



Rick R. Tague, M.D., M.P.H. / Medical Director

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www.OHFPtopeka.com

Dear Patient:

Out of necessity and to improve office efficiency, we are updating our billing policies. We are now requesting our patients choose an automated billing option with a credit card. This policy is designed to alleviate the staff burden and expense of mailing hundreds of patient statements each month. Your assistance is greatly appreciated.

Enclosed is your most recent statement. As always, we ask that you make your payment immediately upon receipt. Insurance, if any, has already paid on your behalf. The balance indicated is the amount you are to pay.

With the included form, we are asking you to update your office chart with credit card information that we can keep securely on file. By automating your future payments, it will dramatically lower our staff and billing expenses and save you time and expense. It will truly be a "win-win" situation.

The recommended Option 1 (or secondary Option 2) both simplify and automate your future payments, while minimizing the "hassle" of paying by mail. These automated credit card options also protect you from necessary administrative late fees and other procedures as indicated.

Please read through and complete the attached form. Then simply return it to us along with your payment. This will make certain that you avoid the monthly administrative billing fees that will be implemented on non-automated accounts effective November 1, 2020.

Recent changes in health care have mandated we improve office efficiencies, which is beneficial to you and to the Practice. We sincerely appreciate your support and cooperation with these necessary changes.

Thank you!

Sincerely Yours,

Office Manager

Optimum Health Family Practice

P.S. Please contact Stacy at 785-228-2277 with any questions on your account.