



WEST MICHIGAN

Eye & Laser

1450 E Farr Rd Suite 1000 Norton Shores, MI 49444

Phone: 231-737-9378 Fax: 231-737-1023

West Michigan Eye & Laser Office Policy

LATE ARRIVALS:

If you are more than 15 minutes late for your appointment time, we will try our best to fit your visit into the clinic schedule; however, there may be a wait since there may be other scheduled patients and we cannot guarantee that we will have sufficient time to complete your exam. We would be glad to reschedule your visit if you would prefer.

MISSED APPOINTMENTS:

We require a 24 notice of cancellations. Missed appointments are lost opportunities for other patients. You may be assessed a \$25 charge for appointments missed without a 24-hour prior notice.

CO-PAYMENTS:

Insurance companies require us to collect your co-payment at the time of your visit. If you wish for us to bill you for this co-payment, there will be a \$25.00 administrative charge.

RETURNED CHECKS:

Patients with checks returned for insufficient funds will be charged \$35.00 per check to cover bank fees.

OUTSTANDING BALANCES:

Balances outstanding beyond 90 days after the date billed are subject to collections unless an agreement has been made with the patient and the office. Please call the billing department with any concerns 231-737-9378.

I have been informed of West Michigan Eye & Laser's Office Policy:

Patient Signature: _____

Date: _____