

Plymouth  
ORTHOPEDICS & SPORTS  
MEDICINE CLINIC  
*A practice of Speare Memorial Hospital*

**WELCOME TO OUR PRACTICE**

We want to inform our new patients and  
update our existing patients about our office policies.

Because of constant changes made by managed care and private insurance companies, we have had to make some policy changes. These include the payment and procedure of office visits and services that we provide.

All Patients with HMO'S are required to be referred by your Primary Care Doctor (even if you have been referred by the Emergency Room). If your PCP has not referred you, you will be responsible for the full payment of this visit.

If you have no written referral we will be glad to reschedule when the referral is received.

All patients need to have their current insurance cards at the time of visit.

All patients need to fill out Patient Update forms to keep information current and accurate.

All co-pays are to be paid when checking in.

All services not covered by insurance must be paid the day of the visit.

All self-pay patients must pay the day of the visit. If you cannot make a payment on the day of service, you need to make acceptable arrangements with our office for payments.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_