



# Group Practice Single Invoice Authorization Form

The Harris County Medical Society (HCMS) would like to offer your practice one of our popular benefits – a single invoice for HCMS and Texas Medical Association (TMA) membership for all of the physicians in your group. This benefit not only reduces paperwork within your office, it will ensure your physicians continue receiving their member benefits without interruption. Here’s how it works:

- **Enroll** - Complete and return this form to HCMS no later than Friday, August 24 to confirm participation in the single invoice program.
- **Update Group Practice Roster** – You will be contacted by the week of August 27 to verify your group’s roster. Your practice roster will be used to generate the invoice for HCMS and TMA memberships for your physicians.
- **Receive Invoice** – You will receive your invoice the second week of October.
- **Remit Payment** – Payments are due by January 31, 2019. We accept checks, credit cards or offer convenient, interest free monthly payments.

Your ongoing support allows us to continue our efforts to protect the financial interests of physicians and the well being of your patients. Thank you for your support and your involvement with organized medicine. Please contact Nancy Boone at 713-524-4267, ext. 221 should you have any questions regarding the single invoice process.

Sincerely,  
Ahuva R. Terk, MBA  
Vice President, HCMS Member Services

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Complete and return this form to HCMS by emailing it to  
713-528-0951.

**@hcms.org**, or by faxing it to

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*Print name of managing partner or practice manager*

*Title*

*Signature*

I authorize the individual named below to receive a single invoice for HCMS and TMA memberships for the physicians in my practice.

Group Practice Name: \_\_\_\_\_

Practice Representative Name (if different from above to coordinate practice roster information):  
\_\_\_\_\_

Representative Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Representative Email: \_\_\_\_\_

**LATE PAYMENT NOTICE:**

By enrolling for the single invoice, physicians in your group will **NOT** receive individual invoices or renewal notifications from HCMS and TMA. If HCMS experiences an inappropriate delay in response to our communications from the contact, and/or do not receive payment by Jan. 31, 2019, we will automatically generate individual invoices to the physicians in your group. This allows those physicians an opportunity to renew before their memberships expire on March 1, resulting in loss of benefits. Physicians not renewed by March 15 will be excluded from the 2019-2020 *HCMS Pictorial Roster*.