

## Credit Card on File

Dear Patient,

Recent changes in the healthcare industry have resulted in more out of pocket expenses placed onto patients. Deductibles, co-insurance, and co-pays are patient responsibility and should be collected at the time of service. However, in many instances, these patient responsibilities are not known to you, the patient, or us at the time of your visit. In an effort to streamline our billing process for both you and the practice, it is our policy to obtain credit card security for all patients that may have a remaining self-balance. All credit cards will be securely stored using the strict PCI (Payment Card Industry Data Security Standard) required to safeguard your information. At check out, you will receive a statement for your services provided. Once your insurance has processed your claims, you will receive an explanation of benefits (EOB) informing you of your patient responsibility. If you disagree with your EOB, please contact your insurance company. Once we receive our EOB, we will charge your credit card for any outstanding balances such as co-insurance, deductibles, co-pays, or non-covered services that still remain, or refund any monies owed back to you via the same method. If you elect not to have your credit card on file, we will gladly accept your insurances contracted rate for your services and collect payment today.

A statement will be sent to reflect the actual amount charged to your credit card:

Email to send receipt: \_\_\_\_\_

Card Type: ( ) Visa ( ) MC ( ) Discover ( ) Amex Last 4 digits of card:

Cardholders Name: \_\_\_\_\_ Patient Name: \_\_\_\_\_

Authorized signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*All surgical patients are required to have a credit card on file prior to the date of surgery.\***

Date entered into Vault: \_\_\_\_\_ Witness/Entered by: \_\_\_\_\_

**Declined Cards: If your credit card is declined, we will contact you for an alternate credit card to charge for your services. If we do not receive alternate payment within 48 hours, a processing fee of \$25.00 will be added to your account.**