

Overdue Accounts

Connolly Street Medical

DEBT COLLECTION POLICY

The following is our debt collection policy:

“We pride ourselves on giving the best possible general medical care available, but in order to do that and to keep our charges at a reasonable level, we would like you to be aware of our policy with regard to non-payment of your account. This is as follows:

- Payment for your Consultation is expected on the day
- When payment is not made immediately, accounts must be paid before the end of the calendar month. If payment is not made by that time, an administration fee of \$10 will be added at that time and a “pay first” will be added to your notes. This means you will be expected to pay first before another consultation until your account is paid.
- Credit extending beyond one month must be agreed with the Practice Manager and a regular automatic payment of an affordable amount to be set up.
- All accounts extending past the 90-day due period and where no payments have been made, the patient will be recommended to be deregistered from the Medical Centre. Notice of this will be sent via email.

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