

**DIRECT PRIMARY CARE MEMBERSHIP AGREEMENT**  
**or**  
**DIRECT PSYCHIATRIC CARE MEMBERSHIP AGREEMENT**

This **DIRECT PRIMARY CARE MEMBERSHIP AGREEMENT or DIRECT PSYCHIATRIC CARE MEMBERSHIP AGREEMENT** (the “**Membership Agreement**”) is made this \_\_\_\_ day \_\_\_\_\_, 20\_\_\_\_ (the “**Effective Date**”), by and between **HEALTHY WINGS, LLC**, also known as **Healthy Wings Family & Psychiatric Healthcare**, an Arizona limited liability company, located at 2055 East Southern Ave., Suite B, Tempe, AZ 85282-7507, Telephone: (520) 477-1815, Fax: (949) 543-2787, Email: [MedicalRecords@HealthyWingsLLC.com](mailto:MedicalRecords@HealthyWingsLLC.com), and Website: [www.HealthyWingsLLC.com](http://www.HealthyWingsLLC.com), (herein referred to as the “**Practice**”), and the “**Patient(s)**” listed below:

**1. MEMBERSHIP.** Patient hereby agrees to voluntarily enroll as a member in the Practice’s Direct Primary Care Membership Program or Direct Psychiatric Care Membership Program (“**Membership Program**”) beginning on the Effective Date set forth in the above paragraph. By being a member of the Membership Program, Patient shall be eligible to receive certain basic medical or psychiatric/mental health services described in Exhibit A Covered Services, attached hereto, and made a part of this Membership Agreement, and shall be subject to the conditions and limitations described therein. Patient agrees to disclose all information relating to Patient’s health condition, including legal and illegal medications, drugs, and/or supplements taken, and to actively collaborate with the Practice Provider(s) to understand Patient’s treatment options and develop the best course of action with an overall goal to maintain wellness and prevent disease. Membership in the Practice’s Membership Program includes only the Covered Services specifically described in Exhibit A Covered Services. The Practice may add or discontinue Covered Services at any time, as it may choose at its sole discretion. The Practice shall provide at least sixty (60) days’ advance written notice to the Patient upon any change to the Covered Services listed in Exhibit A Covered Services. This Membership Program specifically excludes any Patient with a current or future enrollment in the United States’ Medicare and/or any state’s Medicaid insurance program.

**2. REGISTRATION FEE & MEMBERSHIP FEE.**

Patient’s new to the Practice must pay a One-Time Registration Fee for Medical Services in the amount of One-hundred, twenty-five Dollars (\$125.00) per Adult; or Two Hundred, twenty-five Dollars (\$225.00) per Two Adults (herein referred to as a “**Family Unit**”); and an additional Thirty Dollars (\$30.00) per Child aged 2 to 17 (registering as a part of a Family Unit).

Patient’s new to the Practice must pay a One-Time Registration Fee for Psychiatric/Mental Health Services in the

amount of One-hundred, seventy-five Dollars (\$175.00) per Adult; or Three Hundred Dollars (\$300.00) per Two Adults (herein referred to as a “**Family Unit**”); and an additional Thirty Dollars (\$75.00) per Child aged 2 to 17 (registering as a part of a Family Unit).

Patient agrees to pay a monthly fee (“**Membership Fee**”) in accordance with the schedule attached hereto as Exhibit B Fee Schedule and made a part hereof (“**Membership Fee Schedule**”). Patient agrees to authorize, via the attached Credit Card Authorization Form, the Practice to make monthly, automatic charges to Patient’s debit/credit card for the Membership Fee(s) as herein specified. The one-time Registration Fee is due on the Effective Date hereof. Membership Fees shall be due in arrears on the fifteenth (15<sup>th</sup>) day of each month following the Effective Date and will cover the Patient’s membership for the month immediately prior or the current month, (e.g., if the sign-up date is May 15th, patient’s membership is effective on May 15th and the Membership Fee for the month of May is due on May 15th). Membership Fees shall be pro-rated only for the first month based on the number of days in the effective month. Any fees or charges that are not included in the Membership Fee (i.e., fees for Non-Covered Services) shall be due at the time the service(s) is rendered. For purposes of this Membership Agreement, “**Family Unit**” includes only legal dependents and is limited to two (2) adults, aged 18 and over, residing within the same household, and that are expressly listed within this Membership Agreement. Patient acknowledges and understands that the monthly Membership Fee is intended to cover the Practice’s availability to guarantee the Covered Services to Patient. If the Patient does not communicate with the Practice and/or sees the Practice’s Provider(s) during a particular month, the Membership Fee remains due and payable each month to maintain Membership in the Practice.

**A. LATE OR NONPAYMENT.** If the Patient is unable to pay the monthly Membership Fee in full and on time, the Practice may assess a \$15 late fee for payments not

paid by the twentieth day (20<sup>th</sup>) of the Month. The Practice may waive one late fee within a 12-month period, at its sole discretion. Patients who miss two (2) consecutive payments and/or have three (3) past due payments within a 12-month period, the Practice may, at its sole discretion, terminate this Membership Agreement in accordance with Section 5A. The Patient acknowledges and understands that it is always the Patient's responsibility to maintain a correct and up-to-date credit/debit card number on file with the Practice in order to process timely payments.

**B. CHANGES TO MEMBERSHIP FEE SCHEDULE.** The Practice may amend the Membership Fee Schedule at any time, as it may determine in its sole discretion, upon providing Patient at least a sixty (60) days' advance written notice.

**C. NO SHOW/LATE CANCELLATION FEE.** The Practice will charge \$75.00 for missed appointments not cancelled or rescheduled within 24 hours of the scheduled appointment. These charges will be the Patient's responsibility and will be billed directly to the Patient. These charges will be charged to the Patient's debit/credit card on file immediately or no later than when the next monthly Membership Fee(s) is processed. It is the desire of the Practice to serve all Patients in a just, fair, and timely manner, as well as to be available for those Patient's needing care. The Patient acknowledges and understands the importance of keeping scheduled appointments to the overall management of the Patient's health and wellbeing. The Patient agrees to telephone the Practice's office directly to cancel or reschedule a scheduled appointment. Patients arriving later than 20 minutes past the scheduled appointment time may be, at the Practice's sole discretion, rescheduled and the Patient will be responsible for the \$75.00 No Show/Late Cancellation fee.

**3. NON-COVERED SERVICES.** Patient understands and acknowledges that Patient is responsible for any charges incurred for health care services performed outside of the physical office space location as set forth above, including, but not limited to, home visits including transportation service fees by Practice Provider(s), health care services related to accidents or injuries, i.e., motor vehicles, biking, sports-related, falls, battery, and/or sexual assault injuries, Workers' Compensation related injuries, urgent care visits, emergency room visits, in-patient and out-patient hospital visits, nursing home visits, major surgery,

dialysis, rehabilitation services, procedures requiring general anesthesia, healthcare specialist care, and imaging and lab tests performed by third parties. Patient shall also be responsible for any charges incurred for health care services provided by the Practice but not specifically described in Exhibit A Covered Services.

The Practice strongly encourages the Patient to maintain health insurance during the term of this Membership Agreement to cover services that are not provided under this Membership Agreement. Patient should purchase health insurance to cover, at a minimum, unpredictable and catastrophic expenses.

**4. INSURANCE.** Patient acknowledges and understands **that this Membership Agreement or Membership in the Practice's Membership Program does not provide comprehensive health insurance coverage, nor is it a contract for insurance.** Patient acknowledges that this Membership Agreement provides for primary or psychiatric/mental healthcare services as specifically described within this Membership Agreement. Patient represents that Patient has contacted their health insurance company, if any, to discuss any limitations or restrictions that may be imposed upon Patient by signing the Membership Agreement for self-pay status attached hereto and incorporated by reference herein.

**A. INSURANCE CLAIMS.** Patient acknowledges and understands that the Practice **will not bill** insurance carriers on Patient's behalf for Covered Services provided to Patient and the Practice **will not bill** any health care plan of which the Patient may be a subscriber or beneficiary for Membership Fees due and owing to the Practice under this Membership Agreement. Patient acknowledges and understands that Membership Fees may not be submitted to insurance companies for reimbursement.

**B. TAX-ADVANTAGED MEDICAL SAVINGS ACCOUNTS.** **As of the date hereof, Patient acknowledges and understands that the Membership Fee(s) described in Section 2 does not constitute an eligible medical expense that is payable or reimbursable using a tax-advantaged savings account such as a health savings account ("HSA"), medical savings account ("MSA"), flexible spending arrangement ("FSA"), health reimbursement arrangement ("HRA"), or other health plans similar thereto (collectively referred**

to as a “tax-advantaged savings account”). Every health plan is uniquely different. Patient acknowledges and understands that Patient should consult with their health benefits advisor regarding whether Membership Fee(s) may be paid using funds contained in Patient’s tax-advantaged savings account, as may be applicable. Patient acknowledges and understands the use of such funds in a tax-advantaged savings account by Patient for Membership Fee(s) is the sole legal responsibility and/or tax burden, if any, of the Patient.

- C. HEALTH PLANS. Because the Practice will not submit claims to any participating insurer in any Medicare, Medicaid, and/or private health care plan on behalf of Patient, third party payers may not count the Membership Fee(s) incurred pursuant to this Membership Agreement toward any yearly deductible Patient may have under a health plan. Patient should consult with their health benefits advisor regarding whether Membership Fee(s) may be counted toward the Patient’s deductible under a health plan, as may be applicable.
- D. MEDICARE AND/OR MEDICAID PLANS. Patient acknowledges that this Membership Program specifically excludes any Patient that is currently enrolled, and/or may become enrolled at any time during this Membership Agreement, in the United States’ Medicare and/or any state’s Medicaid insurance program. Patient is hereby advised that the Practice and/or its healthcare provider(s) may be in-network providers for both Medicare and/or any state’s Medicaid program and are prohibited by federal and/or state law from offering membership-based service plans to Medicare and/or Medicaid enrolled members. By signing this Membership Agreement, Patient **ATTESTS** that he/she and/or any member of the registering Family Unit is not currently enrolled in any Medicare and/or any state’s Medicaid health, medical, and/or behavioral healthcare program. Patient acknowledges that any enrollment in any federal- and/or state-funded insurance program and the payment of Membership Fees under this Membership Agreement to the Practice may constitute either federal, state, and/or civil fraud where the Patient(s) that would be punishable by fines and/or imprisonment.

**ATTESTATION:** (initial) \_\_\_\_\_

(initial) \_\_\_\_\_

**5. TERMINATION OF AGREEMENT.**

Termination of this Membership Agreement shall cause the termination of Patient’s membership in the Membership Program described herein. Patient acknowledges and understands that Patient will then be responsible for healthcare services rendered by the Practice under the Practice’s fee-for-services fee schedule.

- A. TERMINATION BY PRACTICE. The Practice may terminate this Membership Agreement for cause due to non-payment of outstanding fees, evidence of Patient’s active enrollment in Medicare and/or any state’s Medicaid health, medical, and/or behavioral healthcare program(s), unruly, threatening, and/or inappropriate behavior by providing Patient advance written notice via U.S. Postal Service and/or Email. Termination will be effective starting five (5) business days after the date of notification. Upon termination, the Practice shall comply with all rules and regulations of the State of Arizona Nursing or Medical Board regarding the provision of emergent care for 30 days after termination and will cooperate in the transfer of Patient’s medical or psychiatric/mental health records to the Patient’s new primary care or psychiatric/mental health clinician, upon written request received directly from the new primary care or psychiatric/mental health clinician accompanied by the Patient’s written consent.
  - B. TERMINATION BY PATIENT. Patient may terminate this Membership Agreement at any time and for any reason, upon providing advance written notice to Practice. Such termination shall be effective on the last day of the then-current calendar month. Membership Fees shall not be pro-rated for any terminal month. Monthly Membership Fees will continue to accrue until Patient’s written notice of termination is received in writing by Practice at its office location set forth above.
- 6. REINSTATEMENT.** In the event Patient terminates this Membership Agreement after the Effective Date



## COVERED SERVICES WITH DIRECT PRIMARY CARE MEMBERSHIP or DIRECT PSYCHIATRIC CARE MEMBERSHIP

Same day or next business day In-Office appointments Monday-Thursday excluding weekends and holidays from 9:00 a.m. to 7:00 p.m.

**Appointment** types include services geared towards wellness and prevention of illness and/or disease, i.e., annual wellness exams, school physical, work physical (excluding DOT Physical), acute and chronic disease management, and/or multiple procedures (listed below).

Access to comprehensive primary or psychiatric/mental health services via the Practice's secure Telehealth/Video Application.

**Note:** Not all conditions can be managed via Telehealth/Video Visit, and the Patient may be asked to make an In-Office appointment.

To maintain Patience's HIPPA rights, absolutely no services will be provided via emails and/or unsecured telephone calls and/or text messaging.

### OFFICE CARE AND MINOR PROCEDURES INCLUDED, AS MEDICALLY INDICATED:

- Dipstick urinalysis
- Medication management and/or refills
- Routine Drug Screening, (i.e., THC, Methamphetamines, Opioids, Amphetamines)
- Fingerstick Blood Glucose
- Microscopic examination of genital or skin samples
- Urine Pregnancy test
- Tuberculosis Skin Test Screening
- In-Office EKG with Interpretation
- Ear Wax Removal with Irrigation
- Spirometry with Interpretation
- Well Woman Exams with Pap Smears \*
- Patients aged 18 and older: annual set of screening labs includes CMP, CBC, Lipids, and Hemoglobin A1C \*\*
- Limited stock medications, i.e., oral antibiotics, OTC pain medications, vaginal yeast treatments, probiotics, etc.; the listing is subject to change \*\*\*
- Rapid Strep test
- Nebulizer Treatment
- Stitches for minor cuts/wound care
- Skin Biopsies \*
- Completion of One-page Forms, such as work/school excuses are included at no additional cost. \*\*\*\*
- Access to significant cash pay discounts (60% to 80% off) that the Practice can negotiate on the Patient's behalf from various third-party vendors, i.e., Wellness Supplements, Detox Therapies, IV Hydration, Stem Cell Therapies, Weight Loss/Management Therapies, and Sleep & Mood Disturbance Therapies

- Organization and review of historic and outside prior medical or psychiatric/mental health records

**EXCEPTIONS TO THE ABOVE:**

\*Patient will be responsible for the laboratory fee(s) for PAP and/or Sexually Transmitted Infection Tests.

\*\*Diagnostic Laboratory Test Fees (other than the once a year screening lab tests that are covered) are available at significant discount to members and must be paid at the time of service. Patients become eligible for annual screening laboratory tests after the sixth (6th) month of Membership.

\*\*\* Established Patient is responsible for non-stocked medications; Practice provides various medication discount savings cards/plans.

\*\*\*\* Forms of more than one page (for example, but not limited to, additional disability, FMLA, and/or attorney correspondence) will incur a fee of \$25.00 per form; Initial completion of disability, FMLA, and/or attorney correspondence will incur a fee of \$150.00. The completion of any forms is at the sole discretion of the healthcare provider(s), and the completion of forms for disability and/or FMLA may be for Patients after the third (3<sup>rd</sup>) month of Membership.

\*\*\*\*\* Established Patients are responsible for psychiatric/mental health medication management and/or psychotherapy sessions lasting more than 45 minutes and will incur an additional fee of \$25.00 for each additional 15 minutes which will be due and payable at the time of service.

**EXCLUDED SERVICES:**

Anything not specifically listed as a Covered Service shall be a Non-Covered Service.

Any healthcare services not performed on or within the premises of HEALTHY WINGS, LLC/HEALTHY WINGS FAMILY & PSYCHIATRIC HEALTHCARE:

- Durable medical equipment (braces, splints, etc.).
- Any care delivered by providers not affiliated with the Practice.
- Home Visits and Transportation Service Fees by Practice Provider(s)
- Accidents or Injuries, i.e., motor vehicle, biking, sports-related, falls, battery, and/or sexual assault
- Urgent Care visits
- Emergency Room visits
- In-patient and out-patient Hospital visits
- Nursing Home Visits
- Major Surgery
- Dialysis
- Rehabilitation services
- Procedures requiring general anesthesia
- Other Healthcare Specialist care
- Other Radiology and/or Imaging Services
- Vaccines
- Sexually Transmitted Infection Testing and/or Cultures
- Worker's Compensation related injuries
- Laboratory Titters, i.e., Chicken Pox, MMR, Hep B or Hep C, etc.
- Laboratory Services not expressly listed within Exhibit A Covered Services

## MEMBERSHIP FEES

### One-Time Registration Fee for New Medical Patients:

1 Adult	\$125.00
2 Adults	\$225.00
Each Child <sup>1</sup>	\$ 30.00

### Monthly Membership Fee for Medical Services:

#### OPTION A – UNLIMITED VISITS

- Single Adult                 \$ 70.00 (\$ 840.00 PER YEAR)
- Family (2 Adults)         \$130.00 (\$1,560.00 PER YEAR)
- Children<sup>1</sup>, each         \$ 15.00 (\$ 180.00 PER YEAR)

<sup>1</sup>A Child is age 2 to 17 years old

#### OPTION B – 6 VISITS PER YEAR

- \* Single Adult                 \$ 60.00 (\$ 720.00 PER YEAR)
- \* Family (2 Adults)         \$115.00 (\$1,380.00 PER YEAR)
- \* Children<sup>1</sup>, each         \$ 10.00 (\$ 120.00 PER YEAR)

### One-Time Registration Fee for New Psychiatric/Mental Health Patients:

1 Adult	\$175.00
2 Adults	\$300.00
Each Child <sup>1</sup>	\$ 75.00

### Monthly Membership Fee for Psychiatric/Mental Health Services:

#### OPTION A – UNLIMITED VISITS

- Single Adult                 \$100.00 (\$1,200.00 PER YEAR)
- Family (2 Adults)         \$175.00 (\$2,100.00 PER YEAR)
- Children<sup>1</sup>, each         \$ 25.00 (\$ 300.00 PER YEAR)

<sup>1</sup>A Child is age 2 to 17 years old

#### OPTION B – 6 VISITS PER YEAR

- \* Single Adult                 \$ 80.00 (\$ 960.00 PER YEAR)
- \* Family (2 Adults)         \$140.00 (\$1,680.00 PER YEAR)
- \* Children<sup>1</sup>, each         \$20.00 (\$ 240.00 PER YEAR)

**CREDIT CARD ON FILE AUTHORIZATION**

**Information to be completed by Cardholder:**

The undersigned agrees and authorizes Healthy Wings, LLC, d/b/a Healthy Wings Family & Psychiatric Healthcare, and/or its third-party billing company (i.e., Headway, Alma, Square, Stripe) (herein referred to as "HWLLC"), to save the credit/debit card on file as entered into this document and/or into my electronic health record.

I authorize HWLLC to process the credit card as "Card on File". I understand this authorization will remain in effect until the expiration of the credit/debit card account, at which point, it will be updated with a valid credit/debit card. Patients may also revoke this form by submitting a written request to HWLLC at the address above. If a charge is processed to the card on file and is declined, the Patient will be billed for any fee(s) associated with the decline of the card.

I understand that if the invoice sent to me prior to my appointment is not paid at least 24-hours prior to the appointment, HWLLC will charge the amount due to my card on file.

If applicable, I further understand that if there is a balance due after my insurance benefits has paid for my visit, my card on file will be charged for the balance without prior notification. This is not "balance billing," as the balance due would be considered the patient's responsibility as noted in your Explanation of Benefits (EOB) provided by your insurance company.

I acknowledge that I am an authorized user of the card being used, or I have been given permission to utilize such card. If a fraudulent accusation results from the use of this card, HWLLC will cooperate with the authorities to prosecute any illegal activity. Please make sure you have the permission of the cardholder to use the credit/debit card on file.

Patient's Printed Name: \_\_\_\_\_

Patient's Legal Representative's Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Name as it Appears on the Credit/Debit Card: \_\_\_\_\_

Type of Credit Card:  MasterCard  Visa  Discover  Amex

Card #:

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Expiration Date:

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Security Code (CVV):

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Full Billing Address: \_\_\_\_\_

Billing City, State, Zip Code: \_\_\_\_\_

Patient's Signature: \_\_\_\_\_

**OFFICE USE:** Recorded By: \_\_\_\_\_ Date Recorded: \_\_\_\_\_ Rev: 12/2022

**HWLLC DIRECT PRIMARY CARE OR DIRECT PSYCHIATRIC CARE MEMBERSHIP AGREEMENT PAYMENTS RECEIVED**

NAME: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

Type of Contract: \_\_\_\_\_ Date of Contract: \_\_\_\_\_ CC # ON FILE: Y N

**PAYMENTS RECEIVED:**

**RECORDED:**

DATE:	AMOUNT RECEIVED	RECEIPT #	EXCELL	KAREO	PM
1.					
2.					
3.					
4.					
5.					
6.					
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15.					

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to as a “tax-advantaged savings account”). Every health plan is uniquely different. Patient acknowledges and understands that Patient should consult with their health benefits advisor regarding whether Membership Fee(s) may be paid using funds contained in Patient’s tax-advantaged savings account, as may be applicable. Patient acknowledges and understands the use of such funds in a tax-advantaged savings account by Patient for Membership Fee(s) is the sole legal responsibility and/or tax burden, if any, of the Patient.

- C. HEALTH PLANS. Because the Practice will not submit claims to any participating insurer in any Medicare, Medicaid, and/or private health care plan on behalf of Patient, third party payers may not count the Membership Fee(s) incurred pursuant to this Membership Agreement toward any yearly deductible Patient may have under a health plan. Patient should consult with their health benefits advisor regarding whether Membership Fee(s) may be counted toward the Patient’s deductible under a health plan, as may be applicable.
- D. MEDICARE AND/OR MEDICAID PLANS. Patient acknowledges that this Membership Program specifically excludes any Patient that is currently enrolled, and/or may become enrolled at any time during this Membership Agreement, in the United States’ Medicare and/or any state’s Medicaid insurance program. Patient is hereby advised that the Practice and/or its healthcare provider(s) may be in-network providers for both Medicare and/or any state’s Medicaid program and are prohibited by federal and/or state law from offering membership-based service plans to Medicare and/or Medicaid enrolled members. By signing this Membership Agreement, Patient **ATTESTS** that he/she and/or any member of the registering Family Unit is not currently enrolled in any Medicare and/or any state’s Medicaid health, medical, and/or behavioral healthcare program. Patient acknowledges that any enrollment in any federal- and/or state-funded insurance program and the payment of Membership Fees under this Membership Agreement to the Practice may constitute either federal, state, and/or civil fraud where the Patient(s) that would be punishable by fines and/or imprisonment.

**ATTESTATION:** (initial) \_\_\_\_\_

(initial) \_\_\_\_\_

**5. TERMINATION OF AGREEMENT.**

Termination of this Membership Agreement shall cause the termination of Patient’s membership in the Membership Program described herein. Patient acknowledges and understands that Patient will then be responsible for healthcare services rendered by the Practice under the Practice’s fee-for-services fee schedule.

- A. TERMINATION BY PRACTICE. The Practice may terminate this Membership Agreement for cause due to non-payment of outstanding fees, evidence of Patient’s active enrollment in Medicare and/or any state’s Medicaid health, medical, and/or behavioral healthcare program(s), unruly, threatening, and/or inappropriate behavior by providing Patient advance written notice via U.S. Postal Service and/or Email. Termination will be effective starting five (5) business days after the date of notification. Upon termination, the Practice shall comply with all rules and regulations of the State of Arizona Nursing or Medical Board regarding the provision of emergent care for 30 days after termination and will cooperate in the transfer of Patient’s medical or psychiatric/mental health records to the Patient’s new primary care or psychiatric/mental health clinician, upon written request received directly from the new primary care or psychiatric/mental health clinician accompanied by the Patient’s written consent.
  - B. TERMINATION BY PATIENT. Patient may terminate this Membership Agreement at any time and for any reason, upon providing advance written notice to Practice. Such termination shall be effective on the last day of the then-current calendar month. Membership Fees shall not be pro-rated for any terminal month. Monthly Membership Fees will continue to accrue until Patient’s written notice of termination is received in writing by Practice at its office location set forth above.
- 6. REINSTATEMENT.** In the event Patient terminates this Membership Agreement after the Effective Date



## COVERED SERVICES WITH DIRECT PRIMARY CARE MEMBERSHIP or DIRECT PSYCHIATRIC CARE MEMBERSHIP

Same day or next business day In-Office appointments Monday-Thursday excluding weekends and holidays from 9:00 a.m. to 7:00 p.m.

**Appointment** types include services geared towards wellness and prevention of illness and/or disease, i.e., annual wellness exams, school physical, work physical (excluding DOT Physical), acute and chronic disease management, and/or multiple procedures (listed below).

Access to comprehensive primary or psychiatric/mental health services via the Practice's secure Telehealth/Video Application.

**Note:** Not all conditions can be managed via Telehealth/Video Visit, and the Patient may be asked to make an In-Office appointment.

To maintain Patience's HIPPA rights, absolutely no services will be provided via emails and/or unsecured telephone calls and/or text messaging.

### OFFICE CARE AND MINOR PROCEDURES INCLUDED, AS MEDICALLY INDICATED:

- Dipstick urinalysis
- Medication management and/or refills
- Routine Drug Screening, (i.e., THC, Methamphetamines, Opioids, Amphetamines)
- Fingerstick Blood Glucose
- Microscopic examination of genital or skin samples
- Urine Pregnancy test
- Tuberculosis Skin Test Screening
- In-Office EKG with Interpretation
- Ear Wax Removal with Irrigation
- Spirometry with Interpretation
- Well Woman Exams with Pap Smears \*
- Patients aged 18 and older: annual set of screening labs includes CMP, CBC, Lipids, and Hemoglobin A1C \*\*
- Limited stock medications, i.e., oral antibiotics, OTC pain medications, vaginal yeast treatments, probiotics, etc.; the listing is subject to change \*\*\*
- Rapid Strep test
- Nebulizer Treatment
- Stitches for minor cuts/wound care
- Skin Biopsies \*
- Completion of One-page Forms, such as work/school excuses are included at no additional cost. \*\*\*\*
- Access to significant cash pay discounts (60% to 80% off) that the Practice can negotiate on the Patient's behalf from various third-party vendors, i.e., Wellness Supplements, Detox Therapies, IV Hydration, Stem Cell Therapies, Weight Loss/Management Therapies, and Sleep & Mood Disturbance Therapies

- Organization and review of historic and outside prior medical or psychiatric/mental health records

#### **EXCEPTIONS TO THE ABOVE:**

\*Patient will be responsible for the laboratory fee(s) for PAP and/or Sexually Transmitted Infection Tests.

\*\*Diagnostic Laboratory Test Fees (other than the once a year screening lab tests that are covered) are available at significant discount to members and must be paid at the time of service. Patients become eligible for annual screening laboratory tests after the sixth (6th) month of Membership.

\*\*\* Established Patient is responsible for non-stocked medications; Practice provides various medication discount savings cards/plans.

\*\*\*\* Forms of more than one page (for example, but not limited to, additional disability, FMLA, and/or attorney correspondence) will incur a fee of \$25.00 per form; Initial completion of disability, FMLA, and/or attorney correspondence will incur a fee of \$150.00. The completion of any forms is at the sole discretion of the healthcare provider(s), and the completion of forms for disability and/or FMLA may be for Patients after the third (3<sup>rd</sup>) month of Membership.

\*\*\*\*\* Established Patients are responsible for psychiatric/mental health medication management and/or psychotherapy sessions lasting more than 45 minutes and will incur an additional fee of \$25.00 for each additional 15 minutes which will be due and payable at the time of service.

#### **EXCLUDED SERVICES:**

Anything not specifically listed as a Covered Service shall be a Non-Covered Service.

Any healthcare services not performed on or within the premises of HEALTHY WINGS, LLC/HEALTHY WINGS FAMILY & PSYCHIATRIC HEALTHCARE:

- Durable medical equipment (braces, splints, etc.).
- Any care delivered by providers not affiliated with the Practice.
- Home Visits and Transportation Service Fees by Practice Provider(s)
- Accidents or Injuries, i.e., motor vehicle, biking, sports-related, falls, battery, and/or sexual assault
- Urgent Care visits
- Emergency Room visits
- In-patient and out-patient Hospital visits
- Nursing Home Visits
- Major Surgery
- Dialysis
- Rehabilitation services
- Procedures requiring general anesthesia
- Other Healthcare Specialist care
- Other Radiology and/or Imaging Services
- Vaccines
- Sexually Transmitted Infection Testing and/or Cultures
- Worker's Compensation related injuries
- Laboratory Titters, i.e., Chicken Pox, MMR, Hep B or Hep C, etc.
- Laboratory Services not expressly listed within Exhibit A Covered Services

## MEMBERSHIP FEES

### One-Time Registration Fee for New Medical Patients:

1 Adult	\$125.00
2 Adults	\$225.00
Each Child <sup>1</sup>	\$ 30.00

### Monthly Membership Fee for Medical Services:

#### OPTION A – UNLIMITED VISITS

- Single Adult                   \$ 70.00 (\$ 840.00 PER YEAR)
- Family (2 Adults)           \$130.00 (\$1,560.00 PER YEAR)
- Children<sup>1</sup>, each             \$ 15.00 (\$ 180.00 PER YEAR)

<sup>1</sup>A Child is age 2 to 17 years old

#### OPTION B – 6 VISITS PER YEAR

- \* Single Adult                 \$ 60.00 (\$ 720.00 PER YEAR)
- \* Family (2 Adults)         \$115.00 (\$1,380.00 PER YEAR)
- \* Children<sup>1</sup>, each           \$ 10.00 (\$ 120.00 PER YEAR)

### One-Time Registration Fee for New Psychiatric/Mental Health Patients:

1 Adult	\$175.00
2 Adults	\$300.00
Each Child <sup>1</sup>	\$ 75.00

### Monthly Membership Fee for Psychiatric/Mental Health Services:

#### OPTION A – UNLIMITED VISITS

- Single Adult                   \$100.00 (\$1,200.00 PER YEAR)
- Family (2 Adults)           \$175.00 (\$2,100.00 PER YEAR)
- Children<sup>1</sup>, each             \$ 25.00 (\$ 300.00 PER YEAR)

<sup>1</sup>A Child is age 2 to 17 years old

#### OPTION B – 6 VISITS PER YEAR

- \* Single Adult                 \$ 80.00 (\$ 960.00 PER YEAR)
- \* Family (2 Adults)         \$140.00 (\$1,680.00 PER YEAR)
- \* Children<sup>1</sup>, each           \$20.00 (\$ 240.00 PER YEAR)



**HWLLC DIRECT PRIMARY CARE OR DIRECT PSYCHIATRIC CARE MEMBERSHIP AGREEMENT PAYMENTS RECEIVED**

NAME: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_  
 NAME: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

Type of Contract: \_\_\_\_\_ Date of Contract: \_\_\_\_\_ CC # ON FILE: Y N

**PAYMENTS RECEIVED:**

**RECORDED:**

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**DIRECT PRIMARY CARE MEMBERSHIP AGREEMENT**  
**or**  
**DIRECT PSYCHIATRIC CARE MEMBERSHIP AGREEMENT**

This **DIRECT PRIMARY CARE MEMBERSHIP AGREEMENT** or **DIRECT PSYCHIATRIC CARE MEMBERSHIP AGREEMENT** (the “**Membership Agreement**”) is made this \_\_\_\_ day \_\_\_\_\_, 20\_\_\_\_ (the “**Effective Date**”), by and between **HEALTHY WINGS, LLC**, also known as **Healthy Wings Family & Psychiatric Healthcare**, an Arizona limited liability company, located at 2055 East Southern Ave., Suite B, Tempe, AZ 85282-7507, Telephone: (520) 477-1815, Fax: (949) 543-2787, Email: [MedicalRecords@HealthyWingsLLC.com](mailto:MedicalRecords@HealthyWingsLLC.com), and Website: [www.HealthyWingsLLC.com](http://www.HealthyWingsLLC.com), (herein referred to as the “**Practice**”), and the “**Patient(s)**” listed below:

**1. MEMBERSHIP.** Patient hereby agrees to voluntarily enroll as a member in the Practice’s Direct Primary Care Membership Program or Direct Psychiatric Care Membership Program (“**Membership Program**”) beginning on the Effective Date set forth in the above paragraph. By being a member of the Membership Program, Patient shall be eligible to receive certain basic medical or psychiatric/mental health services described in Exhibit A Covered Services, attached hereto, and made a part of this Membership Agreement, and shall be subject to the conditions and limitations described therein. Patient agrees to disclose all information relating to Patient’s health condition, including legal and illegal medications, drugs, and/or supplements taken, and to actively collaborate with the Practice Provider(s) to understand Patient’s treatment options and develop the best course of action with an overall goal to maintain wellness and prevent disease. Membership in the Practice’s Membership Program includes only the Covered Services specifically described in Exhibit A Covered Services. The Practice may add or discontinue Covered Services at any time, as it may choose at its sole discretion. The Practice shall provide at least sixty (60) days’ advance written notice to the Patient upon any change to the Covered Services listed in Exhibit A Covered Services. This Membership Program specifically excludes any Patient with a current or future enrollment in the United States’ Medicare and/or any state’s Medicaid insurance program.

**2. REGISTRATION FEE & MEMBERSHIP FEE.**

Patient’s new to the Practice must pay a One-Time Registration Fee for Medical Services in the amount of One-hundred, twenty-five Dollars (\$125.00) per Adult; or Two Hundred, twenty-five Dollars (\$225.00) per Two Adults (herein referred to as a “**Family Unit**”); and an additional Thirty Dollars (\$30.00) per Child aged 2 to 17 (registering as a part of a Family Unit).

Patient’s new to the Practice must pay a One-Time Registration Fee for Psychiatric/Mental Health Services in the

amount of One-hundred, seventy-five Dollars (\$175.00) per Adult; or Three Hundred Dollars (\$300.00) per Two Adults (herein referred to as a “**Family Unit**”); and an additional Thirty Dollars (\$75.00) per Child aged 2 to 17 (registering as a part of a Family Unit).

Patient agrees to pay a monthly fee (“**Membership Fee**”) in accordance with the schedule attached hereto as Exhibit B Fee Schedule and made a part hereof (“**Membership Fee Schedule**”). Patient agrees to authorize, via the attached Credit Card Authorization Form, the Practice to make monthly, automatic charges to Patient’s debit/credit card for the Membership Fee(s) as herein specified. The one-time Registration Fee is due on the Effective Date hereof. Membership Fees shall be due in arrears on the fifteenth (15<sup>th</sup>) day of each month following the Effective Date and will cover the Patient’s membership for the month immediately prior or the current month, (e.g., if the sign-up date is May 15th, patient’s membership is effective on May 15th and the Membership Fee for the month of May is due on May 15th). Membership Fees shall be pro-rated only for the first month based on the number of days in the effective month. Any fees or charges that are not included in the Membership Fee (i.e., fees for Non-Covered Services) shall be due at the time the service(s) is rendered. For purposes of this Membership Agreement, “**Family Unit**” includes only legal dependents and is limited to two (2) adults, aged 18 and over, residing within the same household, and that are expressly listed within this Membership Agreement. Patient acknowledges and understands that the monthly Membership Fee is intended to cover the Practice’s availability to guarantee the Covered Services to Patient. If the Patient does not communicate with the Practice and/or sees the Practice’s Provider(s) during a particular month, the Membership Fee remains due and payable each month to maintain Membership in the Practice.

**A. LATE OR NONPAYMENT.** If the Patient is unable to pay the monthly Membership Fee in full and on time, the Practice may assess a \$15 late fee for payments not

paid by the twentieth day (20<sup>th</sup>) of the Month. The Practice may waive one late fee within a 12-month period, at its sole discretion. Patients who miss two (2) consecutive payments and/or have three (3) past due payments within a 12-month period, the Practice may, at its sole discretion, terminate this Membership Agreement in accordance with Section 5A. The Patient acknowledges and understands that it is always the Patient's responsibility to maintain a correct and up-to-date credit/debit card number on file with the Practice in order to process timely payments.

**B. CHANGES TO MEMBERSHIP FEE SCHEDULE.** The Practice may amend the Membership Fee Schedule at any time, as it may determine in its sole discretion, upon providing Patient at least a sixty (60) days' advance written notice.

**C. NO SHOW/LATE CANCELLATION FEE.** The Practice will charge \$75.00 for missed appointments not cancelled or rescheduled within 24 hours of the scheduled appointment. These charges will be the Patient's responsibility and will be billed directly to the Patient. These charges will be charged to the Patient's debit/credit card on file immediately or no later than when the next monthly Membership Fee(s) is processed. It is the desire of the Practice to serve all Patients in a just, fair, and timely manner, as well as to be available for those Patient's needing care. The Patient acknowledges and understands the importance of keeping scheduled appointments to the overall management of the Patient's health and wellbeing. The Patient agrees to telephone the Practice's office directly to cancel or reschedule a scheduled appointment. Patients arriving later than 20 minutes past the scheduled appointment time may be, at the Practice's sole discretion, rescheduled and the Patient will be responsible for the \$75.00 No Show/Late Cancellation fee.

**3. NON-COVERED SERVICES.** Patient understands and acknowledges that Patient is responsible for any charges incurred for health care services performed outside of the physical office space location as set forth above, including, but not limited to, home visits including transportation service fees by Practice Provider(s), health care services related to accidents or injuries, i.e., motor vehicles, biking, sports-related, falls, battery, and/or sexual assault injuries, Workers' Compensation related injuries, urgent care visits, emergency room visits, in-patient and out-patient hospital visits, nursing home visits, major surgery,

dialysis, rehabilitation services, procedures requiring general anesthesia, healthcare specialist care, and imaging and lab tests performed by third parties. Patient shall also be responsible for any charges incurred for health care services provided by the Practice but not specifically described in Exhibit A Covered Services.

The Practice strongly encourages the Patient to maintain health insurance during the term of this Membership Agreement to cover services that are not provided under this Membership Agreement. Patient should purchase health insurance to cover, at a minimum, unpredictable and catastrophic expenses.

**4. INSURANCE.** Patient acknowledges and understands **that this Membership Agreement or Membership in the Practice's Membership Program does not provide comprehensive health insurance coverage, nor is it a contract for insurance.** Patient acknowledges that this Membership Agreement provides for primary or psychiatric/mental healthcare services as specifically described within this Membership Agreement. Patient represents that Patient has contacted their health insurance company, if any, to discuss any limitations or restrictions that may be imposed upon Patient by signing the Membership Agreement for self-pay status attached hereto and incorporated by reference herein.

**A. INSURANCE CLAIMS.** Patient acknowledges and understands that the Practice **will not bill** insurance carriers on Patient's behalf for Covered Services provided to Patient and the Practice **will not bill** any health care plan of which the Patient may be a subscriber or beneficiary for Membership Fees due and owing to the Practice under this Membership Agreement. Patient acknowledges and understands that Membership Fees may not be submitted to insurance companies for reimbursement.

**B. TAX-ADVANTAGED MEDICAL SAVINGS ACCOUNTS.** **As of the date hereof, Patient acknowledges and understands that the Membership Fee(s) described in Section 2 does not constitute an eligible medical expense that is payable or reimbursable using a tax-advantaged savings account such as a health savings account ("HSA"), medical savings account ("MSA"), flexible spending arrangement ("FSA"), health reimbursement arrangement ("HRA"), or other health plans similar thereto (collectively referred**

to as a “tax-advantaged savings account”). Every health plan is uniquely different. Patient acknowledges and understands that Patient should consult with their health benefits advisor regarding whether Membership Fee(s) may be paid using funds contained in Patient’s tax-advantaged savings account, as may be applicable. Patient acknowledges and understands the use of such funds in a tax-advantaged savings account by Patient for Membership Fee(s) is the sole legal responsibility and/or tax burden, if any, of the Patient.

- C. HEALTH PLANS. Because the Practice will not submit claims to any participating insurer in any Medicare, Medicaid, and/or private health care plan on behalf of Patient, third party payers may not count the Membership Fee(s) incurred pursuant to this Membership Agreement toward any yearly deductible Patient may have under a health plan. Patient should consult with their health benefits advisor regarding whether Membership Fee(s) may be counted toward the Patient’s deductible under a health plan, as may be applicable.
- D. MEDICARE AND/OR MEDICAID PLANS. Patient acknowledges that this Membership Program specifically excludes any Patient that is currently enrolled, and/or may become enrolled at any time during this Membership Agreement, in the United States’ Medicare and/or any state’s Medicaid insurance program. Patient is hereby advised that the Practice and/or its healthcare provider(s) may be in-network providers for both Medicare and/or any state’s Medicaid program and are prohibited by federal and/or state law from offering membership-based service plans to Medicare and/or Medicaid enrolled members. By signing this Membership Agreement, Patient **ATTESTS** that he/she and/or any member of the registering Family Unit is not currently enrolled in any Medicare and/or any state’s Medicaid health, medical, and/or behavioral healthcare program. Patient acknowledges that any enrollment in any federal- and/or state-funded insurance program and the payment of Membership Fees under this Membership Agreement to the Practice may constitute either federal, state, and/or civil fraud where the Patient(s) that would be punishable by fines and/or imprisonment.

**ATTESTATION:** (initial) \_\_\_\_\_

(initial) \_\_\_\_\_

**5. TERMINATION OF AGREEMENT.**

Termination of this Membership Agreement shall cause the termination of Patient’s membership in the Membership Program described herein. Patient acknowledges and understands that Patient will then be responsible for healthcare services rendered by the Practice under the Practice’s fee-for-services fee schedule.

- A. TERMINATION BY PRACTICE. The Practice may terminate this Membership Agreement for cause due to non-payment of outstanding fees, evidence of Patient’s active enrollment in Medicare and/or any state’s Medicaid health, medical, and/or behavioral healthcare program(s), unruly, threatening, and/or inappropriate behavior by providing Patient advance written notice via U.S. Postal Service and/or Email. Termination will be effective starting five (5) business days after the date of notification. Upon termination, the Practice shall comply with all rules and regulations of the State of Arizona Nursing or Medical Board regarding the provision of emergent care for 30 days after termination and will cooperate in the transfer of Patient’s medical or psychiatric/mental health records to the Patient’s new primary care or psychiatric/mental health clinician, upon written request received directly from the new primary care or psychiatric/mental health clinician accompanied by the Patient’s written consent.
- B. TERMINATION BY PATIENT. Patient may terminate this Membership Agreement at any time and for any reason, upon providing advance written notice to Practice. Such termination shall be effective on the last day of the then-current calendar month. Membership Fees shall not be pro-rated for any terminal month. Monthly Membership Fees will continue to accrue until Patient’s written notice of termination is received in writing by Practice at its office location set forth above.

- 6. REINSTATEMENT. In the event Patient terminates this Membership Agreement after the Effective Date



## COVERED SERVICES WITH DIRECT PRIMARY CARE MEMBERSHIP or DIRECT PSYCHIATRIC CARE MEMBERSHIP

Same day or next business day In-Office appointments Monday-Thursday excluding weekends and holidays from 9:00 a.m. to 7:00 p.m.

**Appointment** types include services geared towards wellness and prevention of illness and/or disease, i.e., annual wellness exams, school physical, work physical (excluding DOT Physical), acute and chronic disease management, and/or multiple procedures (listed below).

Access to comprehensive primary or psychiatric/mental health services via the Practice's secure Telehealth/Video Application.

**Note:** Not all conditions can be managed via Telehealth/Video Visit, and the Patient may be asked to make an In-Office appointment.

To maintain Patience's HIPPA rights, absolutely no services will be provided via emails and/or unsecured telephone calls and/or text messaging.

### OFFICE CARE AND MINOR PROCEDURES INCLUDED, AS MEDICALLY INDICATED:

- Dipstick urinalysis
- Medication management and/or refills
- Routine Drug Screening, (i.e., THC, Methamphetamines, Opioids, Amphetamines)
- Fingerstick Blood Glucose
- Microscopic examination of genital or skin samples
- Urine Pregnancy test
- Tuberculosis Skin Test Screening
- In-Office EKG with Interpretation
- Ear Wax Removal with Irrigation
- Spirometry with Interpretation
- Well Woman Exams with Pap Smears \*
- Patients aged 18 and older: annual set of screening labs includes CMP, CBC, Lipids, and Hemoglobin A1C \*\*
- Limited stock medications, i.e., oral antibiotics, OTC pain medications, vaginal yeast treatments, probiotics, etc.; the listing is subject to change \*\*\*
- Rapid Strep test
- Nebulizer Treatment
- Stitches for minor cuts/wound care
- Skin Biopsies \*
- Completion of One-page Forms, such as work/school excuses are included at no additional cost. \*\*\*\*
- Access to significant cash pay discounts (60% to 80% off) that the Practice can negotiate on the Patient's behalf from various third-party vendors, i.e., Wellness Supplements, Detox Therapies, IV Hydration, Stem Cell Therapies, Weight Loss/Management Therapies, and Sleep & Mood Disturbance Therapies

- Organization and review of historic and outside prior medical or psychiatric/mental health records

#### **EXCEPTIONS TO THE ABOVE:**

\*Patient will be responsible for the laboratory fee(s) for PAP and/or Sexually Transmitted Infection Tests.

\*\*Diagnostic Laboratory Test Fees (other than the once a year screening lab tests that are covered) are available at significant discount to members and must be paid at the time of service. Patients become eligible for annual screening laboratory tests after the sixth (6th) month of Membership.

\*\*\* Established Patient is responsible for non-stocked medications; Practice provides various medication discount savings cards/plans.

\*\*\*\* Forms of more than one page (for example, but not limited to, additional disability, FMLA, and/or attorney correspondence) will incur a fee of \$25.00 per form; Initial completion of disability, FMLA, and/or attorney correspondence will incur a fee of \$150.00. The completion of any forms is at the sole discretion of the healthcare provider(s), and the completion of forms for disability and/or FMLA may be for Patients after the third (3<sup>rd</sup>) month of Membership.

\*\*\*\*\* Established Patients are responsible for psychiatric/mental health medication management and/or psychotherapy sessions lasting more than 45 minutes and will incur an additional fee of \$25.00 for each additional 15 minutes which will be due and payable at the time of service.

#### **EXCLUDED SERVICES:**

Anything not specifically listed as a Covered Service shall be a Non-Covered Service.

Any healthcare services not performed on or within the premises of HEALTHY WINGS, LLC/HEALTHY WINGS FAMILY & PSYCHIATRIC HEALTHCARE:

- Durable medical equipment (braces, splints, etc.).
- Any care delivered by providers not affiliated with the Practice.
- Home Visits and Transportation Service Fees by Practice Provider(s)
- Accidents or Injuries, i.e., motor vehicle, biking, sports-related, falls, battery, and/or sexual assault
- Urgent Care visits
- Emergency Room visits
- In-patient and out-patient Hospital visits
- Nursing Home Visits
- Major Surgery
- Dialysis
- Rehabilitation services
- Procedures requiring general anesthesia
- Other Healthcare Specialist care
- Other Radiology and/or Imaging Services
- Vaccines
- Sexually Transmitted Infection Testing and/or Cultures
- Worker's Compensation related injuries
- Laboratory Titters, i.e., Chicken Pox, MMR, Hep B or Hep C, etc.
- Laboratory Services not expressly listed within Exhibit A Covered Services

## MEMBERSHIP FEES

### One-Time Registration Fee for New Medical Patients:

1 Adult	\$125.00
2 Adults	\$225.00
Each Child <sup>1</sup>	\$ 30.00

### Monthly Membership Fee for Medical Services:

#### OPTION A – UNLIMITED VISITS

- Single Adult \$ 70.00 (\$ 840.00 PER YEAR)
- Family (2 Adults) \$130.00 (\$1,560.00 PER YEAR)
- Children<sup>1</sup>, each \$ 15.00 (\$ 180.00 PER YEAR)

<sup>1</sup>A Child is age 2 to 17 years old

#### OPTION B – 6 VISITS PER YEAR

- \* Single Adult \$ 60.00 (\$ 720.00 PER YEAR)
- \* Family (2 Adults) \$115.00 (\$1,380.00 PER YEAR)
- \* Children<sup>1</sup>, each \$ 10.00 (\$ 120.00 PER YEAR)

### One-Time Registration Fee for New Psychiatric/Mental Health Patients:

1 Adult	\$175.00
2 Adults	\$300.00
Each Child <sup>1</sup>	\$ 75.00

### Monthly Membership Fee for Psychiatric/Mental Health Services:

#### OPTION A – UNLIMITED VISITS

- Single Adult \$100.00 (\$1,200.00 PER YEAR)
- Family (2 Adults) \$175.00 (\$2,100.00 PER YEAR)
- Children<sup>1</sup>, each \$ 25.00 (\$ 300.00 PER YEAR)

<sup>1</sup>A Child is age 2 to 17 years old

#### OPTION B – 6 VISITS PER YEAR

- \* Single Adult \$ 80.00 (\$ 960.00 PER YEAR)
- \* Family (2 Adults) \$140.00 (\$1,680.00 PER YEAR)
- \* Children<sup>1</sup>, each \$20.00 (\$ 240.00 PER YEAR)



**HWLLC DIRECT PRIMARY CARE OR DIRECT PSYCHIATRIC CARE MEMBERSHIP AGREEMENT PAYMENTS RECEIVED**

NAME: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

Type of Contract: \_\_\_\_\_ Date of Contract: \_\_\_\_\_ CC # ON FILE: Y N

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