



FINANCIAL POLICY

Welcome to Sumter Family Medicine. We are dedicated to providing you with the highest level of medical care in a compassionate and proficient manner. You will need to read carefully the Financial Policies of this office as described below.

Your Co-pay, deductible, co-insurance, or full payment is due at the time services are rendered. For your convenience we accept cash, check, Visa, MasterCard, and Discover. We will file your insurance claims for you if all necessary information is received at the time of your visit. If payment is not received from your insurance company you will be billed for the services rendered. You will also be billed for any services not covered by your insurance company. An account for which no payment is received within 60 days and for which no payment arrangements are made may be sent to a collection agency. There will be 6% interest charged on the balance, and an additional \$10 fee for the expenses related to collections. Checks returned to our office for non-sufficient funds (NSF) will incur a \$30 service charge.

Patients are seen by appointment. If you cannot keep your appointment it is your responsibility to call at least 24 hours in advance to cancel the appointment. We do understand that occasionally it will be necessary to change or cancel an appointment with less notice than 24 hours; however, if three (3) appointments are missed without calling to cancel there will be a fee of \$35.00 charged to the account.

If we send you to another doctor or if you are seen by a member of the call group when our office is closed, you will be billed directly from that doctor's office for services rendered according to their financial policies.

Patients who bring forms to be filled out by the doctor will be charged an administrative fee of \$10.00.

Patients must bring their medications to each appointment (not a list), so that we can determine what medications you are currently taking. If you need a prescription authorized for refill between appointments, there will be a \$2.00 fee per prescription.

We welcome you to Sumter Family Medicine. Our policies enable us provide you with quality continuity of care that addresses your medical needs and encourages you to be pro-active in developing and maintaining a healthy lifestyle. Our staff will be happy to answer any questions you may have about these policies. Thank you for allowing us to serve you.

Signature _____ Date _____

A copy of the Financial Policy is available upon request.