



Financial Policy

1. All co-payments are due in full at the time of service. It is the patient's responsibility to know their co-payment amount or percentage.
2. Co-payments not paid within 24 hours of an office visit will incur a \$10.00 service charge.
3. As a courtesy to our patients, all insurance companies will be billed for our patients as long as acceptable insurance information is provided. Acceptable insurance information is defined as a valid insurance card or appropriate policy documentation.
4. If you have a workman's compensation or motor vehicle accident claim, it is your responsibility to provide us with all necessary billing information. Until we receive such information, the balance of your visits will fall to your responsibility.
5. A minimum deposit of \$100.00 or the actual charges, whichever is less, is due at the time of service for all self-pay patients. Any subsequent visit charges will fall under the same guidelines. If you cannot pay in full, you will need to set up a payment plan. Please speak to someone in billing at 269.945.7497
6. Balances remaining after all insurances have satisfied their portion paid should be remitted to Family Tree in a timely manner. Statements are sent out every 30 days on outstanding family account balances.
7. Family Tree may attempt to collect outstanding family account balances at the end of a family members office visit. If you cannot pay in full, you will need to set up a payment plan. Please speak to someone in billing at 269.945.7497.
8. We accept the following forms of payment: cash, personal check, cashier's check, money order, MasterCard, Visa, Discover, American Express, and debit cards.
9. Checks returned for non-sufficient funds will be charged a \$20.00 service fee and all future payments will need to be made using cash or credit card.
10. We cannot be involved in negotiating payment from divorce orders for medical bills. Whichever parent brings the minor child in for treatment will be responsible for payment of the bill regardless of your divorce decree.
11. Should someone other than a parent bring a minor child in for treatment, with written permission, all financial policies still apply.
12. Delinquent accounts will be assigned to a collection agency or taken to small claims court.
13. From time-to-time various forms, including but not limited to disability and FMLA forms need to be filled out. Family Tree Medical Associates require the patient to have an appointment to fill out these forms. In some instances, there will be a \$20.00 service fee to complete these forms. This fee is not payable by insurance companies.
14. ***A \$50.00 fee will be charged for all second time and additional no show appointments. This fee is not payable by insurance companies.***
15. ***A \$50.00 fee will be charged to all appointments cancelled with less than 24 hours notice. This will apply to the second and additional cancellations.***

Patient or Patient Guarantor Signature

Date

Family Tree Employee Witness

Date