

BILLING & PAYMENT POLICIES

Enrollment Fee

A one-time, non-refundable **\$25 enrollment fee** will be charged to each new patient.

Membership Fees

Our membership fee(s) are started upon enrollment. The initial month's fee is pro-rated for the remainder of the month. This amount is non-refundable. Future membership fees are paid by the **calendar month** on an ongoing basis until cancellation. Payment of membership fees is required to remain an active member and receive service.

ALL members **must enroll for Auto-Pay of invoices with a Credit or pin-less Debit Card, or checking account.** Due to our low staff and low overhead business model we cannot routinely invoice or bill membership or other fees. Auto-pay dates of 5th or 25th of month may be chosen.

Memberships require NO LONG-TERM CONTRACTS or commitments. However, cancellation and re-enrollment may require a fee as noted below.

Cancellation

You may cancel your membership at anytime for any reason by phone, message or mail. All charges, including membership fees, will continue to accrue until notice of cancellation is given.

Re-Enrollment

If a member discontinues membership - by choice or lack of payment - the member may rejoin in the future but will be required to pay an **“Re-Enrollment” fee of \$200** per member in addition to other standard charges to re-establish your membership(s) as active.

Service Fees

All services not covered by membership fees (e.g. after-hours visit, non-covered labs, etc.) may be required to be **PAID IN-FULL AT THE TIME OF SERVICE.** Members may

pay by cash, check or credit/debit card. Some charges may be added to the next month's invoice at our discretion.

“No-show” charges

All cancellations for scheduled visits must be done a minimum of 4 hours prior to scheduled time. If you do not show for your appointment, or are excessively late for your scheduled time, a \$20 fee may be charged for the missed visit. *Exceptions may be granted at our discretion.*