

Dear Patient:

This letter is to notify you of our payment and billing procedures and policies. If you have any questions after reading this, please do not hesitate to ask the receptionist to talk with either myself or Natalie in billing. You may reach the billing department by phone at 402-330-1410 Ext. 3305.

All charges are due the day the services are rendered, unless you have an insurance company that we are contracted with and only have a co-payment that is due. All co-payments are due the day you are seen. We contract with certain insurance companies and agree to take a discount amount with an understanding that we will not have additional billing costs to bill you for unpaid co-payments. We understand that sometimes appointments are unplanned or children that drive come by themselves and do not have the payment that day, however, we will provide you with a return envelope and ask that you mail the payment or call with a credit card payment as soon as possible before our billing date on the 15th of the month. If we bill for your co-pay, there will be a \$10 billing fee added to your account. All patients, without insurance coverage, are expected to pay for services in full the day they are seen.

If you have charges that exceed what is covered by your insurance company such as co-insurance amounts, deductibles, or non-covered or routine charges, you will receive a statement with the balance due after your insurance company has paid their portion. All charges that are billed to you are due within thirty (30) days. If the amount is greater than what you can pay at one time, you must call our billing office to set up payment arrangements. We also accept payments by credit card so you can budget for a longer time limit if you desire.

This policy is in effect to help keep quality medical care costs down by keeping our billing costs and collection efforts at a minimum. Expenses incurred through repeated billings increase the cost of our services. It is our hope to reduce billing costs and keep our rates affordable.

Sincerely,
Primary Care Physicians, LLP
Maureen Jones
Clinic Manager