



*Cheyenne
Women's
Clinic P.C.*

3952 Parkview Drive, Cheyenne WY 82001

Payment Policy

Payment is due at time of service. We accept cash, personal check, Visa, MasterCard and CareCredit.

Patients who do not have medical insurance must make payment on the day of service, using one of the above methods. The fee will be calculated to the best of our ability but will be audited for accuracy by our billing company and additional charges may apply. Patients will be notified of any balance or credit once the review has been completed.

Patients who have insurance must pay the co-pay at the time of the appointment. Cheyenne Women's Clinic will bill insurance companies for patient's visits after the co-pay has been made. We will need a copy of your most current insurance card on file in order to submit the claim. You will receive a statement of remaining charges after your insurance company has responded to the claim.

If a patient has a remaining balance over \$300.00 at the end of a six month period, the balance will be turned over to HealthCare Payment Systems (HPS). HPS will contact the patient to make arrangements for payment of the balance which will include an annual percentage rate of 12% interest. Any patient that does not abide by the agreement with HPS will be sent to collection.

Any patient that has a balance of less than \$300 at the end of a six month period and is not making regular payments will be sent to collection.

We will not provide any services for patients that are in collection until the collection balance is paid in full.

Any credit balance over \$10.00 will be refunded to the patient after 60 days. Any credit balance under \$10.00 will remain on the patient account unless a refund is requested by the patient.

Patient Name _____

Signature _____ Date _____