



FINANCIAL POLICY

Our Financial policy is that payment is expected when goods and/or services are rendered. If you have extended health benefits, payment is still expected at the time of service, and we will provide all documentation for you to submit to your benefits administrator.

EXTENDED HEALTH BENEFITS & THIRD PARTY INSURANCE COVERAGE

Extended health benefits cover many types of health care services provided at our clinic. It is your responsibility to confirm coverage for our services. That being said we also suggest that you investigate what services your benefits cover and make full use of all the benefits that you have paid for. We will provide all necessary documentation for you to submit to your extended health care provider.

PAYMENTS

It is the policy of Synergea that all fees charged for services rendered are to be paid by Cash, Cheque, Debit, Visa, or MasterCard at the time of each visit. We charge an additional \$30.00 for NSF cheques.

CLINIC VISITS

Scheduled time with your practitioner, regardless of whether treatment is rendered or not, will be billed as a clinic visit.

CANCELLATION POLICY

In the event that a scheduled appointment with one of the Synergea practitioners is unattended, the following policy will apply:

1. Cancellation by phone/in person the previous day to an appointment by end of the day at 6:45pm Monday to Friday or 3:45pm Saturday will not be charged a cancellation fee.
2. A "No-show" with no notification as in #1 will be charged the full fee for the missed visit.
3. If there is a cancellation the same day of the appointment, the full fee will be charged for the missed visit.

Thank you for respecting your practitioner's schedule and time in following this policy. Should you have any questions, kindly speak with one of our front desk assistants, or directly with your practitioner.

I have read and understand my financial obligation with regards to receiving treatment at Synergea Family Health Centre.

Name _____ **Date:** _____

Signature: _____

Witness: _____