



Credit Card on File

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. Since we don't always know exact patient responsibility until a claim is processed, 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. Once your insurance has processed your claim, you will receive an explanation of benefits (EOB) informing you of your patient responsibility. Once we receive our EOB, which may take up to 180 days, 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.

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

A receipt will be emailed to reflect the amount charged to your credit card:

Email Address: _____

Circle Card Type: Visa Mastercard Discover Amex

Last 4 digits of card*: _____ Expiration Date: _____

Cardholders Name: _____

Patient's Name (if different than Cardholder): _____

Authorized Signature: _____ Date: _____

Reviewed and/or Updated **Initials** _____ **Date:** _____

Reviewed and/or Updated **Initials** _____ **Date:** _____

Reviewed and/or Updated **Initials** _____ **Date:** _____

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

Office Use: Date entered into Vault: _____ Witness/Entered by: _____