

CHEYENNE UROLOGICAL, PC

OFFICE PAYMENT POLICY

Effective September 1, 2016, Cheyenne Urological will have a new policy in place. With each balance billed, a payment plan will be assessed in the following way:

Depending on the amount of the bill, you will be required to pay:

\$0-\$75.00	Bill MUST BE paid in full within 30 days
\$76.00-\$300.00	\$75.00 MINIMUM payment every 30 days
\$301.00-1000.00	\$100. MINIMUM payment every 30 days
\$1000 or more	\$250 MINIMUM payment every 30 days

SURGERY PAYMENT POLICY

All non-emergent surgeries will require a 50% pre-payment of your responsible amount. Before surgery is scheduled, the billing department will call your insurance to verify eligibility and benefits and they will determine the amount owed by you after what your insurance will pay. Surgery scheduling will call you within 48 hours from your appointment date to notify and arrange the 50% pre-payment. Once payment is received, your pre-op appointment and surgery will be scheduled. The remaining balance will follow Cheyenne Urological payment policy.

- For your convenience and with your permission, we can keep your credit card on secure file to run every 30 days for payment.
- At this time, no interest or late fees will be assessed, however, after insurance has paid their portion, the payment responsibility becomes yours. A 1.75% interest fee is added every 30 days to any patient balance not paid in full.
- If this account is turned over to collections, I agree to pay all collection fees of \$35.00 or 35% of my balance, whichever is greater and any attorney fees and/or court costs.

If you have any questions or concerns, please contact our billing office at 307-635-4131.

I HAVE READ, UNDERSTAND AND WILL ADHERE TO CHEYENNE UROLOGICAL, PC's PAYMENT AGREEMENT. THIS WILL BE SCANNED IN YOUR CHART FOR RECORD.

Print Full Name

Signature and Date

Cheyenne Urological, PC Witness

Date

