

Broken Arrow Family Clinic
705 West Oakland Street
Broken Arrow, OK 74012
Phone: 918-251-2666 Fax: 918-258-7790

Payment Policy

Thank you for choosing Broken Arrow Family Clinic as your primary care provider. We are committed to providing you with quality and affordable healthcare. We have developed a policy to answer your frequently asked questions and concerns.

Co-pays must be paid at the time of service. Every time you come in and see one of our providers, there will be a co-pay due. This includes follow up appointments; this requirement is part of your contract with your insurance. Unless you are coming in for routine labs only or have met your out of pocket with your insurance.

Balances over 30 days past due must be paid in full or have a written payment plan. If you miss a payment and you do not call Broken Arrow Family Clinic to notify us of non-payment for that month, the balance will then be due in full. If your balance is over 120 days past due and we do not have a payment agreement on file, we can/will send your account to collections. We may also ask you to find a new primary care physician.

If you no show (fail to show for an appointment without notice) 3 times, you will be charged a \$25 fee which will be due prior to us scheduling another appointment with our providers.

Forms to be completed including but not limited to disability paperwork, FMLA paperwork and physicals are \$25. The payment will be due at the time the forms are dropped off. Please allow 2 week for completion.

For copies of your medical records, you must have a completed Medical Records request form filled out. If being sent to another provider, there is no charge but for personal obtaining, attorneys, or life insurance, the fee is \$1.00 for the first page and \$.50 per page after. Payment will be collected before the records can be picked up.

Signature of Patient / Responsible Party _____

Date _____