

SUNSET
Family Medical Practice Group

CREDIT POLICY

In the interest of good health care practice, it is desirable to establish a policy to avoid misunderstandings. Our primary responsibility is to help our patients experience good health, and we wish to spend our time and energy toward that end. Therefore we wish to clarify the following.

Your fixed dollar co-payments are due on the day of your appointment. You should also be prepared to pay medical costs that are your responsibility as a deductible to your health insurance plan.

Patients who reserve an appointment with a physician and fail to keep that appointment may be subject to a minimum appointment charge of \$25.00. To avoid this charge, patients should cancel appointments that they will not be able to attend prior to the reserved time.

We will prepare and deliver a medical claim for all other costs of your care if you present your current health insurance card during your office visit. This preparation service is not a guarantee that we have a contractual relationship with your insurance plan. Nor can we guarantee that your specific insurance policy covers the services that we have provided.

You should hear from your insurance company within 30 days. If you do not, or you believe that your insurance company has not paid your medical costs correctly, you should contact your insurance company to negotiate a solution. We do not have a way to access the terms and conditions of your insurance policy and are therefore unable to speak on your behalf to your insurance company about contract disputes that you have.

You will receive a statement from us after your insurance company(s) have processed your claim. This will include all charges that your insurance company has not paid. **Your payment to us is due within 30 days of that statement date.**

We are able to offer budget plan payments on medically necessary services to patients who have a financial hardship. If you believe your case might qualify, you must make arrangements with our billing specialist directly following receipt of your first statement. Please reach them by dialing 503-626-0939 and selecting the correct option (#7).

We do not have a commercial financing or collection service department at Sunset Medical Practice. You will be asked to pay for services in advance of care if you do not keep your account current. You may also be discharged from care and/or have your account turned over to a professional credit agency in the event that your account becomes delinquent. It is not our intention to cause undue hardship, however, we must collect our receivables as efficiently as possible in order to continue our service to the community.

We accept cash, checks, Visa, Master Card, and debit cards. **Our charge for processing a bad check (NSF) is \$25.00.**

Our policies have been created to insure that our good-paying patients will not be penalized to cover the costs resulting from those who do not pay on time.

I have read and accept the credit policy terms outlined above. I agree that in the event additional costs and/or fees are incurred in connection with the collection of my account I will pay all such costs and fees including collection costs, attorney fees and all other court costs.

PATIENT NAME (PRINTED): _____ **SIGNED** _____

ADDRESS _____ **CITY** _____ **STATE** _____ **ZIPCODE** _____

HOME PHONE _____ **WORK PHONE** _____ **CELL** _____

DOB: _____ **DATE** _____

WHO IS YOUR PRIMARY CARE PROVIDER? _____

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