

**Little Traverse Primary Care
Release of Billing & Payment Policy**

Payment on Date of Service:

Our priority is to provide you, as our patient, with the highest quality of medical care at the lowest possible cost.

- Patients are expected to pay office-related charges and co-payments the day of your appointment.
- We accept cash, Debit Cards, personal check, Visa, MasterCard, Discover and American Express.

Credit Policy:

In an effort to provide you with necessary medical care, we do offer payment plans to assist with resolution of a balance on your account:

- Unpaid balances will be billed monthly and are expected to be paid in full within 30 days, UNLESS prior payment arrangements have been made with our **Billing department (231-348-3808)**
- Accounts with an unpaid balance over 30 days old, will be asked for payment at every scheduled appointment
- All outstanding balances are subject to 1.5% monthly (18% annual) finance charge

Self-Pay Patients:

- 5% cash discount available (in lieu of insurance/patient billing is available to all patients)
- \$100 deposit will be required prior to appointment
- Balance will be collected or refunded at check-out

No-Show/Cancelation Policy:

- Presenting more than 5 minutes late for scheduled appointment, at the discretion of the provider, you may be asked to reschedule
- 24-hour cancellation is required for all scheduled appointments. Failure to give 24-hour notice, unless extenuating circumstances, will result in a \$118.00* fee.
- 1st “no show”, letter with a copy of missed appointment policy will be sent via mail;
- 2nd “no show” will result in a letter being sent and a \$118.00* charge billed to patient;
- ALL “No show” – Annual Wellness/Physical/Well Child visit will result in \$172.00* fee.
- Continued disregard for Providers schedule may lead to discharge from LTPC.

*Fees subject to change, cannot be billed to insurance, will be billed directly to guarantor

\$25.00 fee will be charged for:

- returned check due to insufficient funds or account being closed
- stop payment has been placed on said check
- any denial of payment from your financial institution

Delinquent Accounts:

- Accounts with unpaid balance over 90 days old will be considered delinquent
- Missing payments through a pre-arranged payment plan will be considered delinquent
- Delinquent accounts will be referred to a collection agency
- Payment in full will be required to schedule or keep a scheduled appointment once referred to collection agency
- All outstanding balances are subject to 1.5% monthly (18% annual) finance charge

Additional Fees:

- An additional fee will be charged for services provided during the regularly scheduled evening hours 5 pm and weekends.

Responsible Party/Guarantor Signature

Date

Patient Name

Date of Birth