

# **Bishopdale Medical**

## **TERMS OF TRADE**

- **We expect payment on the day of Consultation or Service.**
- **Payment methods - Cash, Eftpos, Credit or Cheque are accepted.**  
*Please Note: We do not accept American Express*
- **You will always be offered a receipt for your payment.**
- **If you are unable to settle your account on the day, we will issue you with an invoice.**
- **We request that you settle your account before the end of the month.**
- **If you do not attend your appointment or fail to cancel a minimum of 2 hours before the appointment you MAY BE CHARGED THE CONSULTATION FEE.**

**All outstanding accounts at month end will be charged an additional \$10 to support the administration of recovery of your account.**

**Our statements are generated on the first of each month and will be posted or emailed to the Account holder.**

**If you feel you may have difficulties in settling your account, please speak with our Practice Administrator who will advise you of ways to manage your outstanding account.**

**Overdue Accounts will be referred to Aorangi Debt Collection Agency.**

**We reserve the right to ask for payment prior to Consultation or Service for accounts that are outstanding by more than 60 days.**

*Thank you*

**Dr Mona Goyal**

**Dr Christopher Leathart**

**BISHOPDALE MEDICAL PRACTICE**

**Patient signature** \_\_\_\_\_