

Twin Forks Gastroenterology & Hepatology, P.C.
Eyad M. Ali, M.D.

OFFICE POLICIES

1. If you cancel your **office visit** appointment with less than 24 hours notice or do not show up at your scheduled time there is a cancellation fee of \$50.
2. If you cancel your **procedure** appointment with less than 48 hours notice or do not show up at your scheduled time there is a cancellation fee of \$100.
3. Medical Records will be provided upon request for \$0.75/page.
4. If Dr. Ali recommends that you have a procedure, you must schedule your procedure within 3 months of your consultation; otherwise, you will need another office visit to be cleared for anesthesia.
5. There is a \$25 bounce check fee. There is a 3% convenience fee on all credit card payments.
6. I acknowledge that I will be responsible for all unpaid claims if I fail to provide insurance information within my plan's filing limit for services rendered.
7. All billing statements for outstanding balances shall be issued to patients at the end of the calendar month. 30 days after statements have been issued, remaining outstanding balances from those statements shall incur an interest fee of 12% compounded monthly. 90 days after billing statements have been issued; remaining outstanding balances from those statements shall be assigned to a debt collection agency.
8. I agree to reimburse TFGI the fees of any collection agency, which may be based on a percentage at a maximum of 33% of the debt, and all costs, and expenses, including reasonable attorney's fees, we incur in such collection efforts.
9. I am aware that Twin Forks may contact me via email or text message for appointment/recall notifications and billing statements.

I have read and understand these policies.

Print Name

Signed

Date