



Academy Primary Care  
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## **UPDATED FINANCIAL POLICY**

Complete Financial Policy is posted online at <https://academyprimarycare.com/new-patient-forms> or request your copy at the office front desk. Below are the highlights of the policy effective **February 26th, 2024**.

### **CRITICAL FINANCIAL HIGHLIGHTS**

- We may require a credit or debit card on file with our office.
- It is your responsibility to provide us with your current insurance card and photo identification at every visit so that we may bill the correct insurance company in a timely fashion.
- We will require that you pay any amount not covered by your insurance, such as un-met deductibles and copayments under your policy, on the day of service.
- Academy Primary Care LLC, is required in accordance with its contract with your insurer to collect from your deductibles and copayments at the time of service.
- It is your responsibility to understand your insurance coverage. If your insurance does not cover the cost of your visit or procedure, you will be responsible for the charges for all services rendered.
- We offer a discount to all self-pay patients who pay in full at time of service.
- You will be considered a self-pay, uninsured patient if you do NOT have out of network benefits.

### **MISSED APPOINTMENTS/NO SHOWS/LATE FOR APPOINTMENT**

- Failure to cancel or reschedule an appointment at least 24 hours in advance will be considered a no-show. We reserve the right to charge you \$100.00 for any no-show if permitted by law and your insurance contract.
- If you are more than 15 minutes late for an appointment, Academy Primary Care LLC, may reschedule your appointment and refuse to see you at the originally scheduled time due to the scheduling impact on other patients.
- Academy Primary Care LLC reserves the right to discharge any patient with more than two no-show appointments upon 30 days written notice to the patient to seek medical help from another practice.
- Additional charges may apply for the following type of forms or documents: FMLA, Disability, Corps, School forms not completed during an appointment, and Supplemental insurance forms, dictated letters, extensive forms with review of medical records.