

## **PRACTICE PAYMENT POLICY**

- You must bring any co-payments or other balances due our office at the time of your visit to be collected at the time of check-in.
- For co-payments and deductibles not paid at the time of service, we charge a \$10.00 processing fee. Your insurance policy requires the co-payments and deductibles to be paid in full at the time of service.
- Any outstanding balances must be paid before service is provided. Our office manager can speak to you about payment arrangements if necessary.
- We accept cash, checks, money orders, traveler's checks and credit cards. There is a \$25.00 fee for a returned check.
- If you have missed two appointments, (cancelled with less than 24 hours notice), you will be charged \$25 for any subsequent missed appointments, and \$50 if the appointment was for a complete physical exam.
- If you have any questions, please feel free to contact Charlotte Kinczkowski, office manager, at 973-4800 at ext. 31.