



RE: Credit Card On File Program

Dear Clientele,

We have implemented a policy requiring a credit card held on file for each patient, effective: January 1st 2017. As you may be aware, the current healthcare market has resulted in much higher deductibles, coinsurances, and copays not known at the time of service.

Our new policy will require that you fill out a credit card authorization form, and that it be held on file with our billing office. If you have a copay, your copay will be listed on your credit card authorization form and charged at the time of your visit.

If you have a deductible or co insurance, your insurance company will process your claim, pay their portion, and notify us of your total patient responsibility. At that time, your balances will be charged immediately, and you will receive a statement from us with your payment receipt.

This in no way compromises your ability to dispute a charge or question your insurance company's determination of payment. You are also encouraged to call your insurance company to confirm your benefits before your visit.

Payment Policy Acknowledgement

*****Please read, and sign in the space provided. A copy will be provided to you upon request.*****

Non-covered services. Please be aware that some – and perhaps all – of the services you receive may not be covered or may not be considered medically necessary by your insurance carrier. If your insurance carrier determines the service as non-covered, you must pay for these services in full at the time of your visit. If your insurance carrier denies our claims, please be advised that the balance will be charged to your card on file.

*I have read and understand the payment policy and agree to abide by its guidelines:

Client's Name

Signature of patient or responsible party

Date