



The following is our debt collection policy:

We pride ourselves on giving you the best possible general medical care available, but in order to do that and to keep our charges at a reasonable level we would like you to be aware of our policy with regard to non-payment of your account. This is as follows:

- Payment for Services is expected on the day of the consultation or collection of repeat prescriptions.
- When payment is not made on the day, an account fee of \$ 8.00 will be added to the invoice. This will be reversed if the account is paid within seven days.
- Credit extending past one month must be arranged with the Practice Manager or the Doctor concerned, and alternative arrangements made for payment.
- All accounts extending past the 60 day due period will be sent to a debt collection agency (unless credit arrangements have been made) and the costs associated with this will be added to the patient's account for payment.
- Mana Medical Centre reserves the right to vary this policy as it sees fit.

If you should have any queries regarding this policy, please do not hesitate the practice.

We would appreciate your signature at the bottom of this form acknowledging that you have read this policy and understand the implications of non payment.

MaryAnne Mackenzie
PRACTICE MANAGER

I acknowledge that I have read the above policy and agree to abide by these terms of payment.

Name:.....Signature:.....
(Print full name and sign – one per family)