



Family Practice

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CHECK ACCEPTANCE & RETURNED CHECK POLICY:

Primary Care Medical Center will accept checks from individuals and organizations under the following circumstances:

All checks must have the following:

- Your Name and Current Mailing Address (printed on check)
- Current Phone Number (handwritten or printed on check)
- Driver's License Number (handwritten or printed on check)

We will **NOT** accept post-dated checks.

Check Deposit Process:

1. Once the check is deposited, if the funds are not available in your account, the request for payment is declined. Checks can only be sent through the clearinghouse process twice, after that the check is returned to your bank.
2. After approximately five days the patient's bank will debit his/her account and send the check back to Primary Care stating the check was returned for insufficient funds. The bank's responsibility is concluded.
3. Once Primary Care receives the returned check, we will attempt to contact you **one** time to obtain payment for the returned check.
 - o If we are successful in contacting you, you will have five days to deliver payment to the practice by cash, money order, certified check, or credit card **ONLY**.
 - o If we are unsuccessful in contacting you, the returned check will be sent to the County Attorney's Office for collection.
4. Once the County Attorney's Office receives the returned check, their office will mail you a letter requesting collection along with a \$100 fee.
5. You will have 14 days to respond back to their office. If you do not respond, they will summons you to court.