

Gillette Optometric Clinic, PC

Financial Protocol

- Payment is expected at time of service.
- We require minimum of half down on any materials (glasses and contacts) orders. Remaining balance is required upon dispensing.
- We bill the majority of insurance companies as long as current information is provided within 30 days of date of service.
- **COPAYMENTS AND DEDUCTIBLES** are due at time of services.
- Should we carry a balance in anticipation of insurance payment, we will hold that balance 30 days, at which time you are liable.
- Accounts following 90 days of nonpayment will be turned over to our collection agency; additional fees could accrue.
- Open balances older than 30 days will be assessed a finance charge of 18% APR. (1.5% per month)
- Returned check fees are \$25.00. If returned checks are not paid within 30 days, accounts are at risk of being forwarded to collections. Returned checks are subject to tripling face value.
- Patients are responsible for emergency charges incurred as a result of an interruption to the doctors' scheduled appointments or for after hours visits. Should insurance not pay, patient will be responsible for these charges.
- We thank you in advance for giving us the opportunity to better serve you and your eye care needs.

Print Name _____

Signature _____

Date _____