

## **PAYMENT POLICIES**

### **As outlined under Clinic Policies:**

- Any balance is due *upon receiving a statement*. Unpaid balances will be charged to your credit card after 30 days.
- Co-pays (if applicable) are due *at the time of service* and can be made through cash, check and credit card.
- A returned check will result in a \$25 fee and/or any other fees applied by the bank.
- A Late Cancellation (less than 24 hour notice) will result in a \$50.00 fee; a No Show (no notice) will result in a \$75.00 fee.

### **Payments can be made via:**

- Cash
- Check
- Credit card payments over the telephone (HSA/FSA cards accepted as well)
- Credit card payments via this Client Portal (HSA/FSA cards accepted as well)
- Credit card payments via website, [www.amandalcpc.com](http://www.amandalcpc.com) under Rates (unable to take HSA/FSA here)

### **Credit Card Information Required**

-You will be required to provide your credit card information via the secure Client Portal. Your card will not be charged at this time or at any point, unless:

- You log on to this Client Portal to make a payment yourself.
- You request for this clinician to make a payment towards your balance.
- You have an overdue balance over 30 days. Balances are due upon receiving your statement; unless you have set up a payment plan with this clinician, your credit card will be charged after 30 days.