claim
- Sample Financial Forms
- Sample Letter to Patient when dropping Insurance
- Small Balance Letter Sample

Verbal Skills

- Do Say/Don't Say Phrases
- Financial Arrangements
- Treatment Recommendations
- Financial & Insurance Issues

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***Administrative
Package***

\$59.95



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