

Sample End of Year Benefit Letter



Dear (Patient)

As we approach the end of the year, we want you to know how much we appreciate you as our patient. We recognize you have a choice in whom you select as your dentist and we are grateful you have chosen us. Your continued patronage has demonstrated your trust and confidence in us.

We strive to provide our patients with the best care possible, and an important part of this process is informing patients of their dental needs and benefits. Our records indicate you or your family still have the following dental needs and remaining dental benefits:

(Insert treatment needs and remaining dental benefits)

With the activity the end of year brings, we would like to encourage you to utilize your remaining dental benefits. Most insurance benefits expire on December 31st and any unused portion will be lost. In other words, it is a "use it or lose it" benefit. Unfortunately, numerous patients miss out on this wonderful opportunity to maximize their dental insurance benefits while meeting their dental needs.

For some of you the end of the year also means the expiration of your flex spending account funds. This is an important time of year to review availability or possible loss of your account balances. We offer additional finance options with monthly payments we would be happy to discuss with you as well.

If you have outstanding dental treatment you have not scheduled, please call us to discuss your pending treatment plan before the end of the year. If you need extensive dental treatment, you may be able to complete your treatment in the New Year, combining back to back insurance benefits for 2018 and 2019.

We would like to assist you in taking full advantage of your benefits and accommodate your schedule before the approaching holidays. Please call us if you are unsure about the amount of dental benefits available to you or the monthly payment options we can offer so you can schedule your dental treatment to maximize the financial resources available.

Warmest regards,
Dr. and Team