OPTIMA PHYSICAL THERAPY

3441 Lapeer Rd • Flint, MI 48503 • 810-391-4998

MAIL-A-CHECK CHECKLIST

Print, check off each step, then mail your payment

Submission Checklist

Use this one-page checklist alongside the Mail-a-Check Remittance sheet.

MAIL TO

Optima Physical Therapy PLLC — Billing Department

3441 Lapeer Rd, Flint, MI 48503

Questions: 810-391-4998 • Mon–Fri • optimaphysicaltherapy.com/pay

Before you seal the envelope

- [ ] Complete the Mail-a-Check Remittance sheet
  Fill every field in blue or black ink. Print clearly.
- [ ] Make your check or money order payable to “Optima Physical Therapy PLLC”
  Personal checks, cashier’s checks, and money orders are accepted. Do not mail cash.
- [ ] Write the invoice or statement number on the memo line
  This ensures your payment is posted to the correct account.
- [ ] Confirm the dollar amount matches your statement
  Note any partial payments in the Notes section of the remittance sheet.
- [ ] Sign and date the remittance sheet
  Required for partial payments, disputes, or third-party payers.
- [ ] Place the check and remittance sheet in a stamped envelope
  Address it to the Mail To block above. Use a tracked service for amounts over $500.
- [ ] Keep a copy of both pages for your records
  Receipts also appear in your patient portal once the payment posts.

NEED HELP?

Call 810-391-4998 or use the Billing Support form at optimaphysicaltherapy.com/pay

optimaphysicaltherapy.com/pay

Please allow 5–7 business days for posting after delivery. Do not mail cash.