

January 2026**To Internal Medicine Patients,**

Happy New Year 2026! Thank you for choosing our office.

We strive to maintain a consistent and reliable medical practice. I am joined by Kate Stults, a Dermatology Nurse Practitioner, who offers medical and cosmetic dermatology, along with Diana Rios, Nurse Practitioner, specializing in the newest weight loss management medications and women's health, including hormone replacement therapy. Lastly, I am also joined by Dr. Jack Kennis, MD, a previously retired E.R. Physician with an amazing background in internal medicine and emergency medicine. He will be available to see patients when I am unavailable.

In 2025, Sarah Sandell, MD, and Susan Sleep, MD became Susan Sleep, MD and Associates with the retirement of Dr. Sandell. Susan Sleep and Associates will continue to give you the same personalized care and attention, retain friendly staff and personable office practices.

Susan Sleep, MD and Associates will remain an out-of-network provider for all insurance companies and is contracted with Medicare only. If you have a PPO (preferred provider organization) or POS (point of service plan), your insurance company can provide you with information about your individual policy's "out-of-network" benefits and potential reimbursement rates. We collect payment for services at the end of each visit and, as a courtesy, will bill your insurance company. In most cases, your insurance will reimburse you directly. Typically, laboratory, pathology, and imaging fees are not effected by our out-of-network status. Most of the facilities we use are contracted with insurance, but you may need to clarify with the facility directly. If you have an HMO insurance policy, then you are a cash patient, and courtesy billing does not apply.

All internal medicine patients are concierge. The annual fee for patients with private insurance is \$600. You will still be responsible to pay for services at the time of service, as explained above. As a concierge patient, you will become a member of our small boutique practice. Benefits include a Quest draw station and lab services, timely scheduling as medically necessary, and same-day or 1-2 business-day appointments for urgent matters. We will also waive fees for completing forms, copying medical records and prior authorizations for medication and tests.

If you have any questions regarding billing, please get in touch with our biller by emailing: billing@susansleepmdandassociates.com.

For those who wish to join/stay with my practice, please submit a check for \$600 or return the credit card form for \$600 plus 3% credit card fees, due in January. It is truly a privilege to know and care for you.

Sincerely,

Susan Sleep, MD

Sleep MD Concierge Program

_____ By initialing I/We agree to Dr. Susan Sleep's yearly administrative fee. I/We understand this fee is used to cover administrative, other ancillary services and access to the physician, that are not covered or reimbursement by insurance companies. The cost of the yearly plan is \$600.00.

Enclosed is my payment of \$600.00 per person by check or \$618.00 per person by Credit Card (3% added to CC)

Your information is kept strictly confidential. It is our policy to treat your financial information with the same privacy guidelines as your medical records.

Patient Name or Names: _____

Signature: _____

I/We authorize Susan Sleep, M.D. & Associates, A Medical Corporation to charge my credit card \$600.00 per person and 3% credit card fee total \$618.00

Visa/Mastercard American Express

Credit Card # _____

Exp. Date _____ / _____

Security Code (3 or 4 (AMEX) Digits): _____

Billing Address: _____

Cardholders Signature: _____ Date: _____