



John Doe, D.D.S.

123 Oak Street, Suite 2 Anywhere, VA 20000
(555) 555-5555

EOB Letter Example

Note: Ensure you enclose a Business Reply Envelope, QR code, or link with the patient that they can use to pay with this letter. If you have the ability for a patient to pay via a secure online portal, add this information. You can also give a patient the option to call and pay via credit card, etc.

Date

Dear PATIENT NAME,

We recently received a payment from your insurance company for the services performed on DATE. The services performed were:

FILL IN BLANKS

Your insurance company paid \$AMOUNT (if insurance did not pay anything, see explanation below)

The balance that you owe on this service is \$AMOUNT. Please remit this amount as soon as possible.

(HAVE SOME MEANS FOR THE PATIENT TO PAY - I.E. REMISSION ENVELOPE, LINK, QR CODE, ETC)

Explanation if no payment from insurance:

FILL IN BLANKS

If you have any questions, please feel free to call me at (NUMBER)

Sincerely,

Office Manager or Financial Coordinator

(Note: Payments received after the ____ (ENTER YOUR NORMAL STATEMENT DATE) of the month will not be

Please Note: This course, provided by DDS Success, LLC, and its accompanying materials is being provided as suggestions and ideas from which to improve the success and viability of your practice. This is not to be taken as a guarantee that the information provided is appropriate to your practice. Due to the high ethical standard in business expected of DDS Success, LLC clients, it is assumed that each client and/or their staff would observe and follow applicable laws relating to employment, taxation and general business. Each practice, their owners, officers and staff are individually responsible for ensuring that any system implemented complies with the applicable federal, state and local laws, rules and regulations governing the place in which your practice is located. These suggestions do *not* constitute legal advice. You should seek advice from your own legal advisors as to what is appropriate to implement in your practice, prior to implementation. DDS Success, LLC is not responsible for any claims, real or otherwise, associated with this material and information or any part thereof.